

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

NORTH CENTRAL EDUCATION SERVICE DISTRICT

AND

NORTH CENTRAL ESD ASSOCIATION



2021-24

Table of Contents

Article	Title	Page Number
Article 1	Recognition.....	Page 1
Article 2	Duration of Contract.....	Page 2
Article 3	Working Hours.....	Page 2
Article 4	Compensation.....	Pages 3-4
Article 5	Education Reimbursement.....	Page 4
Article 6	Expense Reimbursement.....	Pages 4-5
Article 7	Health Insurance.....	Pages 5
Article 8	Sick Leave.....	Pages 5-7
Article 9	Work Year/Vacations	Pages 7-8
Article 10	Leaves of Absences.....	Pages 9-10
Article 11	Miscellaneous.....	Pages 10-11
Article 12	Grievance.....	Pages 11-12
Article 13	Complaint Procedures.....	Page 13
Article 14	Layoff and Recall.....	Pages 13-15
Article 15	Nondiscrimination.....	Page 16
Article 16	Evaluation.....	Pages 16-17
Article 17	Personnel Files.....	Page 17
Article 18	Employee Discipline.....	Page 18
Article 19	Assignments, Vacancies, Transfers.....	Page 19
Article 20	Association Rights and Privileges.....	Pages 19-20
Article 21	Consultations.....	Page 20
Article 22	Dues and Payroll Deductions.....	Page 20
Article 23	Professional Rights.....	Pages 20-21
Article 24	Management Rights.....	Page 21
Article 25	Execution of Agreement.....	Page 22
Appendix "A"	Salary Calculations (Licensed and Classified).....	Pages 23-25

Article I – Recognition

The North Central Education Service District, hereinafter called the “NCESD” or the “Board,” recognizes the North Central Education Service District Association, hereinafter called the “Association,” affiliated with the Oregon Education Association and the National Education Association (NEA) as the sole and exclusive collective bargaining representative for all classified and licensed employees.

- A. Licensed: Temporary employees as defined in ORS 342.815 (10); and substitute teachers, are specifically excluded from the bargaining unit. Less than one-half-time (.5 FTE) employees are excluded from the bargaining unit.
- B. Licensed Employees includes both teachers as defined by: (ORS 342-120 3&6) and Speech Language Pathologist (ORS 681-205).
- C. If a licensed temporary appointment extends beyond ninety (90) assigned consecutive workdays, the employee will have no contractual rights, but shall receive salary and insurance benefits as provided under the salary and insurance articles of this current contract.
- D. Classified: Supervisory and Confidential employees, as defined by ORS 243.650(6)(23), daily substitutes, temporary employees, and less than one-half-time (.5 FTE) employees are excluded from the bargaining unit.
- E. The following positions, employed by the NCESD are excluded from the bargaining unit:
 - 1. Business Manager
 - 2. Technology Specialist
 - 3. Supervisor of OPK
 - 4. Director of Early Childhood Special Education
 - 5. Director of Human Resources
 - 6. Director of Special Education
- F. Classified Temporary Employees are defined as those classified personnel who are employed on a temporary appointment for no more than ninety (90) assigned, consecutive workdays) or for a specified period of time for one of the following reasons:
 - 1. Seasonal position;
 - 2. An overload condition that does not extend from one school year to the next;
 - 3. Fill in for an employee absent due to:
 - a. Approved leave with or without pay; *and*
 - b. Workers' compensation injury/illness
 - 4. If a classified temporary appointment extends beyond 90 assigned consecutive workdays, the employee shall receive salary and insurance benefits as provided under the salary and insurance articles of the current school year.
 - 5. Temporary assignments will not extend from one school year to the next.
- G. Classified Probationary Employee - During the first ninety (90) working days of employment, a classified employee shall be considered a probationary employee and shall serve at the pleasure of the NCESD.
- H. The NCESD may extend the probationary period an additional sixty (60) working days by providing the employee a written evaluation of the NCESD’s expectations for the job performance expected to achieve “regular” status and are eligible to become part of the bargaining unit.

Article II – Duration of Contract

- A.** The length of this negotiated contract between the NCESD and North Central ESD Association shall commence July 1, 2021 and ending June 30, 2024.
- B.** This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations and restrictions imposed upon the NCESD and the Association.
- C.** This Agreement is subject to amendment, alteration, or additions only by a subsequent written agreement between and executed by the NCESD and the Association. The waiver of any breach, term, or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

Article III – Working Hours

A. Licensed

- 1. The normal workday for full-time employees is eight and one half (8½) hours excluding a minimum one-half (½) hour duty-free lunch period.
- 2. The employee will work a one hundred ninety (190) day contract. Any extra days required to meet both NCESD and assigned district obligations will be fulfilled in the form of an extended contracted by the Superintendent and paid at the teacher's current contract rate.
- 3. The employee must fulfill the yearly work calendar of the district in which they are assigned.
- 4. The employee's daily work schedule, including preparation time, shall be provided in accordance with the school district to which the employee is assigned.

B. Classified

- 1. The yearly work calendar and assigned hours will be determined by the Superintendent and communicated to classified staff by May 15th.
- 2. The daily schedule will be determined by the district in which they are assigned.
- 3. The workweek shall commence at 12:01 a.m. on Sunday and end at 12:00 p.m. on Saturday. To the extent consistent with the operational needs and requirements of the NCESD, as determined by the Board, the NCESD shall schedule work on a Monday through Friday basis.
- 4. Overtime shall be paid as required by applicable state and federal statutes.
- 5. Each employee shall be eligible for a fifteen (15) minute break during each work shift of four (4) continuous hours and every majority part of four (4) hours, normally between one and one-half (1½) and two and one-half (2½) hours after the start of the shift.
- 6. The break period can't be added to the meal period or deducted from the beginning or the end of the employee's shift.
- 7. Employees who work a continuous five and one-half (5½) hour shift shall be eligible for a one-half (½) hour unpaid lunch period, normally between three (3) and five (5) hours after the start of the shift.

Article IV – Compensation

A. Salary - Licensed

1. Licensed staff shall be placed on the salary schedule according to their years of teaching or professional experience, educational degree, and college credits earned subsequent to the awarding of the Bachelor's or Master's Degree.
2. The NCESD reserves the right to offer a signing bonus for up to \$5,000 to help recruit the following positions:
 - a. Special Education Teacher and Speech Pathologist.
 - b. For the following employees in 2021/22: Carisa Huva, Marie Bishop, Cindy Margheim, and Jessie Kerlake; each will receive a one-time \$1,500 stipend as part of implementing 2(a) above.
3. Step advancement will be awarded for at least ninety-five (95) days of satisfactory service during the preceding school year.
4. Column Advancements will be awarded to licensed staff that complete college level classes. Credits must be verified through official transcripts or record of final grade.
5. The licensed employee's pay will be adjusted, upon verification, in the Fall of each year.
6. Verification of college course work must be submitted to the Superintendent for approval no-later-than September 1st.

B. Salary – Classified

1. Classified staff shall be placed on the salary schedule according to their years of experience in the field in which they are applying or working.
2. Step Advancement will be awarded for at least ninety-five (95) days of satisfactory service during the preceding school year.
3. All step advancements provided for in this section are contingent on the employee meeting (satisfactory) NCESD performance expectations based on his or her job description.

C. Public Employee Retirement System (PERS)

1. The NCESD shall pay the 6% employee contribution to PERS required by ORS 238.200. This amount shall be considered salary for the purposes of calculating an employee's final average salary as defined in ORS 238.005.
2. The NCESD shall pay the 6% employee contribution to the IAP required by ORS 238A.330. This amount shall be considered salary for the purposes of calculating an employee's final average salary as defined by 238A.005 and within the meaning of 238A.335 (2)(a).

D. Longevity Pay

1. Longevity for classified employees is based on years of continuous service with the NCESD and shall be granted as follows:
 - a. When a classified employee begins his/her tenth year of continuous service with the NCESD, the employee will receive a (\$.20) per hour increase in salary that year and each subsequent year in which they are employed.

E. Certified Speech and Language Pathologists

1. Speech and Language Pathologists employed by the NCESD shall be entitled to a \$7,500 annual stipend contingent upon the following:
 - a. Stipend will be prorated to FTE status;
 - b. Must be certified to supervise a Speech Language Pathologist Assistant;
 - c. Probationary SLP's not able to supervise SLPA's and/or requiring supervision, will receive an additional 15.5% stipend based on their current placement on the salary schedule.

Article V – Education Reimbursement

A. Professional Learning

1. Contingent upon funding, the NCESD shall allocate the sum of \$5,000 during each fiscal year of this agreement for the purpose of reimbursing licensed members to attain graduate-level credit.
 2. Contingent upon funding, the NCESD shall allocate the sum of \$1,000 during each fiscal year of this agreement for the purpose of reimbursing classified members to attain non-graduate credit.
 - a. Reimbursements will be issued in the order in which complete applications are received.
 - b. The total annual reimbursement under this article to any one member shall not exceed the cost of three (3) graduate credit hours at the current Portland State University rate.
 - c. No member shall be reimbursed for more than three (3) credit hours per fiscal year (unless additional funds are available (see "e" below)
 - d. Staff seeking reimbursement for college course work need to reserve funds by October 1st.
 - e. All unappropriated funds Professional Learning Funds will be made available for additional request at Semester.
 - f. Application for reimbursement shall be available online and may be submitted at any time.
- B.** Tuition and travel expenses (*mileage, meals, and lodging*) for any classes employees are required to attend will be paid by NCESD.
- C.** For classified staff, travel and training time will be administered pursuant to OAR 839-20-044 and 839-20-045.3
- D.** The employee may participate in the state in-service days; attend local, regional, and state-sponsored meetings; and other professional meetings which are related to his/her job description upon approval from the Superintendent.

Article VI – Expense Reimbursement

- A.** All claims for travel reimbursement must be pre-approved the Superintendent.
- B.** A per-diem rate established by the NCESD for meal expenses associated with travel shall be paid upon verification of (i.e., a mileage reimbursement request, a motel receipt). Expenses beyond the per-diem rate must have prior approval by the Superintendent. Daily per diem rates are:
1. Breakfast \$7.00
 2. Lunch \$15.00
 3. Dinner \$30.00
 4. Lodging expenses are reimbursed at actual cost up to the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality.

- C. Employees shall submit a NCESD expense voucher with itemized receipts to the Business Office by the first Friday of the month following the expense. Application of meal per-diem rates are determined on the following schedule based on departure and arrival times and distributed according to the current Oregon Accounting Manual.
- D. Mileage reimbursement shall be the current I.R.S. rate per mile.
- E. An employee is on travel status from the time they start from and return to their official (primary) workstation.

Article VII – Health Insurance

- A. The NCESD shall provide for any employee working 50% F.T.E or more, NCESD-approved family coverage of group medical, dental, vision, and long-term disability insurance.
- B. The NCESD will pay a monthly insurance cap of:
 - 1. \$1,450 for 2021-22
 - 2. \$1,500 for 2022-23
 - 3. \$1,550 for 2023-24
- C. Employees who demonstrate they have dependent coverage under another employer-sponsored group medical plan may elect to opt-out of ESD offered OEGB medical plans.
Any employee who opts-out of ESD offered OEGB medical plans may elect to receive a net \$200 per month as a taxable compensation, VEBA, or 403b. All NCESD contributions in this plan shall be made in ratable installments throughout the applicable plan year.
- D. Employees who choose a high deductible health plan (HDHP) that is compatible with a health savings account (HSA), will receive fifty-percent, 50%, of the difference between the plan cost and the negotiated insurance cap toward their HSA.

Article VIII – Sick Leave

- A. Sick leave will be credited and deducted pursuant to ORS 332.507. At the beginning of employment, a twelve-month employee shall receive twelve (12) days per year, accumulation unlimited. Employees other than twelve month employees shall receive sick leave according to the number of months worked with a minimum of ten (10) days per year.
- B. Sick leave shall cover absences due to employee’s illness or injury including pregnancy, adoption, disability, or unavoidable employee absence due to illness or injury in the employee’s immediate family, up to a maximum of thirty (30) days per year. The Superintendent may approve additional leave beyond thirty (30) days upon request.
 - 1. Immediate Family: means the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis.
 - 2. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee’s same-gender domestic partner.

- C. The NCESD will accept an unlimited number of days sick leave accrued from the most recent employing school district or public employer. Only seventy-five (75) of such days may be used for actual sick leave after thirty (30) days employment. The remaining sick leave is to be recorded and retained for retirement purposes. It is the responsibility of the employee to present the Superintendent's office proof of days accrued in the previous employment.
- D. An employee who is absent three (3) consecutive days, or who demonstrates a pattern or practice of sick leave use that calls into question the validity of that use, may be required to furnish a statement from his/her attending physician verifying his/her illness or injury.
- E. An employee returning from an illness or injury, whether or not sick leave benefits have been paid, may be required to have a medical examination, at the expense of the NCESD, or furnish a medical doctor's certificate of health, attesting that the employee is fit for duty prior to returning to work.
- F. An employee on leave ORS 659A.093 (Oregon Military Family Leave Act) or ORS 659A.272 (Oregon Protections Because of Domestic Violence, Harassment, Sexual Assault or Stalking) shall be entitled to use any of his/her accumulated sick leave during that absence to the extent permitted under the applicable Oregon statute.
- G. Sick leave not taken at the end of the fiscal year shall accumulate to an unlimited number of days in accordance with the law.
- H. During the term of this Agreement, NCESD will participate in the public employee retirement plans as required by ORS Chapter 238 and 238A that are applicable to the employees in the bargaining unit.

The NCESD will comply with any statutory or administrative rule changes which are enacted during the term of this Agreement. In addition, any changes in the public employee retirement plans which are enacted during the life of this Agreement by statute or administrative rule will apply to the employees covered by those plans.

The NCESD does not agree to provide employees any particular level or type of retirement benefit, but only to participate in the public employees' retirement plans and make contributions as required by law.

To the extent allowed by law, retiring employees will receive credit for unused sick leave for the purpose of calculating final average salary for PERS retirement benefits.

I. Sick Leave Bank

1. A sick leave bank shall be established for use by employees who have exhausted individual sick leave and have voluntarily enrolled in the program through donation of days.
2. The Sick Leave Bank is intended to afford contributing members additional paid sick leave days should a long-term illness or injury exhaust the employee's accumulated sick leave. All other available paid leave must be exhausted.
3. The Sick Leave Bank is not afforded to employees receiving funds under Work's Compensation, Long Term or PERS disability.
4. Initial (Fall of 2021) donations will include a 2-day donation from either the employee's sick or personal leave. An annual open enrollment period which will include a donation of 1 day of leave shall be from July 1 to October 1. Donated leave is non-recoverable by donating employee.

5. There will be a cap on usage of ten (10) days per individual, per school year, and a total aggregate cap of twenty (20) days per school year.
6. A four-(4) person sick leave bank committee will be appointed by the Association and the Superintendent to develop procedures and approve sick leave bank requests. The committee will be comprised of two association members, Business Manager, and representative of NCESD administration.

Article IX – Work Year/Vacations

A. Licensed Employees

1. The basic licensed contract shall be 190 days, which shall include eight (8) holidays as specified in (2) below. When and NCESD holiday conflict with the employee’s assigned district, the employee will follow the NCESD calendar.
2. For licensed employees, the regular school year calendar shall include the following paid holidays:

Labor Day	Thanksgiving	New Year’s Day	Presidents’ Day
Veterans’ Day	Christmas	Martin Luther King Junior Day	Memorial Day
3. Contractual days will be assigned as follows:
 - a. The licensed employee will work the scheduled days of the school district in which they are assigned.
 - b. Employees assigned to a district with less than one-hundred ninety (190) contracted days will serve those days assigned by the NCESD Superintendent.
 - c. If additional days are required to meet the scheduled activities of the assigned district and NCESD, those days will be compensated at the employee’s contractual daily rate.
4. Licensed employees on extended contracts which span Independence Day will receive a paid holiday on July 4th.

B. Classified Employees

1. Instructional assistants’ and SLPAs’ work calendars shall be determined based on the school district(s)’ schedules for which the employee is assigned. This may include assigned work days at the NCESD facilities when requested.
 Extra work days may be requested by the NCESD. Extra days assigned must be agreeable to both the employee and the NCESD.
2. All classified employees are entitled to compensation for the following holidays:

Independence Day	Veterans’ Day	D/A Thanksgiving	New Year’s Day
Labor Day	Thanksgiving	Christmas	Presidents’ Day
Martin Luther King Junior Day		Memorial Day	

 Employees must work either the day prior to the holiday or the day immediately following the holiday or be in an approved leave status to be eligible for compensation.

- Classified employees (.50 FTE to 1.0 FTE) shall accrue vacation hours per month prorated to their percentage of full time status. Eligibility shall begin on the date of hire and shall accrue according to the following schedule on a pro rata basis to the nearest whole percent:

Accrual Rate	100%
1 st thru 4 th Year	6.67 Hours a Month
5 th thru 14 th Year	10.00 Hours a Month
15 th Year	13.33 Hours a Month

Vacation hours shall accrue during the year. Balance of vacation hours will be made available upon request.

Any employee who is separated from the service of the NCESD shall be entitled, upon the date of such separation, to cash compensation for unused vacation leave at their current hourly rate.

- Vacations shall be scheduled by mutual agreement between the employee, the assigned district and NCESD.
- An employee may begin using earned vacation time after the first six (6) months of employment. However, July 1 following the completion of the probationary period shall be considered the employee’s anniversary date for the purpose of computing further vacation time earned, and for the purpose of prorating the vacation time due the employee.
- School-based classified employees may only use earned vacation time during non-student contact days in the district in which they are assigned upon Superintendent’s approval.
- Accumulated vacation may be carried for sixty (60) days past July 1, with Superintendent’s approval.

C. Inclement Weather

- If road conditions are, in an employee’s judgment, unreasonably hazardous due to inclement weather, the employee will notify his/her assigned building administrator and NCESD Superintendent prior to the beginning of the work day. In the event of such notification, NCESD Superintendent may approve the employee’s absence for that day. If such approval is given, the absence will, at the Superintendent’s option, be covered by emergency leave or leave without pay.
- Up to three (3) days of emergency leave, afforded and defined in Article X-B, will be granted for absence due to verified road closure as a result of inclement weather when school is otherwise in session. Requests will be submitted to the NCESD Superintendent.
- Individual Schools or NCESD closures, due to inclement weather, shall be determined by the districts and/or NCESD Superintendent. An employee’s attendance shall not be required at their assigned school where student attendance is not.
- In the event instructional days are added at the end of the school year to make up for days lost due to inclement weather or emergency closure, employees at the designated school in which closures occurred, shall work such days without additional compensation.

Article X – Leaves of Absence

The employee will receive, with pay, the following leaves of absence.

A. Personal Leave

1. Three (3) days are allocated yearly for personal leaves of absence, subject to the approval of the Superintendent.
2. Up to two (2) of the three (3) days, of unused days will be “bought back” by the NCESD at the end of the June payroll at 100% of the employee’s daily rate of pay.
3. Personal days shall be prorated based on FTE status.
4. The Superintendent must receive the employee’s application five (5) days prior to leave.

B. Emergency Leave

Three (3) days of paid emergency leave for a natural disaster, personal tragedy, or unanticipated, unpredictable one-time event that directly affects the employee shall be granted by the NCESD administration. When possible, application for emergency leave must be received by the Superintendent within twenty-four (24) hours of the event. This leave is not intended to be used for those situations that could be scheduled at another time.

C. Bereavement Leave

1. At the beginning of each agreement year, the employee shall be credited two (2) days to make arrangements, travel, and attend funerals.
2. Additional time, up to two weeks (*applied concurrently with credited days in C.1*) will be approved using sick leave or unpaid for using personal leave or vacation time, may be granted on approval by the Superintendent for the following family members as described in ORS 106.300 to 106.340:
 - a. Covered family members include the employee’s spouse, same-gender domestic partner (as described in ORS 106.300 to 106.340), biological child, adopted child, stepchild, foster child, same-gender domestic partner’s child, parent, adoptive parent, stepparent, foster parent, parent-in-law, same-gender domestic partner’s parent, grandparent, grandchild, and any individual with whom an employee has or had an in loco parentis relationship.

D. Jury Duty

If the employee is called for jury duty, the NCESD will provide the employee the necessary leave of absence with full pay. In return, the employee will assign to the NCESD, compensation received in excess of \$10.00.

E. Legal Leave

1. Leave with pay may be granted, if necessary, for appearance in legal proceedings connected with the employee’s employment with the school system.
2. An employee shall be granted leave with pay for appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other directions by proper authority if the request is connected to their assigned duties with NCESD.
3. The employee shall remit to the NCESD the amount of compensation received for such service or appearance, minus any travel expenses.

4. This provision shall not apply to employees who are involved in personal legal actions, as defendants in a criminal case or as claimant or defendant in a civil case. In such cases, unpaid leave may be granted by the Superintendent.

F. Parental Leave

1. Parental leave will be granted for reasons of parenting or adoption if the employee has completed at least one (1) year of service with the NCESD. If the employee has not returned to duty by the following school year, their leave and employment shall automatically terminate. A mutual agreement between the employee and the NCESD Superintendent will determine when the leave begins.
2. For seniority and salary schedule purposes, an experience increment shall be allowed upon return if the employee worked at least one hundred thirty-five (135) days in the school year the leave was taken.
3. Maintenance of any or all fringe benefits will be at the employee's expense upon the approval of the insurance carrier.

G. Military Leave

Employees who are, or who become, members of the military shall be entitled to military leave in accordance with current state and federal law.

H. Unpaid Leave of Absence

1. A one (1) year leave of absence without pay may be granted upon Board approval. An additional year may be requested prior to February 15th.
2. The employee will not be given credit for seniority for salary schedule purposes.
3. The employee will be assigned a similar position on return as determined by the Superintendent.
4. The employee may participate in the NCESD fringe benefits program at his/her own expense, if available through the current carrier.

Article XI – Miscellaneous

A. Adherence

The provisions of this Agreement shall be recognized and adhered to by the Board and the Association. Existing policies, rules and regulations, practices, and procedures which are contrary to this Agreement shall be modified or replaced by this Agreement subject to supersession by any applicable ORS or OAR.

B. Copies

There shall be two signed copies of the final Agreement for the purpose of records. One shall be retained by the Board and one by the Association.

C. Separability

In the event any words or sections of the Agreement are declared to be invalid by any court of competent jurisdiction, by ruling by the Employee Relations Board, by statute or constitutional amendment, then upon request by either party the invalid words or sections of the Agreement shall be reopened for negotiation. Re-negotiation of this Agreement pursuant to ORS 243.702 is subject to ORS 243.698.

D. Compliance between individual contract and master agreement.

Any contract between the Board and an individual employee hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement shall be controlling during its duration.

E. Modifications

The Agreement can be modified by mutual agreement. A modification must be in writing and duly executed by the parties.

Article XII – Grievance

Purpose

The purpose of the procedure is to provide an orderly method for resolving grievances as herein defined. A determined effort shall be made to settle grievances at the lowest possible level in this procedure.

A. Definitions

- 1. **Grievance:** An alleged violation of a specific provision of this Agreement.
- 2. **Grievant:** A member or members of the bargaining unit making the claim.
- 3. **Days:** Regular Working Day: *(Contractual Working Day)*
Calendar Day: *(Monday – Sunday)*

B. Time Limits

- 1. The time limits herein shall be binding on all parties unless waived or extended by written mutual agreement. In cases where a grievance will be initiated or processed during a period in which the grievant would not normally be on duty, the grievant and the NCESD may, by written mutual agreement, extend or modify the time limits herein as is appropriate. Both parties agree to act in good faith in extending or modifying time limits.
- 2. If a grievant fails to initiate or process their grievance within the time specified herein, the grievance shall be deemed waived.
- 3. If the administration fails to adhere to the time limits set herein, the grievance is deemed denied and the grievance will proceed to the next step.

C. Grievance Procedure

- 1. **Step One – NCESD Administration:** The employee shall discuss the potential grievance informally with the NCESD administration within seven (7) working days from the occurrence of the alleged violation.
- 2. **Step Two - NCESD Administration:** If the matter remains unresolved, the grievant shall submit a formal written grievance to NCESD administration within seven (7) working days following the outcome of Step 1. The formal written grievance shall contain:
 - a. the date of the alleged violation;
 - b. a statement of the grievance and relevant facts;
 - c. the management action or inaction which initiated the grievance;
 - d. signed by the grievant;

- e. the specific provisions of the Agreement, policy, or administrative decision allegedly violated; *and*
- f. the remedies sought by the grievant which would resolve the grievance.

The NCESD administrator shall respond in writing to the grievant within five (5) working days of the receipt of the grievance; a copy of his/her response shall also go to the Superintendent and Association.

- 3. **Step Three - Superintendent:** If the grievance remains unresolved, the grievant shall submit the grievance statement to the Superintendent, or designee, within five (5) working days from receipt of the Administrator's response. The Superintendent, or designee, shall hear the grievance within ten (10) working days after receipt of the grievance and shall give a written response to the grievant within five (5) working days thereafter. A copy of the response shall also go to the Association.
- 4. **Step Four - NCESD Board:** If the grievance remains unresolved, the grievant shall submit the grievance statement to the NCESD Board chairperson within five (5) working days from receipt of the response specified in Step 3. The NCESD Board chairperson shall establish a hearing date within five (5) working days after receipt of the grievance statement. The Board shall hear the grievance within thirty (30) working days of receipt and shall give a written response to the grievant within five (5) working days thereafter. A copy of the response shall also go to the Association.
- 5. **Step Five - Arbitration:** Only specific alleged violations of this Agreement shall be allowed to proceed to arbitration. The arbitrator shall have no authority over Board policy or administrative decisions not in conflict with this Agreement. If the grievance remains unresolved, the Association may submit the grievance to arbitration. Upon receipt of the appeal, the Association and Superintendent shall attempt to select an arbitrator within five (5) working days. If this cannot be done, the parties shall request a list of (7) arbitrators from the Employment Relations Board (ERB). The parties agree to abide by the rules of the American Arbitration Association in conducting the hearing. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement. The decision of the arbitrator, within the scope of the letter and intent of this Contract shall be binding on the parties.

D. Miscellaneous

- 1. There shall be no restraint, interference, discrimination, or reprisal exerted over any employee choosing to use these procedures.
- 2. All documents, communications, and records of a grievance will be retained in a separate grievance file and shall not be kept in the employee's personnel file.
- 3. Each party shall be responsible for its fees and costs related to the grievance process.
- 4. A grievant may be represented by himself/herself or by an Association representative at all steps of this procedure. If the Association is not representing the grievant, attendance by the Association shall be allowed if both the grievant and Superintendent agree.
- 5. Pursuant to ORS 342.895, a moratorium shall be placed on grievances or claim of violation of applicable evaluations procedures, or fundamental unfairness in a program of assistance while an employee is on a program of assistance.

Article XIII – Complaint Procedure

- A.** It is understood that rights of individuals (teachers, students, and patrons) should be protected by the NCESD. It is the intent to handle such complaints expeditiously and fairly.
1. If a verbal or written complaint is received by administration or board member against a NCESD employee, the complaint shall be processed as follows:
 - a. If the complaint is received verbally, the NCESD administrator will reduce the complaint to written format.
 - b. When possible the employee will first make a good faith effort to meet with the person making the complaint to resolve the issue.
 - c. The employee and administrator may choose to discuss the complaint informally with the complainant. Complaints resolved at this level shall not be considered in an employee evaluation.
 - d. If the NCESD administrator intends to make a record of a complaint received concerning an employee, a conference between the administrator, the employee, and representative if desired, within five (5) working days after the complaint is received by the NCESD.
 - e. The complaint shall be available to the employee, in writing, at the time of the conference. The NCESD administrator must attempt to resolve the matter to the satisfaction of all parties.
- B.** The employee has the right to representation beginning at 1d.

Article XIV – Layoff and Recall

Licensed

- A.** In the event the NCESD Board of Directors determines that a reduction in force is necessary, the NCESD Superintendent will immediately notify the Association in writing.
- B.** Layoffs and recall will be implemented in accordance with ORS 342.934 (Procedure for reduction of teacher staff due to funding or administrative decision.) Decisions will be based on the following criteria:
1. Qualification of licensed employee (areas of licensed competency);
 2. Length of service;
 3. Qualifications and experience of licensed employee compared to other licensed employees considered for the remaining positions, taking into consideration the licensed employee's "merit" and "competence" as defined and required by ORS 342.934;
 4. In the event the NCESD desires to return a less licensed employee, the NCESD shall comply with ORS 342.934 (Par.4).
- C.** For purposes of application in this Article, length of service (Seniority) will be the date from the licensed employee's actual date of service to NCESD to include up to one (1) year for parental leave. All seniority is lost when there is both a severance of employment and a break in service; however, seniority is retained if the severance and break are due to lay off. If the employee layoff is less than twenty-eight (28) months, they will keep their seniority.

- D. If two or more employees are found to have equal seniority, the employee to be laid off will be determined by lot.
- E. If the NCESD desires to retain an employee with less seniority than an employee to be laid off, the NCESD must prove the employee has more competence or merit than the more senior employee.
- F. Definitions: ORS 342.934
 - 1. "Seniority" shall be defined as the employee's length of continuous service with the NCESD.
 - 2. "Merit" means the measurement of one licensed employee's ability and effectiveness against the ability and effectiveness of another licensed employee.
 - 3. "Competence" means the ability to teach a subject or grade level based on recent teaching experience related to that subject or grade level within the last five years, or educational attainments, or both, but not based solely on being licensed to teach. The NCESD may consider a teacher's willingness to undergo additional training or pursue additional education in deciding upon questions of competence.
- G. All employee(s) affected by layoff will be notified in writing at least thirty (30) days before the end of the year. Such notice will include the proposed time schedule and the reasons for the proposed action.
- H. An employee who is notified that he/she is to be laid off will have the right to displace any less senior employee for whose work they are certified. Written notice of intent to exercise this right must be given to the Superintendent, within ten (10) days after an employee is notified that they are to be laid off. The Superintendent will notify the less senior employee that they are to be displaced, if the claim of the senior employee is valid.
- I. The Superintendent will, upon request, provide employee with a list showing seniority.
- J. No licensed position in the NCESD shall be considered "vacant" for purposes of ORS 342.845 (5), if filling the position with a non-extended administrator would cause another teacher to be laid off, or if there is a licensed employee on the recall list who would otherwise be entitled to be recalled to that position, unless the administrator has prior teaching experience in the NCESD.
- K. While any employee is laid off, the Board will institute a recall procedure which, when implemented, will insure employees they will be recalled in the reverse order of lay off.
- L. In the event of recall, the NCESD shall notify an employee of recall by registered letter at the last address given to the NCESD by the employee. An employee shall have fifteen (15) calendar days from receipt of the letter to notify the NCESD Superintendent of their intent to return, and must be able to return within sixty (60) days of said receipt.
- M. An employee who is laid off will remain on the recall list for twenty-seven (27) months after the effective date of their layoff unless he/she:
 - 1. Waives their recall rights in writing;
 - 2. Resigns; *or*
 - 3. Fails to accept recall to the position that he/she held immediately prior to their layoff, or to a substantially equivalent position.
- N. The employee may choose, at their own expense, to participate in the NCESD's insurance benefits program. All benefits to which an employee was entitled at the time of their layoff will be restored to him/her upon their return to active employment, and they will be placed on the proper step of the salary schedule.

- O. The NCESD will comply with all the procedures set forth in this Article.
- P. As set forth in this Article, during any period of school closure due to lack of state funding, the NCESD acknowledges that employees are temporarily laid off rather than dismissed or non-renewed, and agrees to recall as described in this Article when funds become sufficient to continue normal operations.

Classified Employees

- A. In the event the NCESD Board of Directors determines that a reduction in force is necessary, the NCESD Superintendent will immediately notify the Association in writing.

B. Reduction Process

1. The NCESD reserves the right to determine positions to be eliminated.
2. Layoffs within each affected job classification shall be determined by the NCESD on the basis of the operational needs, special occupational skills, and employees' seniority within such job classification.
3. Where job classification seniority dates are the same, the employees' NCESD seniority shall apply. Note: NCESD seniority shall be determined by the employees' most recent actual service date to NCESD.
4. A tie in NCESD seniority shall be settled by drawing of lots.
5. No regular employee shall be laid off within a job classification until all probationary and temporary employees in such classification have been terminated.
6. An employee laid off in a classification may bump into a previously held classification within the NCESD so long as the NCESD determines the employee is qualified and has proven satisfactory performance, based upon the employee's evaluation in the classification.

C. Recall

1. Employees on lay-off shall be placed on a recall list, based on NCESD hire date of actual service and length of service in each job classification held in the NCESD.
2. NCESD notice of recall shall be by certified mail.
3. As positions become available, the employee will be recalled to a classification based on seniority, qualifications and satisfactory performance.
4. Layoff status shall automatically terminate twenty-seven (27) months after the effective date of such layoff.
5. No new employees will be hired into classifications from which employees are laid off and remain qualified. Failure to respond to a recall notice within five (5) working days shall be considered an immediate, voluntary termination.

D. Hourly Reductions

1. In the event the NCESD permanently, involuntarily reduces the scheduled hours of an employee's regular work schedule twenty-five (25%) or more, the employee will be placed on a reduction in hours' recall list for up to twenty-seven (27) months.
2. If a position within the same classification for which the employee is assigned, in the NCESD's judgment, otherwise qualified becomes available, that would reinstate the previous number of hours anywhere up to the former level, then employees on the reduction in hours recall list shall be recalled according to job classification seniority.

Article XV – Non Discrimination

- A. The NCESD will not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, disability, union activities, or political beliefs.
- B. Remedies for non-discrimination are based in BOLI and the Office of Civil Rights.

Proposed Article XVI – Evaluations

Licensed Staff

- A. Evaluation of members shall comply with Revised 2017 ORS 342.850, and the process described in the NCESD Teacher Growth and Evaluation Handbook is included by reference in this Agreement.
- B. The evaluation process described in the Evaluation Handbook must include the core teaching standards required under ORS 342.856. These standards shall be customized based on the collaborative efforts of administrators and members of the Association in accordance with ORS 342.856(4). The most current NCESD Teacher Growth and Evaluation Handbook shall be made available electronically to all members.
- C. Should the Board elect to change the evaluation process as described in the NCESD Teacher Growth and Evaluation Handbook, it will do so in consultation with a committee comprised of an equal number of members appointed by the Association and the NCESD Superintendent and in accordance with ORS 342.850(2)(a).

The committee will meet in May of each school year to consider any proposed changes, amendments or alterations to the evaluation process described in the NCESD Teacher Growth and Evaluation Handbook. The committee will make a final recommendation to the Board.

Classified Staff

All employees will be evaluated annually in compliance with Board Policy. The employee's evaluation shall be based on the following:

- A. **Job Description:** The employee will receive a copy of the written job description which forms the basis for the employee's work responsibilities and evaluation.
- B. **Evaluation:** The employee will be given a written copy of the summative evaluation report and an opportunity to discuss the evaluation with the supervisor.
 - 1. The employee may attach a written response to any evaluation document in their personnel file.
 - 2. Supervisors may solicit input from administrators in membership district or licensed staff working directly with the classified staff member.
- C. **Plan of Assistance:** Where an employee demonstrates deficiencies in performance, the NCESD administration may place the employee on a plan of assistance.
 - 1. A Plan of Assistance means a written plan developed to correct the employee's unsatisfactory performance. The plan shall include:
 - a. Deficiencies: Written statement of the deficiencies, including evidence of substandard performance.
 - b. Action: sets forth specific expectations and corrective steps the employee must take to correct his/her performance.
 - c. Assistance: the plan shall delineate specific assistance to be provided by the NCESD.

- d. The employee and/or the employee's designee shall be given the opportunity to provide input on the type of assistance to be provided.
- e. Timeline: Establishes a timeline for improvement which shall not be less than thirty (30) days nor more than ninety (90) days.
- f. Assessment: Establishes the written criteria the employee must meet for success.
- g. Consequences: States the consequences for failure to meet performance expectations.

Article XVII – Personnel Files

- A.** Each employee shall have the right, upon request, to review the contents of his/her own personnel file, exclusive of reference/placement files received prior to the date of employment of this NCESD.
- B.** At the request of the employee, the NCESD shall furnish a copy of such records. The employee will reimburse the NCESD for the actual cost of providing this service.
- C.** No evaluation, reprimand, or other document relating to NCESD job performance shall be placed in an employee's personnel file unless the employee has had an opportunity to review such materials. The employee shall acknowledge that he/she has had an opportunity to review the materials by signing and dating the copy to be filed, with the understanding that such signature does not indicate agreement with the contents thereof.
- D.** The employee shall have the right to make a written statement relating to any evaluation, reprimand, or other document relating to NCESD job performance placed in the personnel file. Such employee statement shall be attached to the document. An employee's personnel file may be inspected only by the employee, the NCESD, or their designees, with the exception of the employment application.
- E.** The personnel file shall be open only to such other persons as are officially designated by the NCESD, or to persons authorized in writing by the employee concerned.
- F.** An oral or written disciplinary action which is eliminated through the grievance process or any personnel process may not be placed in the employee's personnel file unless both the NCESD and employee agree.
- G.** There shall be one (1) official personnel file for each employee that will also include all payroll information.
- H.** An employee's immediate supervisor may maintain a building or working file that is not part of the personnel file. The contents of the working file shall be available to the immediate supervisor, the employee or the employee's designee but the file is otherwise considered a confidential file.

Article XVIII – Employee Discipline

Licensed Employees

- A.** The Association recognizes the right of the Board to establish and enforce rules and regulations not in conflict with this Agreement and to discipline bargaining unit members. No licensed employee will be disciplined without just cause. Just cause in this Agreement means: Employees shall not be disciplined, reprimanded, or reduced in rank or compensation without just cause and due process.
- B.** This Article does not apply to:
 - 1. Assignments to or retention in extra duty assignments or extended contract time, *or*
 - 2. The non-renewal of probationary and temporary employees.
- C.** Right to Representation: An employee shall have the right to have an Association representative present at any investigatory interview with their supervisor or the Board, when the employee reasonably believes it might result in disciplinary action. If the employee requests representation, he/she shall be given reasonable time to secure such representation.
- D.** The NCESD retains the right to suspend a licensed employee pursuant to ORS 342.805 to 342.955.
- E.** Written reasons for suspension or termination shall be furnished by the NCESD.

Classified Employees

- A.** Disciplinary consequences may include the following: oral reprimand, written reprimand, demotion, suspension without pay, and discharge.
- B.** Conduct reflecting discredit upon the NCESD or assigned district or which is a hindrance to the effective performance of NCESD functions, shall be considered cause for disciplinary action.
- C.** No classified employee will be disciplined without just cause. Just cause in this Agreement means: Employees shall not be disciplined, reprimanded, or reduced in rank or compensation without just cause and due process.
- D.** Any disciplinary action, up to and including discharge, imposed upon an employee shall be contested only in the following manner:
 - 1. The contested issue shall be taken up as a grievance at Step 3 of the grievance procedure within fifteen (15) working days of the alleged action.
 - 2. If then unresolved, the protest may be taken up as a grievance at Step 4 of the grievance procedure in accordance with the time procedures set forth in the grievance procedure. Such decision at this level shall be final and binding.
- E.** An employee found to be unjustly suspended shall be granted compensation for all lost time. An employee found by the Board to be unjustly discharged shall be reinstated with all normal rights and conditions of employment and shall be awarded compensation for all of the lost time.

Article XIX - Assignments - Vacancies - Transfers

- A. Posting of Vacancies:** The NCESD shall post all position vacancies on the NCESD website and ESD office. All NCESD staff will receive an e-mail notice of all openings within two (2) days of the formal posting.
- B. Notification – Intent to Transfer:** Any employee who desires a change in assignment for the following year shall notify the NCESD Superintendent, in writing by March 15th.
- C. Involuntary Transfers:** An employee involuntarily transferred will be given a rationale for the transfer.
- D. Assignments:** Employees presently employed will be given written notice of their tentative assignments for the forthcoming year no later than May 15th.

Article XX – Association Rights and Privileges

A. Information

Upon request, the Board agrees to allow the Association timely access to all public information necessary for its functioning as exclusive bargaining representative.

B. Release Times for Meetings

If ERB proceedings are held during working hours, members of the Association who are directly involved in such meetings may attend, provided at least forty-eight (48) hours' notice is given. Meetings that may require the need for union representation will be scheduled after school with at least twenty-four (24) hours' notice.

C. Association Communications

The NCESD shall provide the Association with e-mail access for use in communicating with its members. Communication is designed for non-political purposes and must be in compliance with board policy.

D. Facilities and Equipment

1. The NCESD facilities may, within reasonable limits, be used by Association members, provided such use does not interfere with NCESD operations and is scheduled in accordance with the NCESD policy and procedures.
2. NCESD equipment such computers, printers, and copy machines may be used by the Association during non-duty hours if otherwise not in use with prior notification. Such use shall be for communication to Association members only.
3. The Association may supply their own consumables or compensate the NCESD for consumable supplies.
4. Any damage to the equipment caused by the Association will be repaired at the Association costs.
5. Should the Association serve the NCESD with notice of strike, this provision will be suspended for the duration of the strike.

E. Association Leave

Upon mutual agreement with the Superintendent and with notice of at least twenty-four (24) hours, the Association may purchase five (5) days of Association Leave at substitute cost for each day taken.

F. NCESD Board Meetings

1. The board chair and the superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any board member, staff member, student or citizen of component school districts by notifying the superintendent at least five (5) working days prior to the meeting.
2. The Association president shall receive a Board agenda and accompanying information at the same time as the Board.

G. Right to Speak on Request

An Association representative shall be allowed the last agenda item to speak on Association matters at staff meetings.

Article XXI – Consultations

Representation of the Association and Administration shall meet the request of either party to discuss matters of concern pertaining to this contract.

Article XXII – Dues and Payroll Reductions

- A. A computer printout or accurate listing of all bargaining unit members who are members of the (NCESD/OEA/NEA) shall be provided by the Association to the NCESD payroll office no later than 1st of each month if a payroll deduction of dues is being requested by the member.
- B. A list of payments deducted shall be sent to the Association by the NCESD payroll office, together with the remittance due to the North Central Education Service NCESD Association (NCESD/OEA/NEA), within five (5) days after the monthly salary check has been received by the employees of the NCESD.
- C. Upon appropriate written authorization from the employee, the NCESD shall deduct from the salary of any employee, and make appropriate remittance, for approved programs agreed to by Association and NCESD.

Article XXIII – Professional Rights

A. Student Evaluation

Within the framework of statewide and NCESD standards, licensed employees shall maintain the initial right and responsibility to determine grades and other evaluations of students relating to their classroom performance. No grade or evaluation given by a licensed employee shall be changed by the NCESD without notice to the teacher.

B. Criticism of Staff

Criticism of the professional performance of a licensed or classified employee by an administrator, board member, or any personnel shall be made in confidence and not in the presence of students, other employees, parents, or at public gatherings. All evaluations between employees and administrators and the Board shall be confidential.

C. Association Identification

No employee shall be prevented from wearing pins or jewelry of membership in the Association or affiliates.

D. Personal Life

The personal life of an employee is not a matter of concern or attention of the NCESD except where, in the judgment of the NCESD, it conflicts with the employee’s duties and/or responsibilities.

E. Academic Freedom

Faculty members are entitled to freedom to present their subject in the classroom, but they shall introduce into their teaching only information and materials having relevance to their subject and approved course content.

G. Organizing

Employees shall have the right to organize; join and assist the Association; to participate in professional negotiations with the Board through the Association; and to engage in other activities, individually or in concert, for the purpose of establishing; maintaining; protecting; or improving conditions of professional service and the quality of the educational program outside of the school/work day.

Article XXIV – Management Rights

The Association recognizes that the District/Board has and will continue to retain the rights and responsibilities to operate and manage the District and its programs, facilities, properties, and activities of its employees under management rights which include all areas not specifically addressed in this Agreement.

Article XXV – Execution of Agreement

A. Execution

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President, and the Board has caused this Agreement to be signed by the Chair and Vice Chair, attested by its Clerk.

North Central Education Service District

North Central ESD Association

Amy Derby – Board Chair

Carisa Huva – Association President

Date

Date

Jeff Schott – Board Representative

Jessie Kerslake – Association Member

Date

Date

Attested By:

**Penny Grotting – Superintendent
Clerk of the District**

Date

Appendix "A"- Salary Calculations

Licensed

1. Compensation on salary for the 2021/22 will be calculated with a 2.5% added to the base.
 - a. Removal of Step "0"

Classified

1. Compensation on salary for the 2021/22 will be calculated with a 4.0% added to the base.
 - a. Removal of Step "0"

Appendix "A"								
North Central Educational Service District (Licensed Salary Schedule 2021/22)								
STEP	BA	BA + 15	BA + 30	BA + 45	MA	MA+15	MA + 30	MA + 45
					BA+60	BA+120		
1	\$38,342	\$39,493	\$40,678	\$41,899	\$43,156	\$44,449	\$45,783	\$47,157
2	\$39,205	\$40,382	\$41,593	\$42,842	\$44,127	\$45,449	\$46,813	\$48,218
3	\$40,087	\$41,290	\$42,529	\$43,806	\$45,119	\$46,472	\$47,866	\$49,303
4	\$40,989	\$42,219	\$43,486	\$44,791	\$46,135	\$47,517	\$48,943	\$50,412
5	\$41,911	\$43,169	\$44,465	\$45,799	\$47,173	\$48,587	\$50,044	\$51,547
6	\$42,854	\$44,141	\$45,465	\$46,829	\$48,234	\$49,680	\$51,170	\$52,707
7	\$43,818	\$45,134	\$46,488	\$47,883	\$49,319	\$50,798	\$52,322	\$53,892
8	\$44,804	\$46,149	\$47,534	\$48,961	\$50,429	\$51,941	\$53,499	\$55,105
9	\$45,812	\$47,188	\$48,604	\$50,062	\$51,564	\$53,109	\$54,703	\$56,345
10	\$46,843	\$48,249	\$49,697	\$51,189	\$52,724	\$54,304	\$55,933	\$57,613
11	\$47,897	\$49,335	\$50,815	\$52,340	\$53,910	\$55,526	\$57,192	\$58,909
12	\$48,975	\$50,445	\$51,959	\$53,518	\$55,123	\$56,775	\$58,479	\$60,234
13	\$50,077	\$51,580	\$53,128	\$54,722	\$56,363	\$58,053	\$59,794	\$61,590
14	\$51,204	\$52,741	\$54,323	\$55,953	\$57,632	\$59,359	\$61,140	\$62,975
15	\$52,356	\$53,927	\$55,545	\$57,212	\$58,928	\$60,695	\$62,515	\$64,392
16	\$53,534	\$55,141	\$56,795	\$58,500	\$60,254	\$62,060	\$63,922	\$65,841
17	\$54,738	\$56,381	\$58,073	\$59,816	\$61,610	\$63,457	\$65,360	\$67,323
18	\$55,970	\$57,650	\$59,380	\$61,162	\$62,996	\$64,884	\$66,831	\$68,837
19	\$57,229	\$58,947	\$60,716	\$62,538	\$64,413	\$66,344	\$68,335	\$70,386
20	\$58,517	\$60,273	\$62,082	\$63,945	\$65,863	\$67,837	\$69,872	\$71,970

Appendix "A"									
North Central Educational Service District (Classified Salary Schedule 2021/22)									
Job Description/Title	1	2	3	4	5	6	7	8	9
Educational Assistant	\$15.08	\$15.76	\$16.47	\$17.21	\$17.98	\$18.79	\$19.64	\$20.52	\$21.45
Custodian	\$14.99	\$15.66	\$16.37	\$17.10	\$17.87	\$18.68	\$19.52	\$20.39	\$21.31
OPK Home Family Advisor	\$16.10	\$16.82	\$17.58	\$18.37	\$19.20	\$20.06	\$20.97	\$21.91	\$22.89
Accounts Payable	\$16.39	\$17.13	\$17.90	\$18.70	\$19.55	\$20.43	\$21.34	\$22.31	\$23.31
Graphics/Web Design	\$18.10	\$18.91	\$19.76	\$20.65	\$21.58	\$22.55	\$23.57	\$24.63	\$25.73
Speech Path Assistant	\$19.42	\$20.29	\$21.20	\$22.16	\$23.15	\$24.20	\$25.29	\$26.42	\$27.61
Maintenance	\$19.48	\$20.36	\$21.27	\$22.23	\$23.23	\$24.27	\$25.37	\$26.51	\$27.70

Appendix "A" - Salary Calculations

Licensed

1. Compensation on salary for the 2022/23 will be calculated with a 2.5% added to the base.

Classified

1. Compensation on salary for the 2022/23 will be calculated with a 2.5% added to the base.

Appendix "A"								
North Central Educational Service District (Licensed Salary Schedule 2022/23)								
STEP	BA	BA + 15	BA + 30	BA + 45	MA	MA+15	MA + 30	MA + 45
					BA+60	BA+120		
1	\$39,301	\$40,481	\$41,695	\$42,946	\$44,234	\$45,560	\$46,927	\$48,336
2	\$40,185	\$41,391	\$42,633	\$43,913	\$45,230	\$46,585	\$47,983	\$49,424
3	\$41,089	\$42,323	\$43,592	\$44,901	\$46,247	\$47,634	\$49,063	\$50,536
4	\$42,014	\$43,275	\$44,573	\$45,911	\$47,288	\$48,705	\$50,167	\$51,673
5	\$42,959	\$44,249	\$45,576	\$46,944	\$48,352	\$49,801	\$51,295	\$52,835
6	\$43,926	\$45,244	\$46,602	\$48,000	\$49,440	\$50,922	\$52,450	\$54,024
7	\$44,914	\$46,262	\$47,650	\$49,080	\$50,552	\$52,068	\$53,630	\$55,240
8	\$45,924	\$47,303	\$48,722	\$50,185	\$51,690	\$53,239	\$54,836	\$56,483
9	\$46,958	\$48,367	\$49,819	\$51,314	\$52,853	\$54,437	\$56,070	\$57,753
10	\$48,014	\$49,456	\$50,940	\$52,468	\$54,042	\$55,662	\$57,332	\$59,053
11	\$49,095	\$50,568	\$52,086	\$53,649	\$55,258	\$56,914	\$58,622	\$60,382
12	\$50,199	\$51,706	\$53,258	\$54,856	\$56,501	\$58,195	\$59,941	\$61,740
13	\$51,329	\$52,870	\$54,456	\$56,090	\$57,772	\$59,504	\$61,289	\$63,129
14	\$52,484	\$54,059	\$55,681	\$57,352	\$59,072	\$60,843	\$62,668	\$64,550
15	\$53,664	\$55,276	\$56,934	\$58,643	\$60,401	\$62,212	\$64,078	\$66,002
16	\$54,872	\$56,519	\$58,215	\$59,962	\$61,760	\$63,612	\$65,520	\$67,487
17	\$56,107	\$57,791	\$59,525	\$61,311	\$63,150	\$65,043	\$66,994	\$69,006
18	\$57,369	\$59,091	\$60,864	\$62,691	\$64,571	\$66,506	\$68,502	\$70,558
19	\$58,660	\$60,421	\$62,234	\$64,101	\$66,024	\$68,003	\$70,043	\$72,146
20	\$59,980	\$61,780	\$63,634	\$65,544	\$67,509	\$69,533	\$71,619	\$73,769

Appendix "A"									
North Central Educational Service District (Classified Salary Schedule 2022/23)									
Job Description/Title	1	2	3	4	5	6	7	8	9
Educational Assistant	\$15.46	\$16.15	\$16.88	\$17.64	\$18.43	\$19.26	\$20.13	\$21.03	\$21.98
Custodian	\$15.36	\$16.06	\$16.78	\$17.53	\$18.32	\$19.15	\$20.01	\$20.91	\$21.85
OPK Home Family Advisor	\$16.50	\$17.25	\$18.02	\$18.83	\$19.68	\$20.57	\$21.49	\$22.46	\$23.47
Accounts Payable	\$16.80	\$17.56	\$18.35	\$19.17	\$20.03	\$20.94	\$21.88	\$22.86	\$23.89
Graphics/Web Design	\$18.55	\$19.39	\$20.26	\$21.17	\$22.12	\$23.12	\$24.16	\$25.25	\$26.38
Speech Path Assistant	\$19.91	\$20.80	\$21.74	\$22.72	\$23.74	\$24.81	\$25.92	\$27.09	\$28.31
Maintenance	\$19.97	\$20.87	\$21.80	\$22.79	\$23.81	\$24.88	\$26.00	\$27.17	\$28.40

Licensed

1. Compensation on salary for the 2023/24 will be calculated with a 2.0% added to the base.

Classified

2. Compensation on salary for the 2023-24 will be calculated with a 2.0% added to the base.

Appendix "A"								
North Central Educational Service District (Licensed Salary Schedule 2023-24)								
STEP	BA	BA + 15	BA + 30	BA + 45	MA	MA+15	MA + 30	MA + 45
					BA+60	BA+120		
1	\$40,087	\$41,290	\$42,529	\$43,805	\$45,119	\$46,472	\$47,866	\$49,303
2	\$40,989	\$42,219	\$43,486	\$44,791	\$46,134	\$47,517	\$48,943	\$50,412
3	\$41,911	\$43,169	\$44,464	\$45,799	\$47,172	\$48,586	\$50,044	\$51,546
4	\$42,854	\$44,140	\$45,465	\$46,829	\$48,234	\$49,679	\$51,170	\$52,706
5	\$43,818	\$45,134	\$46,488	\$47,883	\$49,319	\$50,797	\$52,321	\$53,892
6	\$44,804	\$46,149	\$47,534	\$48,960	\$50,429	\$51,940	\$53,498	\$55,105
7	\$45,812	\$47,187	\$48,603	\$50,062	\$51,563	\$53,109	\$54,702	\$56,345
8	\$46,843	\$48,249	\$49,697	\$51,188	\$52,723	\$54,304	\$55,933	\$57,612
9	\$47,897	\$49,335	\$50,815	\$52,340	\$53,910	\$55,526	\$57,192	\$58,909
10	\$48,975	\$50,445	\$51,958	\$53,518	\$55,123	\$56,775	\$58,478	\$60,234
11	\$50,076	\$51,580	\$53,127	\$54,722	\$56,363	\$58,052	\$59,794	\$61,589
12	\$51,203	\$52,740	\$54,323	\$55,953	\$57,631	\$59,359	\$61,139	\$62,975
13	\$52,355	\$53,927	\$55,545	\$57,212	\$58,928	\$60,694	\$62,515	\$64,392
14	\$53,533	\$55,140	\$56,795	\$58,499	\$60,254	\$62,060	\$63,922	\$65,841
15	\$54,738	\$56,381	\$58,073	\$59,815	\$61,609	\$63,456	\$65,360	\$67,322
16	\$55,969	\$57,650	\$59,379	\$61,161	\$62,996	\$64,884	\$66,831	\$68,837
17	\$57,229	\$58,947	\$60,715	\$62,537	\$64,413	\$66,344	\$68,334	\$70,386
18	\$58,516	\$60,273	\$62,081	\$63,945	\$65,862	\$67,837	\$69,872	\$71,969
19	\$59,833	\$61,629	\$63,478	\$65,383	\$67,344	\$69,363	\$71,444	\$73,589
20	\$61,179	\$63,016	\$64,907	\$66,854	\$68,860	\$70,924	\$73,051	\$75,245

Appendix "A"									
North Central Educational Service District (Classified Salary Schedule 2023/24)									
Job Description/Title	1	2	3	4	5	6	7	8	9
Educational Assistant	\$15.77	\$16.48	\$17.22	\$18.00	\$18.81	\$19.65	\$20.54	\$21.46	\$22.43
Custodian	\$15.67	\$16.37	\$17.11	\$17.88	\$18.68	\$19.52	\$20.40	\$21.32	\$22.28
OPK Home Family Advisor	\$16.83	\$17.59	\$18.38	\$19.21	\$20.07	\$20.97	\$21.92	\$22.90	\$23.93
Accounts Payable	\$17.05	\$17.82	\$18.62	\$19.46	\$20.34	\$21.25	\$22.21	\$23.21	\$24.25
Graphics/Web Design	\$18.92	\$19.77	\$20.66	\$21.59	\$22.56	\$23.58	\$24.64	\$25.75	\$26.91
Speech Path Assistant	\$20.31	\$21.22	\$22.18	\$23.18	\$24.22	\$25.31	\$26.45	\$27.64	\$28.88
Maintenance	\$20.37	\$21.29	\$22.24	\$23.24	\$24.29	\$25.38	\$26.53	\$27.72	\$28.97

