

**CONTRACT AGREEMENT  
BETWEEN**

***INTERMOUNTAIN  
EDUCATION SERVICE DISTRICT  
AND***

***INTERMOUNTAIN E.S.D.  
CLASSIFIED EMPLOYEES' ASSOCIATION***

**NEGOTIATED CONTRACT  
July 1, 2020- June 30, 2023**

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## **ARTICLE 1: RECOGNITION**

The InterMountain ESD Classified Employees' Association, hereinafter referred to as the "Association," shall be the sole and exclusive bargaining representative for the employees designated as classified employed by the InterMountain Education Service District Board of Directors, hereinafter referred to as the "District," who are regularly scheduled twenty or more hours per week, with the exception of those staff designated as special projects support staff, technical staff, substitute and temporary employees. Employees covered by this contract are hereinafter referred to as employees or employee.

## **ARTICLE 2: STATUS OF CONTRACT**

A. The duration of this contract shall be three (3) years from the date of its execution (July 1, 2020 – June 30, 2023); provided, however, that it shall be renewed automatically on its termination date for another one (1) year in the form in which it has been written and amended or supplemented during its life, until a successor agreement has been reached. The District shall receive notification of intent to bargain no later than December 1, 2022 with bargaining to begin at a mutually acceptable time.

B. Two (2) signed copies of the final agreement will be maintained for the purpose of records. One will be retained by the District and one by the Association.

C. All items shall be subject to binding arbitration.

## **ARTICLE 3: MANAGEMENT RIGHTS CLAUSE**

The District hereby retains all rights, authorities and duties conferred upon and vested in it by State and Federal law. Such rights, authorities and duties include the right to determine and administer policy and are limited only by the terms of this contract. The District retains all traditional rights prerogative to management.

## **ARTICLE 4: DUE PROCESS**

- A. All levels of discipline may be imposed on any employee and should be appropriate to the situation.
- B. If the ESD 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.
- C. 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.
- D. 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.

- E. An employee has the right to association representation at all meetings concerning disciplinary actions, including investigatory meetings prior to the imposition of discipline.

## **Article 5: Classified Employee Evaluation**

The objective of the employee evaluation program is to facilitate decision-making regarding an employee's performance and professional development. To this end, the program serves the purpose of:

- Fostering increased competence and growth of the employee;
- Measuring and judging performance;
- Clarifying both the job to be done and the expectations of the accomplishment;
- Enhancing Communication.
  - A. The results of a performance evaluation shall be in writing, with a copy given to the employee.
  - B. Employees may attach a written statement relating to any evaluation placed in his/her personnel file.
  - C. When employees are unable to accomplish their job due to lack of specific skills, a Plan of Assistance for Improvement may be initiated to help the employee. The plan will identify the specific unsatisfactory performance and will specify corrective activities for the employee. The written plan will be discussed with the employee. The employee will be encouraged to make suggestions regarding the plan before it is completed. The employee may invite an Association representative to participate in plan initiation meetings and help assess progress in meeting the plan goals.

## **ARTICLE 6: ASSOCIATION DUES**

A. IMESD, when so authorized and directed in writing by a classified member on a dues deduction authorization form provided by the Classified Association, will deduct Classified Association due. The annual dues will be determined each year of the contract at the Association meeting following the August in-service. If the annual dues exceed Fifty Dollars (\$50.00), they will be deducted monthly from October to June; otherwise a one-time deduction will be made in the month designated by the Association.

## ARTICLE 7: SALARY PROGRAM

A. For accounting purposes, two thousand (2,000) hours will constitute one (1) year for full time (12 month/8 hours per day) classified employees. Less than twelve (12) month employees will be paid on a basis of hours worked, and twelve (12) month employees working less than eight (8) hours per day will be prorated accordingly. Annual hours will be prorated based upon a July 1 to June 30 year.

B. The salary program of the Association will be based upon the attached salary schedule.

C. Step Placement on the schedule shall be determined by:

1. The program administrator upon review of the job description and the need of the program and the organization as a whole. Final approval will rest with the Human Resources Director and the Superintendent.
2. New employee salary determination within each step will be based on training and experience and shall be determined by the Human Resources Director and Superintendent in consultation with the employee's administrator.

D. The probationary program for employees, other than temporary, hired on this salary program shall be as follows: New employees shall serve a 6 month probationary period after the initial hiring date. During the probationary period the District may dismiss the employee for any reason deemed sufficient by the Superintendent. Upon successful completion of the probationary period, determined by formal evaluation of the employee's performance, the employee shall have all the rights and privileges granted to other employees by this contract. Salary placement during the probationary period will be in accordance with Section C, Subsection 2 as described above.

E. The current salary schedule shall contain twelve (12) numbered columns and consist of five (5) rows. Each row is equivalent to one (1) year of experience.

Employees must work the majority of their work schedule to be eligible to move to the next row on the salary schedule indicating another year of experience. Employees working twelve (12) month positions must work more than one hundred twenty-five (125) days and nine (9) month employees must work more than ninety-five (95) days within the fiscal year.

F. Not less than once in each year, each employee's immediate supervisor, in consultation with the department administrator will evaluate each employee under his/her supervision, using forms furnished by the District. The evaluation document, signed by the employee and the supervisor, will become part of the employee's personnel file. An employee's personnel records shall be available for inspection upon the employee's request.

1. Employees receiving satisfactory evaluations will be eligible for the salary increase. The District, through the use of an evaluation procedure, may withhold salary increases for an employee who receives a below-average and/or needs-improvement evaluation and who has previously been placed on a plan of assistance/plan for improvement during the year.

G. Employees will pay their own contribution to the Public Employees' Retirement System (PERS).

H. An employee who has completed five (5) accumulative years on the classified schedule will receive a longevity increase of \$500 to their annual salary through the completion of their 10<sup>th</sup> year on the schedule. An employee who has completed ten (10) accumulative years on the classified schedule will receive a longevity increase of \$750 to their annual salary through the completion of their 20<sup>th</sup> year on the schedule. An employee who has completed twenty (20) accumulative years on the classified schedule will receive a longevity increase of \$1,000 to their annual salary. Any full-time employee, working thirty (30) or more hours per week shall receive the full appropriate increase to their salary. Those working twenty to twenty-nine (20-29) hours per week will be compensated on a prorated basis. This amount will continue even if the employee is promoted to a new range and step on the classified salary schedule.

I. The salary schedule beginning with 2020-21 shall be increased by 3%. The salary schedule for the 2021-22 year shall be increased by 3%. The salary schedule for the 2022-2023 year shall be increased by 3%.

## **ARTICLE 8: RECLASSIFICATION**

The District reserves the right under Article 3 to establish job classifications.

If an employee and their supervisor have documented with a new job description that the position has reached a need for reclassification due to added or changed responsibilities, they can request a meeting with their Administrator, Human Resources, the Superintendent/Designee, and three members of the Classified Association, which becomes the Committee. In the event an employee and the supervisor cannot agree on a request for reclassification, the employee may appeal to the HR Department.

Classified members of this committee will be elected at the annual meeting. People knowledgeable about the job being reviewed may be called by the Committee to provide information as needed.

The Committees purpose will be:

- a. The Committee will determine a set of procedures to be followed and requirements to be met for the review process.
- b. To review the job descriptions and documented changes that have been brought to the Committees' attention.
- c. To recommend salary placement on the salary schedule for the position that has been reviewed, and acted upon by the Committee and confirmed by the Chief Financial Officer.

## **FINAL DECISION**

The District retains management rights of final decision.

**ARTICLE 9: INSURANCE PROGRAM**

A. Employees working thirty (30) or more hours per week will receive full insurance benefits. Those working twenty to twenty-nine (20-29) hours per week will receive fifty percent (50%) of the total amount provided to apply toward medical or dental coverage.

B. The ESD will continue to offer medical, dental, vision, and orthodontia coverage through OEGB (Oregon Educators Benefit Board). The District will pay up to \$1500 for 2020-2021 year. The amount for the 2021-2022 year shall be \$1550. The amount for the 2022-2023 year shall be \$1600.

C. Any full-time employee, working thirty (30) or more hours per week and has proof of insurance may choose to opt out of OEGB, and will receive 35% of the district cap in a Health Reimbursement Account (HRA).

D. Health Savings Account (HSA): Employees that are eligible for health insurance may elect to participate in the high deductible health plan. For employees choosing the highest deductible plan, the employees may invest in a Health Savings Account provided all criteria is met under the rules and regulations set forth by the IRS. The District will contribute to a Health Savings Account the lesser of: 1) the difference between the actual cost of the total premiums selected (medical, dental, vision) and the maximum District insurance contribution for any given year or 2) the annual maximum allowed by the IRS.

E. Insurance benefits shall continue to be paid through the summer months at the same rate as paid during the school months for all employees that are expected to return to school the following fall. Pre-payment of insurance premiums for summer months will be pro-rated throughout the school year for all 10 month employees.

**ARTICLE 10: REIMBURSEMENT PROGRAM**

The reimbursement rate per mile for District-authorized use of the employee’s personal vehicle will be IRS rate in effect July 1<sup>st</sup>.

Each employee will be reimbursed for expenses incurred in required travel outside the District in the following manner:

1. Lodging – Single room rate.
2. Meals during out of district travel will be reimbursed at a per diem rate as determined by Administrative Rule and Business Office Procedures.
3. Meals paid through the conference registration will be deducted at the per diem rate as outlined in Board Policy and Business Department procedures.

**ARTICLE 11: SENIORITY**

Seniority shall be defined as the total length of uninterrupted service as a classified employee within the District with exception of reinstatement of employment within one year of layoff. For accounting purposes, all authorized leave shall be computed as hours worked. The accumulation of two thousand (2,000) hours, whether gained through continuous or part-time employment, shall constitute one (1) year. Employees who are laid off and subsequently reinstated shall retain cumulative seniority for periods worked except for the period of layoff. Annual hours will be prorated based upon a fiscal year July 1 to June 30. Employees who are laid off and subsequently

reinstated within 1 year shall retain cumulative seniority for periods worked except for the period of layoff.

## **ARTICLE 12: VACANCIES/NEW POSITIONS**

All vacancies and new positions shall be posted electronically and forwarded to each employee in the association. In house transfers will be considered before posting the position outside the agency. The posting must occur a minimum of five (5) calendar days prior to the position being filled on a permanent basis. It is understood that the job vacancy notice can be advertised outside the District at the same time that it is announced within the District. An employee who is part of the bargaining unit may apply for any open position.

## **ARTICLE 13: TRANSFERS**

An employee of the bargaining unit who wishes to transfer to another position will be considered if the employee satisfies the qualifications stated in the position opening. If qualifications of applicants are equal, preference will be given to the applicant with the most seniority.

Requests shall be made in writing to the immediate supervisor and the Human Resources Department. The application shall set forth the reason for the request.

## **ARTICLE 14: INVOLUNTARY TRANSFER**

A. If an involuntary transfer of an employee occurs, the District shall pay moving costs with receipts provided (phone calls, trips, packing, moving) up to \$2000.00 only when the move is in excess of thirty (30) miles. A one-time stipend of \$800 will be paid over the course of the year to the employee and shall pay mileage for a maximum of three (3) months. Mileage reimbursement will occur only when the employee's workdays are in effect. The district will comply with IRS guidelines for moving costs and mileage reimbursements.

### **B. Definitions**

1. Vacancy: A vacancy is a bargaining unit position which is presently not occupied by an incumbent and which the District intends to fill.
2. Transfer: A transfer is a shift from one bargaining unit position to another bargaining unit position, including the involuntary transfer of a home base.

### **C. Involuntary Transfers**

- i. When an employee is involuntarily transferred, the employee will have the opportunity to discuss the options regarding the new assignment with appropriate administrator at which time the employee will be notified of the reason for the transfer.
- ii. Notice of an involuntary transfer will be given to the employee as soon as possible.
- iii. Employees being involuntarily transferred are encouraged to contact Human Resources to seek information on appropriate vacancies known at



the time the decision is being made. Employees will be able to indicate their preference of assignments.

#### **ARTICLE 15: ESTABLISHMENT OF HOME BASE**

- The District will comply with IRS guidelines for non-taxable mileage reimbursement. By July 1<sup>st</sup> each year, all new and current employees will receive written notification of their “home base” assignment.
- Department administrators, based on the most central location to each employee’s weekly work area, will make this assignment.
- The assignment will be considered the place of business for calculating reimbursable in-district travel during the employee’s normal working days and hours for the purposes of approved out-of-district travel.
- Whenever possible place of residence will be given consideration.

#### **ARTICLE 16: RE-EMPLOYMENT**

An employee who is laid off (Reduction in Force) due to lack of funding who applies for a job opening and satisfies qualifications will be considered for re-employment. Re-employment will be based upon qualifications and job performance. If qualifications of applicants are equal, preference will be given to the applicant with the most seniority.

#### **ARTICLE 17: LAYOFF AND RECALL**

- A. The District retains the right to determine when a layoff is necessary.
- B. The District will notify the Association and the affected employees as soon as is practical.
- C. The District maintains the right to determine the employees to layoff based on seniority and competency;
  - 1. Seniority is defined as the employee’s total length of continuous service in the District as classified employee. Seniority will accrue from the employee’s first day of actual service and shall continue to accrue during District approved leaves. In the situation where two (2) or more employees have the same first date of service with the District, drawing lots will break the tie.
  - 2. Competency is defined as the ability to provide a service required as part of the District’s needs based on recent experience, performance and/or educational attainments
- D. An employee who is laid off will remain on the recall list and be eligible for recall for twelve (12) months from the effective date of the layoff. When the District determines that there is a vacant bargaining unit position for which the laid off employee is qualified, the District will use the following procedure.
  - 1. In determining which employee shall be recalled, the District may use the same criteria that were available in determining which employees were laid off.

2. The district will notify laid off employees of the position by U.S. mail using the address of record as maintained in the District Human Resources Office. It shall be the responsibility of the employee to make certain the address is correct and that the District is notified of any changes. Laid off employees shall have seven (7) calendar days from the anticipated date of receipt of the letter in which to indicate their acceptance or rejection of the position. The employee must return to active employment within an additional fourteen (14) days, or more at the option of the District.
3. After twelve (12) months on the recall list, or if the employee cannot be reached at his/her last known address (when letter has been returned as undeliverable to the District), or if the employee rejects any position offered to him/her for which he/she is qualified, he/she shall forfeit all re-employment rights, shall be considered to have resigned and the employee's name will be removed from the recall list.
4. Employees who wish to waive re-employment rights prior to twelve (12) months subsequent to the effective date of a layoff, or at a later date, may do so by written notification to the District. Such notice will be considered a voluntary resignation and the employee shall forfeit all employment rights with the District.
5. Employees returning from layoff shall be credited with all seniority and sick leave he/she earned prior to the effective date of the layoff, but the employee shall not accrue leave, benefits or seniority during the period of the layoff.
6. An employee who has been laid off has the option of continuing his/her health insurance program at the employee's expense for up to eighteen (18) months subject to the approval and rules of the insurance carrier (s).

#### E. Reduction in hours

1. Full time employees whose hours have been reduced by the district because of change in services, job responsibilities, and funding will continue to be represented by the Classified Association for twelve months after the reduction
  - a. The employee will not be required to pay dues to the association until returned to full time employment.
  - b. The employee will be eligible to apply for other positions.
  - c. Under the OEBC insurance regulations the employee will be able to change insurance options chosen by the Classified Association because of the reduction of hours.

F. Nothing in this article shall be construed as to interfere with the District's right to dismiss an employee.

**ARTICLE 18: PAID LEAVES**

Employees shall be granted the following leaves. Employees working less than a 250 – 8 hour day (2000 hour) year shall be granted leave on a pro-rated basis.

- A. Vacation Leave – will be awarded on July 1<sup>st</sup> of each year based on the following guidelines;

**Current Employees** will be frozen at the current rate until they reach new level.

Days Worked	New Hire	1 <sup>st</sup> - 5 <sup>th</sup> Year	6 <sup>th</sup> - 10 <sup>th</sup> Year	11 <sup>th</sup> - 15 <sup>th</sup> Year
	0-5 days*	10 days*	15 days*	20 days*

\* Hours worked in the previous year divided by 2000 hours.

**New Hires after July 1, 2014**

Days Worked	New Hire	1 <sup>st</sup> - 5 <sup>th</sup> Year	6 <sup>th</sup> - 10 <sup>th</sup> Year	11 <sup>th</sup> - 15 <sup>th</sup> Year
Up to 220	0- 5 days*	5 days**	5 days**	5 days**
221-250	0- 5 days*	5 days**	10 days**	10 days**

\* Hours worked in the previous year divided by 2000 hours.

\*\* Pro-rated based on 8 hour days

**Hourly** employees will take their vacations during office closed and/or at the end of the school year in June. Vacation balance will be paid out at the end of the fiscal year. With supervisory approval, employees may take vacation leave for a special circumstance.

**Salaried** employee’s supervisor must approve vacation leave in advance. Vacation leave should be taken within the fiscal year granted. Upon written request, the employee with approval of the employee’s supervisor and the Human Resources Director will grant an extension of time into the first forty-five (45) days of the next fiscal year.

- B. Sick Leave

Sick Leave will be granted to all employees of this bargaining unit who are absent from work because of personal illness or injury. Sick leave will be awarded on July 1<sup>st</sup> of each year granted on the basis of one (1) day per month or portion thereof that the employee is under contract or employed, in accordance with Current Oregon Law. There is no limit to accumulation of sick leave hours in accordance with ORS 332.507.

- C. Personal Leave

Four (4) days per year (non-accumulative) will be allowed for personal use with no restrictions. Request for leave shall be submitted on a form, provided by the District, to the employee’s immediate supervisor at least two (2) days prior to the requested absence. In an emergency situation, notification to the immediate supervisor shall be sufficient.

- D. Bereavement Leave

Four (4) days per year (non-accumulative) will be allowed upon the death of a friend or family member. Request for leave shall be submitted on a form, provided by the District, to the employee's immediate supervisor at least two (2) days prior to the requested absence. In an emergency situation, notification to the immediate supervisor shall be sufficient.

E. Inclement Weather/Emergency Closures

Classified employees shall use vacation, personal leave, flex-time, or unpaid leave for days that their assigned school or work site is closed due to inclement weather or unforeseen emergencies, as approved by their supervisor. If the classified employee is unable to get to their assigned school or work site because of inclement weather and the school or work site is open, the classified employee shall use vacation, personal leave, flex time, or unpaid leave, as approved by their supervisor. Unpaid leave will be used when there is no paid leave available.

**ARTICLE 19: UNPAID LEAVES**

A. A leave of absence for up to two (2) years may be granted to an employee, upon application, for the purpose of engaging in a work related program of study at an accredited college or university.

1. During a leave of absence at an accredited college or university, an employee may retain benefits on established insurance programs if congruent with insurance company regulations and as long as that employee pays the premiums by the first of the month.
2. Upon return from leave, an employee shall be entitled to:
  - a. The same or similar position provided a program exists. If a program does not exist, notice must be given to the employee in writing by June 30 of the year of program termination.
  - b. The same amount of accumulated sick leave as at the time of beginning the leave. Leaves will not accumulate during leave of absence if absence is over 60 days.
  - c. All seniority received prior to taking the leave. Seniority will not accumulate during leave of absence if absence is over 60 days.
3. No later than March 1, employees on leave of absence shall indicate in writing their desire to return to employment at the beginning of the next contract period.
4. Application for an extension or renewal of leave shall be made in writing to the superintendent no later than March 1.

## **ARTICLE 20: HARDSHIP LEAVE BANK**

A. A hardship bank shall be established for any bargaining unit member who:

1. Is on an approved medical leave.
2. Has a physician's statement of medical need for leave and estimated time off required.
3. Has had minimum of 5 days of unpaid leave related to this leave at the time of request.
4. Has exhausted all available paid leaves.
5. Does not qualify for disability or workers' compensation benefits.
6. Submits a request for a hardship bank.

B. Requests for a hardship bank shall be made to the Human Resources Coordinator. The Human Resources Coordinator shall verify all of the above conditions have been met. If the Human Resources Coordinator is unable to verify all of these criteria, written notification will be sent to the requestor denying the request and stating which items were not verifiable. Upon verification, a hardship bank shall be established.

C. The Human Resources Coordinator will notify the bargaining unit member and the association of the establishment of a bank and the number of days requested subject to the maximum of 45 days.

D. Hardship banks are established for individuals. The individual identity of members requesting the hardship and those donating will be kept confidential to the extent allowed by law.

E. Bargaining unit members may contribute accumulated sick time in one-day increments to the hardship banks by notifying the Human Resources Coordinator in writing of their intent to do so.

F. Each established hardship bank has a maximum total of 45 days. Once 45 days have been donated, no more donations will be accepted. Unused hardship bank days will not accumulate and cannot be transferred.

G. A maximum of one hardship bank per bargaining unit member shall be established each school year.

H. "Days" are defined by the normal workday of the employee requesting the bank

## **ARTICLE 21: FAMILY & MEDICAL LEAVE**

- A. Family medical leave shall be provided in accordance with state and federal law. ORS 659A.150 - 659A.186.

## **ARTICLE 22: HOLIDAY**

Labor Day, Veterans' Day, Thanksgiving Day, Martin Luther King, Jr. Day and Memorial Day shall be paid legal holidays.

Twelve-month, annualized pay, employees shall be paid for Independence Day and the Friday following Thanksgiving Day.

## **ARTICLE 23: FLEX TIME/COMP TIME**

Employees required to work more hours in a day than regularly scheduled, will make every attempt to flex their schedule within that week to remain within 40 hours. If their schedule does not allow for flexing, upon the authorization of the supervisor, the employee is entitled to compensatory time off at not less than time and a half the overtime hours worked. For the purpose of calculating time and one-half, only actual hours worked are credited toward the 40-hour week.

## **ARTICLE 24: TUITION/CONTINUING EDUCATION REIMBURSEMENT**

A pool of \$10,000 Thousand (\$10,000) dollars will be set-aside for Tuition/Continuing Education Reimbursement.

The ESD Board will provide the sum of \$10,000 for the purpose of tuition and/or continuing education course fee, reimbursement pay to the employees covered by this contract during each twelve (12) month period under contract. This sum is to be administered by the Superintendent or his designee.

Priorities:

1. Prior approval must be made in advance of the course or continuing education work and approved by the superintendent or his designee. Reimbursement will be upon completion and submission of proof of payment and transcripts/grade slips passing a class or continuing education activity. Employees taking courses will receive up to 1/3 of the total college credit tuition cost or pre-approved continuing education course amount to the limits of the fund.
2. Employees will be eligible to apply for additional tuition and/or pre-approved continuing education course fees at the conclusion of each year. Such application requests must be received by June 15th. If a portion of the \$10,000 balance remains, then the balance will be distributed to those who have made application for additional funds. Such distribution will be on a prorated basis. At no time will an employee be reimbursed beyond their actual tuition and/or pre-approved continuing education course fees, even if the full balance of the fund is not expended.

## ARTICLE 25: GRIEVANCE

### A. Definitions

1. Grievance: A claim by an employee of a violation of this agreement.
2. Grievant: The person making the claim.
3. Time limits: Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort should be made to expedite this process. Time limits shall not be extended or modified except by written agreement of the parties hereto.

District failure to respond within time limits set forth herein will constitute a rejection of the grievance at that level and thereby allow the Association to take the grievance to the next step within the time limit specified herein, if applicable. Association failure to comply with the time limit set forth herein shall constitute acceptance of the District's position regarding the matter.

This grievance procedure is established for the sole and express purpose of resolving any disputes relating to this Agreement which may arise during the term hereof and shall terminate without qualification upon the expiration date hereof.

### 4. Procedure

Grievances will be processed in the following manner, within the stated time limits:

Step I: A grievant shall promptly attempt to resolve the grievance informally between the person and their supervisor. If the grievance is not resolved informally it shall be reduced to writing by the grievant who shall submit it to the supervisor. If the grievant does not submit their grievance to the supervisor in accordance with Step I within 15 working days after the facts upon which the grievance is based first occur or first become known to the grievant, the grievance will be deemed waived. The grievant may be accompanied by one Association representative when presenting the written grievance. The supervisor shall reply in writing to the staff member within 5 working days after the receipt of the written grievance.

Step II: If the grievance is not settled in Step I and the grievant wishes to appeal to Step II, the grievant may file the grievance in writing to the Deputy Superintendent or Designee within 10 working days after receipt of the supervisor's written answer. The written grievance shall give a clear and concise statement of the alleged grievance including the fact upon which the grievance was based, the issues involved, the agreement provisions involved, and the relief sought. The Deputy Superintendent, or Designee, shall thoroughly review the grievance, arrange for necessary discussions, and give a written answer to the person with a copy to the Association no later than 10 working days after receipt of the written grievance.

Step III: If the grievance is not settled in Step II and the grievant wishes to appeal the grievance to Step III, the grievant may file the grievance in writing to the Superintendent within 10 working days after receipt of the Superintendent's written answer. The written

grievance shall give a clear and concise statement of the alleged grievance including the facts upon which the grievance is based, issues involved, and the relief sought. The Superintendent thereof shall thoroughly review the grievance and arrange for necessary discussions and give a written answer to the grievant with a copy to the Association no later than 10 working days after receipt of the written grievance. The Association must endorse the grievance prior to submission to the Superintendent. The Superintendent's decision is final.



CONTRACT AGREEMENT BETWEEN INTERMOUNTAIN  
EDUCATION SERVICE DISTRICT AND INTERMOUNTAIN E.S.D. CLASSIFIED  
EMPLOYEES' ASSOCIATION NEGOTIATED CONTRACT  
JULY 1, 2020 – JUNE 30, 2023.

Ratified by the membership of the IMESD on May 11, 2020.

SIGNED:

  
\_\_\_\_\_  
Association President

Ratified by the members of the District's Board of Directors this  
27<sup>th</sup> day of May 2020.

SIGNED:

  
\_\_\_\_\_  
District Superintendent

  
\_\_\_\_\_  
District Board Chair

**InterMountain ESD**  
**Classified Hourly Schedule**  
**2020-2021**

<b>Range - HOURLY</b>												
Step	1	2	3	4	5	6	7	8	9	10	11	12
1	15.45	15.97	17.52	18.01	18.54	19.09	19.59	20.59	21.06	21.60	22.15	22.62
2	16.15	16.63	18.23	18.73	19.22	19.72	20.28	21.29	21.75	22.30	22.81	23.32
3	16.86	17.35	18.86	19.41	19.90	20.44	20.94	21.98	22.47	22.99	23.49	24.00
4	17.52	18.01	19.59	20.07	20.59	21.06	21.60	22.62	23.15	23.66	24.18	24.68
5	18.23	18.73	20.28	20.78	21.29	21.75	22.30	23.32	23.82	24.35	24.85	25.35

USED COLA INCREASE OF 3.0%  
103.00%

<b>Range - SALARY</b> <i>hourly x 8 hrs day x 250 days</i>												
Step	1	2	3	4	5	6	7	8	9	10	11	12
1	30,900	31,940	35,040	36,020	37,080	38,180	39,180	41,180	42,120	43,200	44,300	45,240
2	32,300	33,260	36,460	37,460	38,440	39,440	40,560	42,580	43,500	44,600	45,620	46,640
3	33,720	34,700	37,720	38,820	39,800	40,880	41,880	43,960	44,940	45,980	46,980	48,000
4	35,040	36,020	39,180	40,140	41,180	42,120	43,200	45,240	46,300	47,320	48,360	49,360
5	36,460	37,460	40,560	41,560	42,580	43,500	44,600	46,640	47,640	48,700	49,700	50,700

**InterMountain ESD**  
**Classified Hourly Schedule**  
**2021-2022**

<b>Range - HOURLY</b>												
Step	1	2	3	4	5	6	7	8	9	10	11	12
1	15.91	16.45	18.05	18.55	19.10	19.66	20.18	21.21	21.69	22.25	22.81	23.30
2	16.63	17.13	18.78	19.29	19.80	20.31	20.89	21.93	22.40	22.97	23.49	24.02
3	17.37	17.87	19.43	19.99	20.50	21.05	21.57	22.64	23.14	23.68	24.19	24.72
4	18.05	18.55	20.18	20.67	21.21	21.69	22.25	23.30	23.84	24.37	24.91	25.42
5	18.78	19.29	20.89	21.40	21.93	22.40	22.97	24.02	24.53	25.08	25.60	26.11

USED COLA INCREASE OF 3.0%  
103.00%

<b>Range - SALARY</b>												
<i>hourly x 8 hrs day x 250 days</i>												
Step	1	2	3	4	5	6	7	8	9	10	11	12
1	31,820	32,900	36,100	37,100	38,200	39,320	40,360	42,420	43,380	44,500	45,620	46,600
2	33,260	34,260	37,560	38,580	39,600	40,620	41,780	43,860	44,800	45,940	46,980	48,040
3	34,740	35,740	38,860	39,980	41,000	42,100	43,140	45,280	46,280	47,360	48,380	49,440
4	36,100	37,100	40,360	41,340	42,420	43,380	44,500	46,600	47,680	48,740	49,820	50,840
5	37,560	38,580	41,780	42,800	43,860	44,800	45,940	48,040	49,060	50,160	51,200	52,220

**InterMountain ESD**  
**Classified Hourly Schedule**  
**2022-2023**

<b>Range - HOURLY</b>												
Step	1	2	3	4	5	6	7	8	9	10	11	12
1	16.39	16.94	18.59	19.11	19.67	20.25	20.79	21.85	22.34	22.92	23.49	24.00
2	17.13	17.64	19.34	19.87	20.39	20.92	21.52	22.59	23.07	23.66	24.19	24.74
3	17.89	18.41	20.01	20.59	21.12	21.68	22.22	23.32	23.83	24.39	24.92	25.46
4	18.59	19.11	20.79	21.29	21.85	22.34	22.92	24.00	24.56	25.10	25.66	26.18
5	19.34	19.87	21.52	22.04	22.59	23.07	23.66	24.74	25.27	25.83	26.37	26.89

USED COLA INCREASE OF 3.0%  
103.00%

<b>Range - SALARY</b> <i>hourly x 8 hrs day x 250 days</i>												
Step	1	2	3	4	5	6	7	8	9	10	11	12
1	32,780	33,880	37,180	38,220	39,340	40,500	41,580	43,700	44,680	45,840	46,980	48,000
2	34,260	35,280	38,680	39,740	40,780	41,840	43,040	45,180	46,140	47,320	48,380	49,480
3	35,780	36,820	40,020	41,180	42,240	43,360	44,440	46,640	47,660	48,780	49,840	50,920
4	37,180	38,220	41,580	42,580	43,700	44,680	45,840	48,000	49,120	50,200	51,320	52,360
5	38,680	39,740	43,040	44,080	45,180	46,140	47,320	49,480	50,540	51,660	52,740	53,780