

**Addendum to the
Coquille Education Association
and
Coquille School District No. 8
Collective Bargaining Agreement
for
July 1, 2019 – June 30, 2022**

Addendum

Table of Contents

<i>Article</i>		<i>Page</i>
Article 13	Teaching Hours and Teaching Load	3
Article 25	Unpaid Leaves of Absence	4
Article 27	Insurance	6
Article 28	Professional Compensation	8
Article 32	Extra-Duty	12
Article 33	Duration of Agreement	13
Appendix A	Salary Schedule	14
Appendix B	CEA Index	15

Article 13 — Teaching Hours and Teaching Load

- A. The District and the Association agree that teaching requires student contact time, preparation time, other duties and professional development. Furthermore, it is recognized that teachers will spend most of their time teaching which requires a substantial amount of time preparing for that teaching as well as a diversity of other professional duties. Every effort will be made to allow teachers freedom to be performing other professional duties before and after the student contact day. The district and teachers recognize that at times it is necessary to have planned meetings of the entire staff.
- B. Regular working hours for teachers shall not exceed eight (8) hours per day. The starting and dismissal time, which may vary from school to school, shall be determined by the District. Not less than 30-minutes duty-free lunch period shall be part of the working day. Teachers leaving the building during their regular lunch period shall notify the building principal.
- C. Classroom teachers shall, in addition to their regular lunch period, have daily preparation time during which they shall not be assigned to any other duty as follows:
 - 1. **(K-6)** - One continuous period per day comparable in length to the high school and mid-school periods, or two periods totaling 60 minutes per day, as scheduled by the building principal;
 - 2. **(7-12)** - One period per day in a seven (7) period day.
 - 3. If unit members teach a zero period class, the teachers may receive, upon their request, one of their prep periods as the last period of the school day.
- D. In the event that negotiations are conducted during the regular eight (8) hour day, the District agrees that the teacher shall be released without loss of pay. The District agrees that a teacher participating in grievance processing concerning this District including arbitration, shall be released from regular duties without loss of pay.
- E. If a unit member agrees to teach seven periods in a school day, the teacher will receive an additional prep period or financial compensation equivalent to one-seventh of his/her daily salary.
- F. The District and the Association agree that teaching sometimes requires student contact time beyond the regular eight-hour day. In these special circumstances for overnight field trips, outdoor school, college visitations with students, which have been pre-approved by administration and require an overnight stay, the teacher will be given a stipend of \$200.00 per night – unless the teacher is already receiving a stipend for the contact time.

Article 25 — Unpaid Leaves of Absence

A. Unpaid International and Federal Programs Leave

An unpaid leave of absence of up to two (2) years may be granted by the Board to any teacher, upon application, for the purpose of participating in exchange teaching programs in other states, territories or countries; foreign or military teaching programs; Peace Corps, Teachers' Corp. or Job Corps as a full-time participant in such programs or a cultural travel or work program related to his/her professional responsibility provided such teacher states his/her intention to return to the District system. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she was prior to taking the leave of absence.

B. Unpaid Professional Study Leave

An unpaid leave of absence of up to two (2) years may be granted by the Board to any teacher, upon application, for the purpose of engaging in study at an accredited college or university reasonably related to his/her professional responsibility. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she was prior to taking the leave of absence.

C. Unpaid Military Leave

An unpaid military leave of absence will be granted by the Board to any teacher who shall be inducted, activated or shall enlist for military duty during any national or state emergency in any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she would have been had he/she taught in the District during such period.

D. Unpaid Association Leave

An unpaid leave of absence of up to two (2) years may be granted by the Board to any teacher, upon application, for the purpose of service as an officer or its staff. Upon return from such leave, such teacher shall be placed at the same position on the salary schedule as he/she was before taking the leave of absence.

E. Unpaid Political Leave

An unpaid leave of absence of up to two (2) years may be granted by the Board to any teacher, upon application, for the purpose of campaigning for or serving in a public office. Upon return from such leave, a teacher shall be placed at the same position on the salary schedule as he/she was prior to taking the leave of absence. Political leave shall be available no more than once during the teacher's employment with the District.

F. Parental Leave

An unpaid leave of absence for an expectant parent will be granted by the Board at the request of the expectant parent. The commencement date and the termination date of such leave shall be determined by the expectant parent on the advice of his/her doctor.

G. Unpaid Personal Leave

An unpaid leave of absence for one year may be granted by the Board to any teacher, upon application, for personal reasons. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule as he/she was prior to taking the leave of absence.

All extensions or renewals of unpaid leaves shall be applied for and answered in writing by the Board.

H. Return from Unpaid Leave

All benefits to which a teacher was entitled at the time the unpaid leave of absence commenced, including seniority, unused accumulated sick leave, shall be fully restored to the teacher upon his/her return as if he/she had never taken said leave and the Board shall make every effort to assign the teacher to the same or substantially equal position the teacher held at the time said leave commenced.

The contract for the replacement teacher shall specify the duration of the position.

I. Fringe Benefits

During the term of unpaid leave granted pursuant to 25.A through 25.F of this article, the District shall continue to fully provide, at the said teacher's expense, with any fringe benefits available to active teachers as though the teacher was on active duty, if they are available. The one exception to the employee's obligation to pay for fringe benefits is when the District is required by state or federal law to maintain fringe benefits at no cost to the employee.

J. Short-Term Leave Without Pay

An employee may request Leave Without Pay (LWOP) while employed in the Coquille School District. Such leave must be approved by their direct supervisor and/or the superintendent and the granting of such leave is at the District's sole discretion. **Employees that request LWOP must pay for their substitute and all related cost of the substitute.** Absences related to the LWOP may be reflected in an employee's evaluation. This article does not apply to any medical leave that is covered by OFLA/FMLA or the ADA.

Article 27 — Insurance

- A. The district and the Association will determine which plans will be offered through OEBB. The medical insurance offerings will be ones that will keep the district from being adversely affected by any federal or state penalties, fees or fines.
- B. The District contribution for insurance for each full-time bargaining unit member shall be as follows:

2017 - 2018 The district shall contribute up to \$1,430 per month towards the purchase of insurance programs.

2018 - 2019 The district shall contribute up to \$1,465 per month towards the purchase of insurance programs.

2019 - 2020 The district shall contribute up to \$1,510 per month towards the purchase of insurance programs.

2020-2021 The district shall contribute up to \$1,555 per month towards the purchase of insurance programs.

2021-2022 The district shall contribute up to \$1,600 per month towards the purchase of insurance programs.

The Association will choose OEBB insurance program plans based on the needs of its members and the contribution level of the District.

The Association and the District will create an insurance committee that will begin meeting no later than February 23, 2018 to discuss future insurance plans.

If at any point the State or Federal government eliminates the Affordable Care Act (ACA) and either the Association or the District feels they will be adversely impacted by the elimination of the ACA, then either party may request an immediate contract re-opener on insurance.

If at any point the State of Oregon eliminates the Oregon Education Benefits Board (OEBB) and either the Association or the District feels they will be adversely impacted by the elimination of the OEBB, then either party may request an immediate contract re-opener on insurance.

- C. For bargaining unit members employed less than full-time, the District shall contribute a pro-rata amount based upon the employee's actual hours worked in a week compared to a forty-hour work week.
- D. The District contributes monthly to the Health Savings Accounts of employees who enroll in a qualifying high deductible major medical plan an amount of the difference (if any) between the limit imposed by Federal Regulation (IRS Publication 969) and the negotiated District insurance cap. The District portion of the HSA contribution is either 1/12th of the employee's Federal annual limit in place as of September 15th or the balance remaining of negotiated monthly insurance cap after medical, dental and vision, LTD premiums have been deducted,

whichever is less.

If the District's negotiated contribution to the employee's HSA is less than Federal limits, the employee may contribute the difference by payroll deduction.

The federal maximum contribution limit to an HSA depends upon whether the employee is family-insured (two or more) or self-only insured.

Maximum contribution limits are subject to qualifying events (marriages, births, divorces, deaths) during the year and are adjusted accordingly in the month of the qualifying event.

The employee must demonstrate that they meet Federal Qualifications for participating in an HSA by providing proof of insurance for other insured family members, if any.

Employees may choose their own HSA carrier or choose the District's. Set-up costs, if any, are the responsibility of the employee. Employees must communicate their preference for a carrier if it is other than the District's choice.

Tax liabilities, if any, are the responsibility of the employee unless otherwise determined by law.

- E. 2016-2017, effective July 1, 2016, The District shall pay the employee's cost of Basic Life, AD&D and LTD each year.

Article 28 — Professional Compensation

A. Basic Salary

1. For 2017-2018, effective July 1, 2017, the salary schedule for the bargaining unit members shall be as indicated in Appendix A with a 2.0% increase on the base schedule, to be calculated with the index, which by this reference is made part of this contract.
2. For 2018-2019, effective July 1, 2018, the salary schedule for the bargaining unit members shall be as indicated in Appendix A with a 2.85% increase on the base schedule, to be calculated with the index, which by this reference is made part of this contract.
3. For 2019-2020, effective July 1, 2019, the salary schedule for the bargaining unit members shall be as indicated in Appendix A with a 2.25% increase on the base schedule, to be calculated with the index, which by this reference is made part of this contract.
4. For 2020-2021, effective July 1, 2020, the salary schedule for the bargaining unit members shall be as indicated in Appendix A with a 2.50% increase on the base schedule, to be calculated with the index, which by this reference is made part of this contract.
5. For 2021-2022, effective July 1, 2021, the salary schedule for the bargaining unit members shall be as indicated in Appendix A with a 2.70% increase on the base schedule, to be calculated with the index, which by this reference is made part of this contract.

The District shall pay the six (6) percent employee contribution required by ORS 238.200 and Section 32 of HB 2020. The full amount of required employee contributions paid pursuant to this sections (Article 28A) shall be considered a “salary” within the meaning of ORS 238.005 (20) and Section 1 (16) (b) (F) of HB 2020 with respect to PERS>OPSRP for the purposes of computing an employee members “final average salary” within the meaning of ORS 238.005 (8) and Section 10 of HB 2020, but shall not be considered as “salary” for the purposes of determining the amount of employee contributions required to be contributed pursuant to ORS 238.200 or Section 32 of HB 2020, the parties agree that employee compensation has been reduced in order to generate the funds needed to make these employee contributions: the employer will file any required notices with the Public Employees Retirement Board.

B. Policies Regarding Salary Schedule

1. Credit shall be awarded for teaching experience outside the District for a BA degree, BA+15, BA+30, BA+45 or more hours. In order for a year of experience to count for placement purposes, the employee must have worked one hundred thirty-five (135) days each year. No employee will be paid for more years’ experience than actually worked.
1. Teachers shall be paid on the 25th day of each month or on the last working day of the

month, if the last working day of the month precedes the 25th day of the month.

2. Salaries will be paid in twelve (12) monthly installments. No advances will be made without Board approval. End-of-year payments will not be made until all work has been completed and records are filed. Teachers may elect to receive complete end-of-year payment at the close of the school year.
3. Experience credit increment will be granted a teacher who, while under contract with this District, is drafted or called back into the military service. He/she will be granted yearly increment for that period of time he/she is fulfilling his/her military obligation only. The District will hold his/her position open providing he/she returns immediately to the District after receiving an honorable discharge or satisfactory release from service.
4. Changes one step vertically and one or more steps horizontally on the salary schedule shall be made by October 15. If an employee has been on the last step of his/her column for more than one (1) year prior to moving horizontally on the salary schedule, the employee will only receive one (1) vertical step upon moving to another column of the salary schedule. Employees will make every effort to provide the District with initial notice of completion by May 1. The District will accept any evidence the employee has indicating that the course was taken (e.g., grade reports, unofficial transcripts, payment receipts, etc.).

By October 15, the employee must provide an official transcript indicating satisfactory completion in order to qualify for horizontal movement on the salary schedule. If an official transcript is not available by that time a grade card or certificate of completion is acceptable. However, the employee must notify the District office prior to October 15 that a transcript has been ordered and will be delivered as soon as possible.

Courses qualifying for advancement on the salary schedule will include only:

- a. Upper division (300-400) level courses, fifth year or Master's Degree programs;
- b. Graduate college credit hours;
- c. Exceptions to the above, when approved in writing by the appropriate principal. In accordance with the provisions of Article 30.C, the principal shall have authority to exercise professional judgment regarding the approval or disapproval of courses submitted for advancement.
- d. The District shall not grant tuition reimbursement for any courses related to OEA Summer Leadership Academy or any other courses related to collective bargaining, processing grievances and analyzing budgets. Academic credit for any of these courses may not be used for salary schedule advancement.

C. Other

1. Teachers will be paid \$25.00 per hour for curriculum connected work and site committee work related to instructional improvement and staff development other than during work hours. Prior arrangement for approval of this work must be made in writing to an authorized district administrator. The response shall also be in writing.

Teachers who have received special training (excluding ALICE training) and are providing staff development to Coquille staff will be reimbursed \$100 for trainings that last 2:15 (two hours fifteen minutes) to 4:30 (four hours and thirty minutes) and \$250, for trainings that last more than 4:31 (four hours and thirty-one minutes) up to 8 hours. Each day of training will be paid at this rate.

Teachers, who receive special training and are providing staff development to districts outside of the Coquille School District, will be given a stipend equivalent to their actual hourly rate, for this additional work and responsibility. Since this extended responsibility requires additional preparation, the staff member providing the training will, in addition, receive an hour of paid prep time, for every two hours of scheduled staff development.

2. Teachers assigned to more than one building and required to provide their own means of travel, shall be paid an annual per diem of \$36, to be paid in a separate check prior to Winter Break. Teachers will not be required to maintain a mileage log to receive the mileage per diem.
3. When assigned duties of a teacher require the regular use of his/her personal car on school business, other than stated in C2 above, he/she shall be paid a monthly or quarterly amount based on the current state rate per mile as of July 1 of the school year for the estimated mileage.
4. Teachers being required to give up their preparation period time to supervise a class for a coach or any other teacher who may be leaving before the end of the school day for a game or like activity is disapproved by the District. In case of an emergency and a teacher is requested to cover for a teacher or coach, that teacher will be paid at the curriculum rate as stated in C1 above, for the time served. It is the intention of the District that this be used very rarely. Departure for extracurricular activities, as nearly as possible, will be delayed until school is out. In case of a long trip, a substitute will be hired to fill in for the coach or teacher leaving.
5. Teachers employed less-than-full-time shall be granted step increases as if they were employed full time. However, the teachers hired after July 1, 1991, in half-time or less positions shall be granted one (1) step increase for each two (2) years served.

Effective July 1, 2012 a STEP 14 and STEP 15 will be added to the CEA Salary Schedule and Index, applied to the last two columns, with the same % increase as the first 13 steps on the Salary Schedule and Index. A member currently on STEP 13 in the 7th or 8th column will be allowed to move to STEP 14 for the 2012 – 13 school year and to STEP 15 the following year.

D. Retirement

Teachers who resign their positions and activate Oregon PERS retirement during a contract year will be hired as temporary teachers for the remainder of that contract year. The following conditions will apply to these temporary teachers:

1. Accumulated sick leave through the end of the regular contract will be reported to PERS and deleted from the employee's personal account;

2. New sick leave will be credited to the term of the employee's temporary contract, at a rate of one (1) day per month. These days shall not be added to the accumulated total prior to retirement or counted toward any District/PERS retirement benefit;
3. Other contracted leaves will remain the same as of the retirement date;
4. Placement on the salary schedule will be the same in both contracts;
5. Compensation and individual payroll deductions will cease in June;
6. The employee's insurance package will continue through the September 30, following the month of retirement;
7. The positions will become vacant at the end of the school year.

E. Moving Reimbursement

New hires who relocate to our area for employment with the district, may be reimbursed up to \$1,500.

Article 32 — Extra-Duty

- A. Extra-duty compensation shall be as in Appendix B (attached).
- B. Extra-duty positions shall be funded and filled provided student and/or community interest justifies the continuation or establishment of such positions, in the judgment of the Board.
- C. Extra-duty positions may be added, deleted or changed, upon recommendation of the superintendent, subject to agreement by the Board.
- D. Acceptance of an extra-duty contract shall be voluntary and separate from the teaching contract.
- E. Evaluation of performance in the extra-duty position shall be done in a manner approved by the Board. Such evaluation shall apply only to the extra-duty contract.
- F. When using non-bargaining unit members to perform extra-duty responsibilities, the District is not bound by Appendix B and retains the right to establish the level of compensation

Appendix A – Salary

2021 – 2022 Schedule

Appendix B – Index

CEA Index

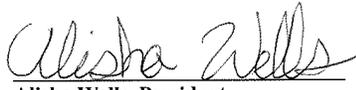
Article 33 — Duration of Agreement

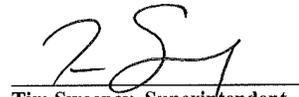
This Addendum to the Agreement shall be effective as of **July 1, 2019** and shall continue in effect until **June 30, 2022**. In accordance with ORS 243.702, if either party is unable to perform to the terms of this Agreement, any or all parts of this Agreement shall be reopened for negotiation upon request by either party.

Executed this 20 day of FEBRUARY, 2019 by the undersigned officers with the authority of and on behalf of the Coquille Education Association and the Coquille Board of Education.

Coquille Education Association

Coquille School District #8


Alisha Wells, President


Tim Sweeney, Superintendent


Kayla Reents, Negotiations Chair


Misty Thrash, Board Chair

02-14-19
Date

2/20/19
Date

Coquille School District
 Licensed Salary Schedule
 2021/2022

	BA	BA + 15	BA + 30	BA + 45	MA BA + 60	MA + 15 BA + 60	MA + 30 BA + 90	MA + 45 BA + 105
STEP 1	\$41,203	\$42,453	\$43,704	\$44,956	\$46,205	\$47,456	\$48,705	\$49,955
STEP 2	\$42,852	\$44,100	\$45,352	\$46,603	\$47,852	\$49,104	\$49,134	\$51,606
STEP 3	\$44,499	\$45,748	\$46,999	\$48,252	\$49,501	\$50,752	\$52,002	\$53,252
STEP 4	\$46,146	\$47,398	\$48,647	\$49,900	\$51,149	\$52,399	\$53,649	\$54,900
STEP 5	\$47,795	\$49,045	\$50,295	\$51,547	\$52,796	\$54,048	\$55,298	\$56,550
STEP 6	\$49,443	\$50,695	\$51,944	\$53,193	\$54,444	\$55,695	\$56,946	\$58,197
STEP 7	\$51,090	\$52,342	\$53,591	\$54,842	\$56,094	\$57,345	\$58,594	\$59,844
STEP 8	\$52,740	\$53,989	\$55,239	\$56,491	\$57,742	\$58,992	\$60,242	\$60,335
STEP 9	\$54,387	\$55,638	\$56,888	\$58,139	\$59,388	\$60,639	\$61,890	\$61,542
STEP 10			\$58,536	\$59,787	\$61,037	\$62,288	\$63,538	\$64,789
STEP 11			\$60,185	\$61,434	\$62,686	\$63,934	\$65,187	\$66,438
STEP 12					\$64,333	\$65,583	\$66,835	\$68,085
STEP 13					\$65,983	\$67,233	\$68,482	\$69,733
STEP 14							\$70,131	\$71,381
STEP 15							\$71,778	\$73,028
STEP 16								\$74,678
STEP 17								\$76,326

CPI - 2.70%

Effective July 1, 2017 a STEP 17 will be added to the CEA Salary Index and Appendix A, and applied to the last column, with the same % increase as the first 16 steps on the Salary Index.

CEA INDEX

BA	BA+15	BA+30	BA+45	MA BA+60	MA+15 BA+60	MA+30 BA+90	MA+45 BA+105
1.00000	1.03035	1.06070	1.09105	1.12140	1.15175	1.18210	1.21245
1.04000	1.07035	1.10070	1.13105	1.16140	1.19175	1.22210	1.25245
1.08000	1.11035	1.14070	1.17105	1.20140	1.23175	1.26210	1.29245
1.12000	1.15035	1.18070	1.21105	1.24140	1.27175	1.30210	1.33245
1.16000	1.19035	1.22070	1.25105	1.28140	1.31175	1.34210	1.37245
1.20000	1.23035	1.26070	1.29105	1.32140	1.35175	1.38210	1.41245
1.24000	1.27035	1.30070	1.33105	1.36140	1.39175	1.42210	1.45245
1.28000	1.31035	1.34070	1.37105	1.40140	1.43175	1.46210	1.49245
1.32000	1.35036	1.38070	1.41105	1.44140	1.47175	1.50210	1.53245
		1.42070	1.45105	1.48140	1.51175	1.54210	1.57245
		1.46070	1.49105	1.52140	1.55175	1.58210	1.61245
				1.55140	1.59175	1.62210	1.65245
				1.59140	1.63175	1.66210	1.69245
						1.70210	1.73245
						1.74210	1.77245
							1.81245
							1.85245