

ARTICLE 18 - COMPENSATION

A. Salary Schedule

1. Revised Appendix B attached. Effective July 1, 2024, a 5% COLA will be added to the 2023-24 salary schedule.

For 2024-25, provide a one-time \$5,000 retention bonus for Educational Assistants and Behavior Coaches in school age programs, to be accrued on a monthly basis for up to 10 months, paid in June 2025, for those employed through June 2025.

2. Effective July of each year, an employee who is not at the maximum step of his/her salary range and who has been employed for at least half of his/her normal work year during the preceding 12 months, but has worked no less than 333 hours, shall advance one step on the salary schedule.
3. Any employee who is at the maximum step of his/her salary range and who received no step increment on July 1 shall receive a longevity payment of one and one-half percent (1.5%) of his/her year-to-date wages for the current calendar year, exclusive of overtime and other supplemental wages. This payment shall be paid as part of the employee's December payroll check. For 2022 only, any position on the salary schedule that is increased by one or more pay range will not receive a longevity payment.
4. Any classification that is listed in Appendix B as bilingual or multilingual will be paid at one pay range higher than the same monolingual classification.

B. PERS/OPSRP

Employees shall assume and pay the six percent (6%) employee contribution/ payment required by ORS 238A.330 to PERS/OPSRP. The District shall follow IRS codes to allow a pre-tax deduction of the six percent (6%) employee contribution/ payment required by ORS 238.200. Such deduction shall be made from each employee's pre-tax gross wages.

C. Payments

1. Employees shall be paid on a monthly basis on the last working day of each month. The December payday will be determined annually with the understanding that employees will be paid prior to December 25.
2. Employees who work twelve months per year and work a regular schedule of hours shall be paid approximately equal monthly amounts based on their annualized hourly wages. The first payment after initial employment will be made on the first pay period after an employee has worked at least ten (10) days

3. Employees who work less than twelve months per year and work a regular schedule of hours may elect to have their annualized hourly wages paid in ten or twelve payments.
 - a. Employees so wishing shall indicate their choice in writing to the payroll office at least ten work days prior to the first pay day. Their choice shall remain in effect for the entire fiscal year.
 - b. Payments shall be based on approximately equal monthly amounts for all employees.
 - c. The first payment for an employee who is continuing employment from the prior school year will be made on the first pay period after an employee has worked at least ten days in the new school year.
 - d. The first payment after initial employment will be made on the first pay period after an employee has worked at least ten days.
 - e. Monthly amounts for employees beginning employment after September 1 will be determined on a pro-rata basis.
4. Employees who do not work a regular schedule of hours will be paid on the basis of time reported as received by the fiscal office at least ten work days prior to payday.
5. Extra duty hours and summer school hours will be paid on the basis of time cards received by the fiscal office at least ten work days prior to payday.
6. Whenever an employee terminates employment, all wages earned and unpaid at the time of termination will be paid on the next regularly scheduled pay day which is at least more than four (4) days later than the date of termination.
7. If, at the time of separation, an employee has previously selected to receive his or her wages in 12 equal payments and that employee has completed his or her employment agreement period, then that employee shall be allowed to continue to receive his or her wages in 12 equal payments.
8. Payroll Errors
 - a. If there is an error on an employee's check resulting in an underpayment of \$100 or more, not the fault of the employee, the employee must notify payroll within two (2) business days of payday and the correction will be made within two (2) business days after payroll being notified. Any errors reported below \$100, or any errors reported after two (2) business days of payday, will be paid on the following paycheck.
 - b. An error in an employee's pay due to an overpayment to the employee may be recovered from the employee. The employee may request to meet with a District administrator to discuss and verify the error and make arrangement, if applicable, for repayment to the District. The District will not deduct money from an employee's check with regard to an overpayment prior to discussion of repayment in an effort to inform the employee of the overpayment. All records pertaining to the overpayment will be made available in a timely manner and copied to the employee prior to discussion of repayment in an effort to inform the employee of the overpayment. The employee may have representation of

choice to review materials and records regarding the overpayment. Any District payroll practice resulting in employee overpayment will be discontinued. The employee may return the overpayment to the District in the same manner as received monthly or in a manner mutually agreed upon by both District and employee.

D. Salary Step Placement for Initial Hire

Upon hire, a new employee will be placed at their classification's pay range at the step that reflects their prior experience. Relevant prior experience, as determined by the District, will be given 1 to 1 credit up to Step 4. Review of relevant prior experience will be a standing agenda item at labor/management.

E. Salary Step Placement for Transfer/Reclassification

Any unit member transferred to or hired into a different position at a different salary range or reclassified to a new range in the same position shall be placed on the salary step on the new range as follows:

1. For the reclassification of a current position, if the new range is higher, the employee will be placed on the schedule at the same step as the employee's current range and will advance through the steps in the same manner as if on the previous range.
2. For transfers or promotion to a new position, if the new range is higher, an employee will be placed on the salary schedule at the same step as the employee's current range, and will advance through the steps in the same manner as if on the previous range.
3. If the new range is lower and the transfer is involuntary and not the result of a disciplinary action, the step placement shall yield a salary at least equal to the unit member's current salary or step 7, whichever is lower.
4. If the new range is lower and the transfer is voluntary, the step placement shall be on the step most equivalent to the years of continuous service with the District.
5. If the new range is lower and the transfer is voluntary, the step placement shall be on the step most equivalent to the years of continuous service with the District.

F. Shift Differential

Full-time employees who work regularly assigned work shifts which begin at or after 5 p.m. or at or before 7 a.m. shall receive a shift differential premium if the majority of the hours worked occur between 5 p.m. and 7 a.m. This section does not apply to employees who work flexible schedules:

1. Employees shall receive an additional seven and one-half percent (7.5%) if the majority of hours worked occur between 5 p.m. and 1 a.m.
2. Employees shall receive an additional ten percent (10%) if the majority of the hours worked occur between 1 a.m. and 7 a.m.

G. Call Back Status

When an employee is called back to his/her worksite by his/her supervisor (or designee) after the employee's normal shift(s), he/she will receive a minimum of two hours call back pay. Call back pay will be paid at time and one-half if it meets the relevant criteria for overtime as specified in Article 11.E.

H. On-Call Status

1. A District manager may ask an employee to be available in "on-call" status during times that the ESD is closed for business. If the employee agrees to be on call, the employee commits to answer all phone calls from the manager and to begin to resolve the identified issue within sixty minutes of receiving the call.
2. An employee will be in on-call status for twelve consecutive hours; the specific times will be mutually agreed to by the manager and employee.
3. The District will compensate an employee at the rate of one hour regular, straight time wage for each twelve hours of on-call status.
4. When the problem can be resolved without returning to the work site, the employee will also be compensated for the time spent resolving the problem at the employee's regular, straight time wage, unless the employee qualifies for overtime as provided in Article 11.E – Overtime. When the employee is called back to the worksite, time spent performing the work will be compensated as provided in Article 18.F – Call Back Status.

I. Required Training

1. Employees who participate in required training sessions (such as blood borne pathogen, first aid, and intervention and support training) will be compensated at their regular rate of pay.
2. Employees who, through their own decision, do not participate in required training sessions provided during their regular work time will be required to complete the training on their own time without pay.

ARTICLE 25 - TERMS OF AGREEMENT

The Agreement shall be effective and shall remain in full force from July 1, 2024 to June 30, 2025.

This Agreement may be extended by written mutual consent of the parties.

The parties agree and execute this, on behalf of the Clackamas Education Service District and the Clackamas Education Service District Employees Association/OEA/OACE/NEA.

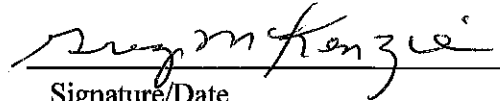
FOR THE ASSOCIATION

Beth Strand

Jul 3, 2024

Signature/Date

FOR THE DISTRICT



Signature/Date

FOR THE ASSOCIATION

Signature/Date

APPENDIX A

Clackamas Education Service District 2024-2025 Classified Employee Hourly Pay Schedule

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
11	\$ 19.32	\$19.67	\$20.33	\$ 21.14	\$ 21.85	\$ 22.59	\$ 23.38	\$ 24.21	\$ -
12	\$ 19.87	\$20.21	\$20.87	\$ 21.60	\$ 22.39	\$ 23.22	\$ 24.00	\$ 24.79	\$ -
13	\$ 20.92	\$21.27	\$21.95	\$ 22.71	\$ 23.47	\$ 24.26	\$ 25.22	\$ 26.02	\$ 26.88
14	\$ 21.90	\$22.27	\$23.07	\$ 23.92	\$ 24.72	\$ 25.56	\$ 26.46	\$ 27.43	\$ 28.34
15	\$ 23.03	\$23.39	\$24.22	\$ 25.02	\$ 25.96	\$ 26.85	\$ 27.80	\$ 28.75	\$ -
16	\$ 24.20	\$24.60	\$25.46	\$ 26.32	\$ 27.28	\$ 28.22	\$ 29.27	\$ 30.25	\$ -
17	\$ 25.39	\$25.82	\$26.76	\$ 27.65	\$ 28.69	\$ 29.61	\$ 30.70	\$ 31.76	\$ -
18	\$ 26.60	\$27.06	\$28.02	\$ 28.98	\$ 30.03	\$ 31.07	\$ 32.17	\$ 33.29	\$ -
19	\$ 27.97	\$28.46	\$29.44	\$ 30.47	\$ 31.53	\$ 32.67	\$ 33.76	\$ 34.93	\$ -
20	\$ 29.36	\$29.88	\$30.89	\$ 31.97	\$ 33.14	\$ 34.23	\$ 35.44	\$ 36.66	\$ -
21	\$ 30.87	\$31.41	\$32.49	\$ 33.56	\$ 34.76	\$ 35.96	\$ 37.21	\$ 38.52	\$ -
22	\$ 32.31	\$32.88	\$34.08	\$ 35.25	\$ 36.50	\$ 37.82	\$ 39.13	\$ 40.45	\$ -
23	\$ 34.03	\$34.63	\$35.78	\$ 37.03	\$ 38.36	\$ 39.69	\$ 41.06	\$ 42.48	\$ -
24	\$ 35.67	\$36.30	\$37.60	\$ 38.90	\$ 40.24	\$ 41.70	\$ 43.12	\$ 44.57	\$ -
25	\$ 37.42	\$38.06	\$39.40	\$ 40.78	\$ 42.23	\$ 43.72	\$ 45.31	\$ 46.87	\$ -
26	\$ 39.27	\$39.99	\$41.38	\$ 42.88	\$ 44.33	\$ 45.89	\$ 47.44	\$ 49.15	\$ -
27	\$ 41.25	\$41.99	\$43.47	\$ 44.97	\$ 46.54	\$ 48.20	\$ 49.83	\$ 51.61	\$ -
28	\$ 43.39	\$44.13	\$45.62	\$ 47.24	\$ 48.89	\$ 50.60	\$ 52.32	\$ 54.18	\$ -
29	\$ 45.53	\$46.35	\$47.92	\$ 49.60	\$ 51.30	\$ 53.15	\$ 54.93	\$ 56.93	\$ -
30	\$ 47.85	\$48.67	\$50.31	\$ 52.08	\$ 53.88	\$ 55.81	\$ 57.69	\$ 59.73	\$ -
31	\$ 50.21	\$51.11	\$52.85	\$ 54.67	\$ 56.58	\$ 58.57	\$ 60.56	\$ 62.74	\$ -
32	\$ 52.71	\$53.62	\$55.50	\$ 57.42	\$ 59.44	\$ 61.54	\$ 63.58	\$ 65.86	\$ -
33	\$ 55.35	\$56.33	\$58.31	\$ 60.26	\$ 62.38	\$ 64.63	\$ 66.78	\$ 69.15	\$ -
34	\$ 58.13	\$59.14	\$61.19	\$ 63.30	\$ 65.50	\$ 67.82	\$ 70.14	\$ 72.61	\$ -
35	\$ 61.01	\$62.09	\$64.23	\$ 66.44	\$ 68.80	\$ 71.21	\$ 73.64	\$ 76.26	\$ -

Effective July 1, 2024 - a Cost of Living Adjustment (COLA) increase of 5% was added to the 2023-24 salary schedule.

Per Article 18, section B - All Clackamas ESD staff responsible for the 6% Public Employee Retirement System (PERS) employee deduction.

APPENDIX B

GROUP A - Instructional			
#	Employee Classification	Pay Range	Min[^] Days/Yr
A2	LEEP Educational Assistant	13	*
A4	EI/ECSE Itinerant Educational Assistant	13	185
	Early Learning/Head Start Classroom Assistant	13	185
A4b	Bilingual - EI/ECSE Itinerant Educational Assistant	14	185
	Bilingual - Head Start Classroom Assistant	14	185
A6	Functional Therapeutic Educational Assistant	14	185
A5	LEEP Assistive Technology Support Specialist	20	185
A7	Certified Occupational Therapy Assistant (COTA)		
	Early Childhood COTA**	19	185
	LEA Contract COTA**	19	*
	LEEP COTA**	19	*
A8	Certified Occupational Therapy Assistant II (COTA II)		
	Early Childhood COTA**	21	185
	LEA Contract COTA**	21	*
	LEEP COTA**	21	*
A9	Licensed Physical Therapy Assistant (LPTA)		
	Early Childhood LPTA**	19	185
	LEA Contract LPTA**	19	*
	LEEP LPTA	19	*
A10	Speech and Language Pathology Assistant		
	Early Childhood SLPA**	19	185
	SPED SLPA**	19	*
A11	Therapeutic Intervention Coach	20	185
	Behavior Coach	20	*
A12	CPS Training & Development Specialist	20	185
A13	Lead Therapeutic Intervention Coach	25	200
A14	Preschool Classroom Lead		
	Holds an Associate's Degree, or is at Step 9 with ORO	17	185
	Holds a Bachelor's or Higher, or is at Step 10 with ORO	20	185
A15	Family Visitor, Head Start to Success	15	185
A15b	Bilingual - Family Visitor, Head Start to Success	16	185
<p><i>* All employees in these classifications will work at least the number of days equal to the student contact days in the district or program where the employee is assigned plus three days.</i></p> <p><i>** To be eligible to bump a LEEP COTA, LEEP LPTA, or LEEP SLPA, an EI/ECSE or LEA Contract employee must acquire and maintain NCI behavioral intervention certification.</i></p> <p><i>^ All employees working less than full-time will be pro-rated</i></p>			
GROUP B - CLERICAL			
#	Employee Classification	Pay Range	Min[^] Days/Yr

B1	Administrative Assistant I	13	12 months
	Administrative Assistant I - Heron Creek Only	14	*
B1b	Bilingual - Administrative Assistant I	14	12 months
	Bilingual - Administrative Assistant I - Heron Creek	15	*
B2	Administrative Assistant II	15	12 months
	Administrative Assistant II - Heron Creek Only	16	*
B2b	Bilingual - Administrative Assistant II	16	12 months
	Bilingual - Administrative Assistant II - Heron Creek	17	*
B3	Administrative Assistant III	18	12 months
B3b	Bilingual - Administrative Assistant III	19	12 months
B4	Community Engagement and Referral Assistant	14	12 months
B5	Public Service Support Representative	14	12 months
B6	Student Records and Data Assistant	15	12 months
B7	Youth Employment Specialist - T&L	15	12 months
B8	Education and Career Advisor - T&L	17	12 months
	Homeless Youth Education & Career Advisor - T&L	17	12 months
	Education Re Engagement Advisor - T&L	17	12 months
B9	Program Operations Specialist - T&L	18	12 months
B10	Youth Services Program Specialist - T&L	21	12 months
B11	Outreach and Communication Specialist - Head Start to Success	18	12 months
B12	Quality Improvement Specialist, Child Care Resource & Referral	17	12 months
B12b	Bilingual - Quality Improvement Specialist, Child Care Resource & Referral	18	12 months
B13b	MEP Preschool Specialist	19	185
	Migrant Regional Recruiter	17	220
	MEP Recruitment and Data Specialist	19	220
B14	Infant Toddler Specialist	18	12 months
B15	Preschool Promise Coach	19	12 months
B16	Preschool Promise Program Implementation Specialist	19	12 months
B16b	Bilingual - Preschool Promise Implementation Specialist	20	*
B17	Data Entry Specialist (Instructional Calendar) - Head Start to Success	13	185
B18	Recruitment and Enrollment Specialist (Instructional Calendar) - Head Start to Success	18	185
<p><i>* All employees in these classifications will work at least the number of days equal to the student contact days in the district or program where the employee is assigned plus three days.</i></p> <p><i>** To be eligible to bump a LEEP COTA, LEEP LPTA, or LEEP SLPA, an EI/ECSE or LEA Contract employee must acquire and maintain NCI behavioral intervention certification.</i></p> <p><i>^ All employees working less than full-time will be pro-rated</i></p>			
GROUP C - PRINTING AND GRAPHICS SERVICES			
#	Employee Classification	Pay Range	Min[^] Days/Yr
C1	Print Lead Copier Technician	18	12 months
C2	Graphics/Copier Technician	15	12 months
C5	Courier	11	No Min
<i>^ All employees working less than full-time will be pro-rated</i>			
GROUP D - TECHNOLOGY SERVICES			

#	Employee Classification	Pay Range	Min^ Days/Yr
D1	BIS Application Developer	28	12 months
D2	Technology Support Analyst I	23	12 months
	Technology Support Analyst II	25	12 months
	Technology Support Analyst III	27	12 months
D3	Network Engineer	28	12 months
D4	Information Technology Services Technician	20	12 months
D5	Technology Support Specialist	20	12 months
D6	Student Information System Application Developer	28	12 months
D9	Data Architect	28	12 months
D10	Telecommunications Engineer	25	12 months
D11	System Application Analyst I	26	12 months
	System Application Analyst II	28	12 months
	System Application Analyst III	30	12 months
D12	System Infrastructure Engineer I	23	12 months
	System Infrastructure Engineer II	25	12 months
	System Infrastructure Engineer III	29	12 months
D13	Customer Support Rep I	19	12 months
	Customer Support Rep II	21	12 months
	Customer Support Rep III	23	12 months
<i>^ All employees working less than full-time will be pro-rated</i>			
GROUP F - ACCOUNTING			
#	Employee Classification	Pay Range	Min^ Days/Yr
F2	Accounting Specialist	19	12 months
<i>^ All employees working less than full-time will be pro-rated</i>			
GROUP G - CLIENT TECHNICAL SUPPORT			
#	Employee Classification	Pay Range	Min^ Days/Yr
G2	Medicaid Support Assistant	17	12 months
G3	Medicaid Support Specialist	19	12 months
G5	Crisis Prevention and Response Specialist	21	12 months
G7	Training Specialist, Child Care Resource & Referral	24	12 months
G8	Research Analyst I - T&L	23	12 months
	Research Analyst II - T&L	25	12 months
	Research Analyst III - T&L	28	12 months
<i>^ All employees working less than full-time will be pro-rated</i>			

The District proposes to reclassify positions that hold licenses (COTA, LPTA, SLPA) from Range 19 to Range 20, and COTA II from Range 21 to Range 22, effective July 1, 2024.

The Association and District will form a joint committee to discuss a reclassification for Educational Assistants and Behavior Coaches in school age programs. The Committee will complete this work by March 1, 2025, and will make a recommendation for salary range placement on July 1, 2025.