

STATEMENT OF UNDERSTANDING

Between

4J ASSOCIATION

And

LANE COUNTY SCHOOL DISTRICT 4J
BOARD OF DIRECTORS



2011-2012

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STATEMENT OF UNDERSTANDING BETWEEN 4J ASSOCIATION AND LANE COUNTY SCHOOL DISTRICT NO. 4J, BOARD OF DIRECTORS 2011-12

Eugene School District 4J
200 North Monroe Street
Eugene OR 97402

July 1, 2011 - June 30, 2012

STATEMENT OF UNDERSTANDING

This Statement of Understanding (Statement) is between the 4J Association (Association) and the Eugene School District (District). The terms of this Statement apply to all District employees employed in positions listed in Appendix A who are regularly employed for 20 or more hours per week. The District may add positions to the Appendix A list during the term of this Statement. The covered District employees are referred to as employee or employees in this Statement.

I. Insurance Benefits

The District will make a monthly contribution for each employee for medical, vision, dental, life and long-term disability insurance of one thousand and one hundred dollars (\$1,100) beginning October 1, 2011 through September 30, 2012. The District and the Association agree to maintain the Joint Committee on Insurance. The Committee will represent all District employees covered by this Statement and District directors, deputy and assistant superintendents, and superintendent. The Committee is responsible for the design of the benefits program and management of accumulated insurance reserves. If costs of medical, dental, vision, life and long-term disability insurance exceed the District contribution, the Joint Benefits Committee shall adjust the benefit program to fall within the amount of the District contribution including the accumulated reserves or assess employees the cost of the insurance benefits. The District monthly contribution described above for employees with an FTE of .5 to less than .75 shall be sixty five percent (65%) of the full time employee contribution, for employees with an FTE of .75 to less than .875 shall be eighty five percent (85%) of the full time employee contribution, and for employees with an FTE of .875 or more the contribution shall be the same as a full time employee.

The District will transfer twenty thousand dollars (\$20,000.00) annually to the insurance reserve fund managed by the Joint Benefits Committee. During the term of this agreement only, the District will transfer thirty thousand dollars (\$30,000.00) to the insurance reserve fund.

II. Professional Development and Expenses

The District shall budget funds each fiscal year which employees covered by this Statement may use for professional memberships and development, and purchase of professional books, journals, periodicals, and software. Materials and assets purchased with these funds are District property. "Professional" is intended to include activities and materials which will expand and/or improve the employee's knowledge and skill in the professional field and position related to the employee's District position. The employee and his/her supervisor shall review the use of the funds prior to expenditure. Disagreements on the use of the funds shall be discussed with the Director of Human Resources and the employee's supervisor. The Director of Human Resources will consult with the President of the Association before making a decision, which shall be final.

The budgeted funds shall be one thousand two hundred dollars (\$1,200.00) for each employee in a position in pay grade eight (8) or lower and one thousand seven hundred dollars (\$1,700.00) for each employee in a position in pay grade nine (9) or higher. (See Appendix A for position pay grades).

III. Professional Rights, Assistance, and Insurance

Assistance--The District shall provide assistance for employees at District expense when the employee, in the course of his/her District responsibilities, is directly involved in a grievance hearing conducted by an arbitrator or non-district fact-finder. The District shall continue to include employees in its insurance coverage for errors and omissions and professional liability.

Personal Property--The District shall reimburse an employee for the reasonable cost of personal property as provided by the District Risk Management Department.

Personal Life--The District recognizes that the personal life of a member of the Association is not an appropriate concern of the Board or of the administrative staff except when it affects the employee's work performance,

student/parent relationships, District staff and community relationships, the operation of the school or District, or except as it may impinge on statutory responsibilities of the School Board.

IV. Grievance Procedure

Procedure--The District shall provide a procedure for orderly resolution of grievances submitted by employees as set forth in Appendix B.

Right to Representation--Any aggrieved employee may be represented at all stages of the grievance procedures by him or herself or by a representative of his or her choice.

V. Extended Contract

Extended contract time may be granted to employees working less than twelve (12) months for purposes of engaging in special projects which cannot be developed during the employee's contract year. Pay will be at the employee's per diem rate. Requests for extended contract may be initiated by the employee or his/her supervisor. The extended contract will be at the option of the employee. All extended contracts must be approved by the superintendent with the recommendation of the appropriate director.

VI. Salary and Compensation

- A. Salary Schedule - There will be no cost of living increase during the 2011-12 fiscal year. The District's goal is to improve administrator compensation in a timely fashion so that the District's market position is competitive.
- B. Step Increase - Employees eligible for an experience step increase will receive the equivalent of a one-half (1/2) step, or a 2.5% increase over the existing salary schedule. On July 1, 2012, eligible employees will receive a full step increase.
- C. Annuities - The District shall provide a three hundred dollar (\$300.00) per month tax-sheltered annuity for each employee in a position at pay grade nine (9) or higher and a two hundred twenty-five dollar (\$225.00) per month tax-sheltered annuity for each employee in a position at pay grade eight (8) or lower. (See Appendix A for position pay grades.)
- D. Stipend - High school principals will be paid an additional stipend of three percent (3%) of their annual salary.
- E. Employees required to attend their school's conference games for trips that are more than one hundred and twenty (120) miles one way from Eugene, Oregon, shall be paid fifty dollars (\$50) for each round trip.
- F. COSA Dues - The District will pay up to one-half of employees' COSA dues, not to exceed a total annual District cost for all employees of ten thousand dollars (\$10,000.00), using a mutually agreed upon process.
- G. Additional Compensation - Employees may use District communication equipment such as telephones and fax machines for their personal use unless the use is an additional cost to the District, in which event the employee will reimburse the District at the same rate charged the District.
- H. Employees, who use personal credit cards for District business and are then reimbursed with District funds, travel on District business with tickets purchased with District funds, and similar circumstances, and who are then eligible for non-cash premiums, may take advantage of the premiums for their personal use.
- I. For each fiscal year of this Statement, the District will provide twenty thousand dollars (\$20,000.00) for employee continuing licensure reimbursement. In the event anticipated continuing licensure expenditures exceed twenty thousand dollars (\$20,000.00) as of April 15, the administrative Joint Benefits Committee may approve a reduction of the transfer to the administrative insurance reserve fund from the general fund of up to fifteen-thousand dollars (\$15,000.00) for the purpose of continuing licensure reimbursement.
- J. During 2011-12, the work year assignment of all covered employees will be reduced by a total of five (5) non-instruction days. The District will consult with 4JA on the specific days. The District may, upon 30 days written notice to 4JA, add back any furlough days. On an ongoing basis, all covered employees will have a reduction in their work year of one day. For twelve-month employees, this day will be President's day; for all other employees, it will be the first day of the contract year. Either party may request to reopen this section in the event the District enters into contracts with other employee groups affecting the District calendar. Employees will not report to work, work, nor be paid or eligible to use paid status time (vacation leave, personal leave, sick leave etc ...) on any of the non-work days. Employees will have the reduction in pay spread across all paychecks in the fiscal year.

VII. Supplemental Early Retirement Benefit

- A. Employees are eligible for either Plan A or Plan B supplemental retirement benefits as follows:

Plan A - Employees eligible for Plan A are any employee hired in a position covered by the Statement prior to July 1, 1996, and who has not elected to participate in Plan B.

Plan B - Employees eligible for Plan B are any employee hired in a position covered by the Statement on or after July 1, 1996, and employees hired in such a position prior to July 1, 1996, and who made the one time election to waive the right to participate in Plan A. Employees hired after July 1, 1996, in a position covered by the Statement and who, at the time of hire were in a position covered by another District early retirement plan similar to Plan A, have a one-time right to elect to participate in Plan A or Plan B.

B. Plan B Supplemental Retirement Benefits

An employee in Plan B shall be paid one hundred dollars (\$100.00) per month of District paid TSA contribution. Employees in Plan B, at the time of retirement, may elect to participate in the health care insurance coverage available to Plan A retirees (see VII.C.4 and 5) on a self pay basis if the employee pays the District the full cost of the insurance in a timely manner.

C. Plan A Supplemental Retirement Benefits

1. Eligibility

To be eligible for the Plan A supplemental retirement benefits, the employee must meet the following three conditions:

- a) Be fifty-eight (58) years of age or older and eligible for retirement in the Oregon Public Employees' Retirement System or eligible for retirement in the Oregon Public Employees' Retirement System with thirty (30) years of service. To be eligible for the benefits provided with thirty years of service in PERS, the employee must have the thirty years of service at retirement.
- b) Have ten (10) years or more of continuous service with the District at retirement, and
- c) Be employed the last five (5) years of service with the District before retirement in a position listed in Appendix A.

2. Early Out Option

An employee age fifty-three (53) to less than age fifty-eight (58) is eligible for the Early Out Option to bridge the employee to his/her age fifty-eight (58) supplemental retirement benefits at a younger age. The employee can begin receiving the supplemental retirement benefits before attaining the age of fifty-eight (58) if the employee at the date of retirement from the District has met all the eligibility requirements in VII.C.1 except for being fifty-eight (58) years or older. The maximum total of the monthly stipend benefit is forty-eight (48) and the maximum number of months of District insurance contribution is eighty-four (84) as described in VII.C.3 and 4.

3. Monthly Stipend

An eligible employee who elects early retirement shall be paid a monthly stipend for a maximum of eighty-four (84) months by the District beginning the month after being eligible for early retirement and the employee retires up to and including the month in which the employee reaches his/her sixty-second (62nd) birthday or has received eighty-four (84) monthly payments, whichever occurs first. In the event of the employee's death, the balance of the monthly payments shall be paid to the estate of the employee.

The monthly stipend shall be four hundred and fifty dollars (\$450.00) for an employee who has served the last five (5) years before retirement in a position paid at pay range nine (9) or higher and three hundred and twenty-five dollars (\$325.00) for an employee who has served the last five (5) years before retirement in a position paid at pay range eight (8) or lower (See Appendix A).

4. Insurance Benefit

The District monthly insurance contribution for July 1, 2011, through June 30, 2012, shall be two hundred seventy dollars (\$270.00) per retired employee per month.

The District shall make a monthly contribution toward hospital/medical insurance premiums for the retired employee and the employee's spouse from the time of retirement until the employee qualifies for Medicare coverage. Retired employees may elect to participate in the District's Medical Insurance program. If the premium cost exceeds the District's contribution, excess costs must be paid by the employee.

The retired employee's eligibility for the District's insurance plans and monthly insurance contribution ends when the employee qualifies for Medicare coverage. If the retired employee's spouse is not eligible for Medicare when the employee is no longer eligible for the District's insurance plans, the District will offer the employee's spouse the option of continuing the District's insurance plan for the spouse at the employee's or

spouse's expense for up to an additional five (5) years or until the spouse is Medicare eligible, whichever is earlier.

In the event of the employee's death prior to eligibility for Medicare, the District, if the spouse of the employee is at the time of the employee's death not eligible for Medicare, shall continue the monthly contributions toward the premiums of the District hospital/medical insurance until such time as the employee would have qualified for Medicare.

If the retired employee or the retired employee's spouse or domestic partner qualifies for federal Social Security Medicare coverage prior to age 65 because of a disability then, as determined by the Joint Benefits Committee, the retired employee or the retired employee's spouse or domestic partner will be eligible to receive a monthly reimbursement amount, from the Administrator Insurance Reserves, not to exceed the amount of the District's retiree monthly insurance contribution, to be used to purchase the Oregon PERS supplemental Medicare coverage plan or, if ineligible for PERS coverage, to purchase another supplemental Medicare coverage plan.

A \$50,000 Term Life Insurance for the retired employee will be provided as part of the insurance benefit until age sixty-five (65).

5. Notwithstanding the limitations set forth above and as required by ORS 243.303, the same health insurance coverage that is available to administrators currently employed shall be made available to the retired employee (with none of the restrictions set forth in Article VII.C.1) until the retired employee becomes eligible for federal Medicare coverage, for the spouse of a retired employee until the spouse becomes eligible for federal Medicare coverage and for a child until the child arrives at majority. The employee shall elect coverage in writing within 60 days after the effective date of his or her retirement. The district shall pay none of the cost of this coverage, unless the coverage falls under another provision of this Article VII.C and then only pay the amounts provided in that provision.

VIII. Leave Benefits

The District shall provide employees the following leave benefits. For the purposes of this Article "Immediate Family Member" includes: employee's son, daughter, spouse, (step)mother, (step)father, mother-in-law, father-in-law, grandparent, grandchild, or anyone for whom the employee is normally a caregiver.

- A. Paid leave days up to the number specified at the employee's per diem rate or at the specified rate shall be paid during a fiscal year in accordance with the following terms. Whenever possible, these leaves shall be requested with reasonable advance notice.
 1. Holidays. Less than twelve (12) month work year employees shall have three (3) paid holidays: Labor Day, Veterans Day, and Memorial Day. Twelve (12) month work year employees shall have ten (10) paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Day After Thanksgiving Day, Christmas Day, and Christmas Eve Day.
 2. Personal Leave. Personal leave of three (3) days per work year for employees may be taken with prior arrangement. At the end of the work year, unused personal leave days will be accumulated without limitation. The accumulated personal leave days shall be called discretionary leave days which can be used for three purposes after all personal leave days have been used. The accumulated discretionary leave days will not be reported to PERS or to other public employers and have no monetary value other than paid leave time as provided herein. Discretionary leave days can be used as:
 - a) Sick leave days after all of the employee's paid sick leave has been exhausted.
 - b) Family leave for the care of immediate family members as defined in 8.A.4 not to exceed six (6) days per work year.
 - c) Up to three (3) days may be used as personal leave with prior arrangement, after other personal leave has been exhausted.
 3. Bereavement Leave. Bereavement leaves of five (5) days for the death of an immediate family member. An employee may be granted up to an additional five (5) days of bereavement leave with a thirty-five dollar (\$35.00) per diem pay deduct.
 4. Family Illness Leave. Immediate family illness leave of two (2) days and three (3) more days at a thirty-five dollar (\$35.00) per diem pay deduct may be granted by the Director of Human Resources or an employee may use sick leave as provided in 8.C.1.

5. Court Appearance. An employee's required appearance in a court or before any government body, when the employee is not a party to the proceeding, will continue to be paid his/her regular salary. Any remuneration the employee derives from such appearances shall be paid to the District, except any mileage reimbursement.
 6. Jury Duty. An employee called for jury duty will normally be expected to serve and will continue to be paid his/her regular salary. Any remuneration the employee derives from such appearances shall be paid to the District, except any mileage reimbursement.
 7. Military Leave. Military leaves shall be allowed in accordance with federal and state laws relating to such leaves.
 8. Professional Meetings. An employee may attend professional meetings and his/her regular salary shall continue. Leave to attend these meetings shall be at the discretion of the employee's director.
- B. An employee may be granted unpaid leave at the discretion of the Director of Human Resources in consultation with the employee's supervisor (some portion of this leave may be compensated as provided in Section C below).
1. Parental Leave: Parental leave due to the birth, adoption, or parenting of the employee's child for up to one (1) year with consideration for a second year at the discretion of the Director of Human Resources.
 2. Personal Leave: An employee who is not probationary and who has worked three (3) consecutive years for the District may be granted a leave for personal reasons for up to one (1) year.
 3. Professional Leave: An employee who is not probationary may be granted a professional leave for up to one (1) year for purposes of an activity designed to improve the employee's District professional competence. Time spent on professional leave will be credited for advancement on the salary schedule.
 4. Long-term Medical Leave: An employee may be granted an unpaid long-term medical leave when an employee is not eligible for any paid leave and is still unable to perform his/her position responsibilities due to his/her illness or injury. An employee is eligible for twenty-four months of long-term medical leave if the employee's present period of employment is three (3) or more consecutive years. Once an employee has used the full amount of eligible long-term medical leave, the employee must be actively employed the term of the eligibility requirement before again being eligible.
 5. Part-Time Leave: An employee may be granted a part time leave (reduced assignment) not to exceed one (1) year at a time at the discretion of the Director of Human Resources.
 6. Insurance Program: Employees on unpaid leaves of absence other than OFLA or FMLA leaves will have the opportunity provided by federal law (COBRA) to purchase health care continuation coverage through plans covering active members.
- C. The District intends to coordinate an employee's leave rights in Article VIII with state and federal law in a manner that assures no loss of an employee's leave rights under Article VIII.
1. Family Leave: An employee may take family leave to attend to the serious health condition of his/her child, spouse, parent, parent-in-law, him or herself, or for the birth, adoption, foster care, or home care of his/her child.
 2. Family Leave Duration: The employee is eligible for Section 8.C.1 family leave for up to a total of twelve (12) calendar weeks during any fiscal year of July 1 through June 30 beginning with the first day of any leave taken by the employee for a family leave purpose under Sections 8.A.2.; 8.A.4.; 8.B.1.; 8.B.4.; and 8.C.1.
 3. Use of Sick Leave: The employee may use his/her accrued sick leave for family leave after using all his/her available paid leave available for a family leave purpose at his/her full per diem rate under Section 8.A.
 4. District Benefit Contribution during Family Leave: The District shall make its monthly contribution toward the insurance benefits of an employee for the period the employee is eligible for family leave.
- D. Employee rights and responsibilities for leaves taken under the terms of Sections 8.B. and 8.C. are the following.
1. The leave will be requested on a form provided by the Human Resources Department. The request must be submitted at least one (1) month before the leave is to begin or as soon as reasonably possible for leaves of twelve (12) or fewer weeks. Requests for leaves of more than twelve (12) weeks must be submitted three (3) months prior to the start of the leave or as soon as reasonably possible.
 2. For all leaves of twelve (12) weeks or less and professional leaves, the employee shall be returned to the same or equivalent position with equivalent benefits, pay, and other terms and conditions of employment, all

as if the employee had not taken the leave. For all leaves in excess of twelve (12) weeks, the employee will be returned to the same or a comparable position.

3. Employees must give the District written notice of their intent to return for the next school year by March 15.

E. Sick Leave:

1. Sick leave is provided in the amount of ten (10) days per year or one (1) day per month employed. An unlimited number of sick leave days may be accumulated.
2. Employees shall be credited with their full annual sick leave benefits on the first contract day of their work year. Employees terminating before the end of their contract duty days who have used more days of sick leave than their service days entitled them to shall reimburse the District for the excess days paid to them.
3. A new employee may transfer all sick leave accumulated with the most recent Oregon school district for which he/she has worked provided that the accumulation is verified by the administration of such district.
4. The transfer of sick leave from another school district shall not be effective until the employee has completed thirty (30) working days in the District. The District will give written notice of this provision to each newly hired employee.
5. "Sick leave" means absence from duty because of illness or injury. Sick leave may be used without loss of pay, up to the total days accumulated. Any absence authorized as sick leave that is in excess of the employee's accumulated sick leave shall be without pay. An employee who is absent five (5) consecutive days on sick leave may be required to furnish a statement from his or her attending physician that the illness, injury or maternity-related disability prevents the employee from working. All requests for use of sick leave shall be approved by the Director of Human Resources or his/her designee.
6. Except as otherwise provided by law, all sick leave benefits may cease and shall be forfeited upon termination of employment.
7. Any employee obtaining sick leave benefits by fraud, deceit, or falsified statement, shall be subject to disciplinary action.
8. The District will notify each employee of the use and accumulation of sick leave by October 1 of each year or as soon as the data processing service can provide the information.
9. Sick Leave Bank: The Association has established and manages a paid sick leave bank available to all District administrators, supervisors, professionals, directors, deputy and assistant superintendents, and superintendent. The purpose of the sick leave bank is to extend to its participants additional paid sick leave days should a continuous long-term absence necessitated by a serious illness, disability, or accident exhaust the participant's accumulated paid sick, family, personal, discretionary, and vacation leave. The Association and District have established rules and guidelines to govern the sick leave bank.

IX. Vacation

All twelve (12) month employees, after the first year of employment, shall be allowed twenty-two (22) days of vacation per year. Employees will be credited with their full number of vacation days for the year on July 1. Vacation days are earned at the rate of 1.83 days per month and may be used prior to earning them. In the event an employee terminates District employment prior to earning used vacation, the employee will reimburse the District for vacation days taken but not earned, by a payroll deduction in their final paycheck. During an employee's first year of District employment under the terms of this Agreement, the employee will be credited with the appropriate number of vacation days for the year and days may be used prior to earning them. If the new employee does not complete a full year of District employment under the terms of this Agreement, the employee will reimburse the District for all used vacation days by a payroll deduction in their final paycheck.

No more than thirty-two (32) unused vacation days may be carried over to the subsequent year. The maximum number of vacation days for which an employee can be paid at retirement or termination is thirty-two (32) days.

Any vacation days in excess of thirty-two (32) shall be deleted from the employee's vacation account on June 30 of each fiscal year, except if the Director of Human Resources grants an exception. To request an exception, the employee must submit a written statement to the Director of Human Resources by May 1 of any fiscal year requesting that more than thirty-two (32) vacation days be carried over. The written request must state the reason why the exception should be granted, a plan for when the excess vacation days will be taken, and the plan must be approved by the employee's director. The Director of Human Resources will notify the employee of his/her decision by June 1 of each fiscal year.

Vacation days must be scheduled in advance with the approval of the employee's supervising director.

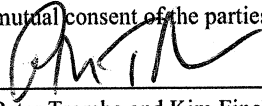
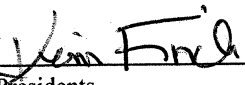
X. Effective Date


This Agreement shall be effective July 1, 2011, and remain in full force to and including June 30, 2012. The terms of this Statement will continue in full force and effect until a successor Statement is entered into.

XI. Modification of Statement of Understanding

The provisions of this Statement of Understanding are subject to modification by the District Board of Directors, provided the parties shall first meet and confer upon the proposed modification, if requested by the Eugene Administrators Association. After a reasonable effort has been made by the District Board to resolve any concerns expressed about the proposed modification, the District Board may make the modification to the Statement of Understanding, subject to any further change the District Board may deem desirable after meeting and conferring as herein provided.

The noneconomic items in this Statement may be discussed and modified during the term of this Statement and by mutual consent of the parties.

  1/26/12
Peter Tromba and Kim Finch, Co-Presidents Date
4J Association

 1/23/12
Alicia Hays, Chairperson Date
Eugene School District Board of Directors

APPENDIX A

Administrative/Supervisor/Professional Pay Grade

GRADE 15	Secondary Principal (High School)
GRADE 14*	
GRADE 13	Secondary Principal (Middle School)
GRADE 12	Elementary School Principal Federal Programs Coordinator Human Resources Administrator – School Services Secondary Principal (Small Schools-High) Education Administrator*
GRADE 11	Administrator- Educational Support Services Construction Program Manager Financial Operations and Reporting Manager High School Services Administrator Information Systems Manager (Classified Supervisor) Lane Regional Program Coordinator Network Services Manager (Classified Supervisor) Secondary Assistant Principal (Senior High) Secondary Education Administrator
GRADE 10	Financial Analyst & Procurement Manager Instruction Technology Coordinator Secondary Assistant Principal (Middle School) Transportation Manager
GRADE 9	Administrator Intern - Middle/High/Elementary Coordinator of Programs (Professional) Construction Project Manager (Professional) Instructional Materials Coordinator * Program Manager Risk Manager/HR Administrator
GRADE 8	Construction Project Manager (Professional) * Design & Planning Administrator (Professional) Elementary Assistant Principal * Equity and Diversity Program Coordinator (Professional) * Parent/Community/Diversity Coordinator (Professional) Program Evaluation Specialist * Senior Financial Management Analyst (Professional) * Senior Network Engineer (Professional)
GRADE 7	Construction Project Manager (Professional) * Custodial & Grounds Supervisor (Classified Supervisor) Data Research Analyst (Professional) Data Base Administrator (Professional)* Mechanical Division Supervisor (Classified Supervisor) Recruitment/Classification/Compensation Manager (Professional) Senior Security Engineer (Professional) Technical Support Specialist Supervisor (Classified Supervisor)

GRADE 6	<p>Architect (Professional) *</p> <p>Business Systems Support Specialist (Professional)</p> <p>Communications Community Involvement and Media Coordinator</p> <p>Engineer (Professional)</p> <p>Financial Information Systems Analyst II (Professional)</p> <p>Financial Management Analyst III (Professional)</p> <p>Grant Writer Analyst (Professional)</p> <p>HRIS Operations and Information Systems Analyst II (Professional)</p> <p>Network Infrastructure Specialist (Professional)</p> <p>Preventive Maintenance Program Supervisor (Classified Supervisor)</p> <p>Senior Applications Developer (Professional)</p> <p>Senior Systems Administrator (Professional)</p>
GRADE 5	<p>Financial Information Systems Analyst I (Professional)*</p> <p>Human Resources Operations Supervisor (Classified Supervisor)</p> <p>Payroll/Accounts Payable Supervisor (Classified Supervisor)</p> <p>Transportation Operations Supervisor (Classified Supervisor)</p>
GRADE 4	<p>Computer Systems Analyst I (Professional) *</p> <p>Employee Benefits Manager</p> <p>Executive Assistant to Superintendent and Board (Professional)</p> <p>Financial Management Analyst II</p> <p>- Accounting Systems (Professional)</p> <p>HRIS Operations and Information Systems Analyst I (Professional)*</p> <p>Instruction Operations Coordinator (Professional)</p> <p>Preventive Maintenance Program Supervisor (Classified Supervisor)</p> <p>Purchasing Analyst (Professional)</p> <p>Radio Station Operations Manager (Classified Supervisor)</p> <p>Research and Operations Specialist (Professional)</p> <p>Webmaster (Professional)*</p>
GRADE 3	<p>Executive Assistant to Deputy or Assistant Superintendent (Professional)</p> <p>Executive Assistant to Chief Operating Officer (Professional)*</p> <p>Financial Management Analyst I (Professional)</p> <p>School Choice & Student Assignment Coordinator (Professional)</p> <p>Warehouse Supervisor (Classified Supervisor)</p>
GRADE 2	<p>Executive Assistant to Deputy or Assistant Superintendent (Professional)</p> <p>Executive Assistant to Directors (Confidential/Professional)</p> <p>Financial Information Systems Analyst I (Professional)*</p>
GRADE 1*	

* No current incumbent--pay grade classification being held for possible future use.

APPENDIX B

The School District approves the following procedures for the orderly resolution of grievances submitted by employees.

Grievance Procedures

- Step 1: The employee shall meet with his/her immediate supervisor. If the matter is not resolved, the grievance shall be reduced to writing and referred to the next step. (Those employees not in the Operations Division will proceed to Step 3.)
- Step 2: The employee shall meet with the appropriate Director. The Director shall answer the grievance in writing and submit a copy to all parties involved. If the matter is not resolved, it shall be referred to the next step.
- Step 3: The employee and the Director shall meet with the Superintendent or his/her designee. The Superintendent shall answer the grievance in writing and submit a copy to all parties involved. If the matter is not resolved, it shall be referred to the next step.
- Step 4: The employee may appeal the Superintendent's decision in writing to the Board of Directors. The Board shall provide the employee an opportunity to be heard, and the Board shall communicate its decision in writing, together with the supportive reasons to all parties involved.

The grievance shall be filed within twenty (20) days following the act or condition complained. Meetings between the parties referred to in Steps 1-3 of the Grievance Procedures shall be held within ten (10) days after the matter is referred to each step unless, by mutual agreement of the parties, the period of time for such meeting is extended.

APPENDIX C

ADMINISTRATOR/SUPERVISOR/PROFESSIONAL SALARY SCHEDULE 2011-2012

Elementary Principals (218 Day) Schedule

Effective July 1, 2011 and ending June 30, 2012

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
12	71,674	75,258	79,021	82,972	87,121	91,477

The total number of days is reduced by six days from to 224 to 218.

**ADMINISTRATOR/SUPERVISOR/PROFESSIONAL SALARY SCHEDULE
2011-2012**

11 Month (220 Day) Schedule

Effective July 1, 2011 and ending June 30, 2012

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	38,819	40,760	42,798	44,938	47,185	49,544
2	41,760	43,848	46,040	48,342	50,759	53,297
3	44,699	46,934	49,281	51,745	54,332	57,049
4	47,639	50,021	52,522	55,148	57,905	60,800
5	50,577	53,106	55,761	58,549	61,476	64,550
6	53,518	56,194	59,004	61,954	65,052	68,305
7	56,458	59,281	62,245	65,357	68,625	72,056
8	59,398	62,368	65,486	68,760	72,198	75,808
9	62,336	65,453	68,726	72,162	75,770	79,559
10	65,277	68,541	71,968	75,566	79,344	83,311
11	68,219	71,630	75,212	78,973	82,922	87,068
12	71,158	74,716	78,452	82,375	86,494	90,819
13	75,071	78,825	82,766	86,904	91,249	95,811

The total number of days is reduced by six days from to 226 to 220.

**ADMINISTRATOR/SUPERVISOR/PROFESSIONAL SALARY SCHEDULE
2011-2012**

12 Month (255 Day) Schedule

Effective July 1, 2011 and ending June 30, 2012

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	40,584	42,613	44,744	46,981	49,330	51,797
2	43,658	45,841	48,133	50,540	53,067	55,720
3	46,730	49,067	51,520	54,096	56,801	59,641
4	49,806	52,296	54,911	57,657	60,540	63,567
5	52,878	55,522	58,298	61,213	64,274	67,488
6	55,953	58,751	61,689	64,773	68,012	71,413
7	59,028	61,979	65,078	68,332	71,749	75,336
8	62,099	65,204	68,464	71,887	75,481	79,255
9	65,173	68,432	71,854	75,447	79,219	83,180
10	68,249	71,661	75,244	79,006	82,956	87,104
11	71,317	74,883	78,627	82,558	86,686	91,020
12	74,393	78,113	82,019	86,120	90,426	94,947
13	77,468	81,341	85,408	89,678	94,162	98,870
14	80,954	85,002	89,252	93,715	98,401	103,321
with 3% stipend	83,383	87,552	91,930	96,526	101,353	106,421

The total number of days is reduced by six days from to 261 to 255.

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