Eugene School District 4J
June 19, 2014, Proposal 2

ARTICLE 2 - STATUS OF AGREEMENT

2.1 AGREEMENT HAS PRECEDENCE:

This Agreement shall modify, replace, or add to any policies, rules, regulations, procedures, or practices of the District which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and become part of the established policies, rules, regulations, procedures, and practices of the District. All existing personnel policies dealing with mandatory subjects of bargaining, not modified or inconsistent with this Agreement, are hereby incorporated and made a part of this Agreement. The rights granted to unit members in this contract shall be deemed to be in addition to those provided by federal law, Oregon state law, or administrative regulations. In the event of a violation, only mandatory bargaining policies, rules, regulations, procedures, or practices of the District may be grieved in binding arbitration under this contractual provision. In cases of conflict between this Agreement and Board policies, administrative rules and regulations, and any practices or procedures of the District, this Agreement, during its duration, controls.

2.5 EFFECTIVE DATE:

2.5.1 This Agreement shall take effect on July 1, 2014, and shall be implemented on that date except when another date is specifically designated.

2.5.2 This Agreement shall remain in full force to and including June 30, 2017. Either party may reopen only article 4.1.1 (salary), article 4.4.4 (step advancement), article 6.1 (active employee insurance contribution), and article 10.2 (school work year only).

ARTICLE 3 - GRIEVANCE PROCEDURE

3.2 DEFINITIONS:

3.2.1 GRIEVANCE: A "grievance" is a claim based on an event or condition which affects the conditions or circumstances under which a unit member works, allegedly caused by inequitable or unfair application of established administration rules and regulations, written School Board policies, or the interpretation, application or violation of provisions of this Agreement. Disputes involving either attempts to change the collective bargaining agreement or representation disputes arising under ORS 243.682; 243.686; or 243.692 are not grievable under this provision.

3.2.2 AGGRIEVED PERSON: An "aggrieved person" is the person or persons making the claim. The Association may be an "aggrieved person" in instances where an alleged contract violation affects the Association or a clearly defined class of unit members.

ARTICLE 4 - SALARIES AND RELATED COMPENSATION

4.1 PROFESSIONAL SALARY PLAN: New longevity step at 4.4.4

4.1.1 2014-15 School Year. The professional salary plan shall be as in Appendix A:

- Effective July 1, 2014, the 2013-14 professional salary plan attached as Appendix A-4 to the 2013-14 Collective Bargaining Agreement (Status quo schedule effective July 1, 2014) (Appendix A-2, effective January 29, 2014 through June 30, 2014) shall be increased by zero percent (0%), and adjusted for the 2014-15 work year per Article 10.2.

- Effective July 1, 2015, the 2014-15 3+4 professional salary plan (Appendix A-2, effective January 29, 2014 through June 30, 2014) shall be increased by a half percent (0.5%), and adjusted for the 2015-16 work year per Article 10.2.
• Effective July 1, 2016, the 2015-16 2013-14 professional salary plan+Appendix A-2, effective January 29, 2014 through June 30, 2014 shall be increased by one percent (1.0%), and adjusted for the 2016-17 work year per Article 10.2.

The 2013-14 professional salary plan shall be as in Appendix A. The 2013-14 salary schedule shall be increased by 0.8 percent (0.8%) effective on the 91st contract day of the teacher year. The COLA increase will be reflected on the member's January 31, 2014 payroll check and will reflect the COLA increase prorated over the number of contract days from the effective date of the COLA to the end of the year. There will be no retroactive payment on account of the delay in the COLA effective date.

4.2 CAREER AND TECHNICAL EDUCATION LICENSED TEACHERS:

When a career and technical education licensed unit member is hired by the District, the following formula will be used to determine placement on the salary schedule:

4.2.1 For ten years of acceptable training and experience, the unit member will be placed at Level Two of the Bachelor's +45 column. One additional level will be granted for each additional year of acceptable trade experience but not to exceed Level-8.

4.3 WORK RELATED EXPERIENCE:

A newly-hired unit member shall be placed on the salary schedule according to his or her years of verified paid work-related experience which the District determines is similar to the position of the new unit member, but shall be limited in 2010-11 to eight (8), 2011-12 to twelve (12), in 2012-13 to nine (9), 2015-16 to thirteen (13), and in 2012-13 to ten (10) 2016-17 to fourteen (14) years for initial placement on the salary schedule. The District will give written notice of this provision to each newly-hired unit member.

4.4 ADVANCEMENT ON SCHEDULE: \( \text{CHANGED} \)

A unit member shall qualify for the step increase if he or she has been evaluated and has been determined to have performed satisfactory service and adhered to the policies established by the Board.

4.4.1 In the event a unit member has been determined not to have qualified for an increase, the unit member shall be notified in writing by March 15 of each year.

4.4.2 Any unit member who did not qualify for the increase may challenge the District's decision in binding arbitration.

4.4.3 A full school year of teaching time will be credited for each year continuously employed in a regular teaching position at .5 or greater FTE, providing the start date in the position was on or before the first District teacher work day in February in order to be credited with one year of service for purposes of advancement on the salary schedule.

4.4.4 New Step: Effective July 1, 2014, a new step will be added to the top of salary plan, which will be increased by 3% over the prior step over the term of this contract as follows: 0.5% in 2014-15; 1.0% in 2015-16; and 1.52% in 2016-17.

4.5 ADDITIONAL PREPARATION: \( \text{CHANGED} \)

2.8 DEADLINE FOR WRITTEN NOTICE: Unit members who expect to complete coursework which will enable advancement to a higher salary column during the current work year must give written notice to Human Resources on or before September 7, or on or before December 1, and submit documentation as described below. The September 7 notice shall state that the unit member has completed or will complete coursework on or before September 7 of the work year in which the unit member wants to be evaluated for salary column advancement.

4.24.5.1 DEADLINE FOR SUBMITTING TRANSCRIPTS: To be eligible for a column change retroactive to September effective November 1, a member must submit official transcripts documenting completed coursework and/or certificates of completion for District workshops to Human Resources by October 15. A column change for the current teacher work year can only be documented by coursework completed on or before October 15 September 7 of the current work year. If the Human Resources Department receives the September 7 notice and all documentation on or before October 15, the unit member is eligible for a column change, and payment on a new salary column will begin with the end of November paycheck. The increase will be effective September 1, with the retroactive payment in the November paycheck; and the remainder to be paid in equal installments over the balance of the contract year.
To be eligible for a column change retroactive to December 1, a member must submit official transcripts documenting completed coursework and/or certificates of completion for District workshops to Human Resources by the first Friday teacher workday in January. If the Human Resources Department receives the December 1 notice and all documentation on or before the first Friday teacher workday in January, the unit member is eligible for a column change, and payment on the new salary column will begin with the end of February paycheck. The increase will be effective December 1, with the retroactive pay in the February paycheck and the remainder to be paid in equal installments over the balance of the contract year. A revised employment contract will be prepared for signature with the new column and salary placement.

4.9 LONGEVITY PAY:

The longevity pay system is as described below.

2.8.1 Unit members will move to longevity on the schedule, attached in Appendix A, after one (1) year at the top step of any salary column.

a. All unit members will receive monthly salary payments equal to one-twelfth (1/12) of the longevity payment as part of their annual salary-compensation while eligible for longevity.

b. Eligible unit members who advance salary columns and who continue to be eligible for the top step of the new column will be eligible for the longevity payment in the new column.

2.8.1 Unit members shall qualify for advancement to the longevity step as described in Section 4.4.

2.8.1 The District will deduct the unit member’s share of payroll deductions.

2.8.1 Unit members who are eligible under Section 4.9 for Longevity Pay and who take unpaid leave (Article 9) shall continue to be eligible for Longevity Pay upon their return from leave.

2.8.1 At retirement from District employment a unit member’s rights to longevity pay are as follows:

a. A unit member who is on the top step 1-3 (step 16 for the B-105, B-99 W/M, M-45, M-90, or Doctorate columns) of a column at the time the unit member retires is not eligible for longevity pay at the time of retirement.

b. A unit member who retires during a work year will receive the balance of that work year’s monthly longevity payments in a lump sum in the payroll period that coincides with the unit member’s retirement date. If the unit member is reemployed for the balance of the work year following retirement, the unit member will continue to receive the longevity step as part of the monthly payroll and no lump sum payment will be issued.

a. Unit members who retire at the end of a full work year while receiving longevity shall be paid an additional lump sum amount equal to the highest step increment of the unit member’s pay column.

2.9 SUPPLEMENTAL RETIREMENT BENEFIT:

2.9.1 RETIREMENT PLAN A:

a. RETIREE MEDICAL INSURANCE:

1. For unit members who retire in 2010-11 2011-12 2015-16 or 2012-13 2016-17, the District’s total contribution for unit member and spouse retiree medical insurance program shall be determined by multiplying 0.56 (fifty-six hundredths) times the amount of the District’s contribution for insurance listed in Section 6.1. The District’s contribution amount shall be per retired unit member per month effective October 2010, October 2011, and October 2012.

2.9.2 RETIREMENT PLAN B:

a. Unit members hired on or after July 1, 1998 are eligible for the Plan B Supplemental Retirement benefits. The District will begin paying the Plan B benefit under the terms of this Section after January 1, 1999 as part of an eligible unit member’s monthly salary payment. The District will make the monthly TSA payment to a TSA company selected from the District list of TSA companies retroactive to the first month of eligibility when a unit member has submitted a completed and executed District TSA enrollment form to the District Payroll Department within three months of initial eligibility. The unit member will maintain the TSA form required by the District. If a unit member has not submitted a completed and executed form selecting a TSA company within three months of the unit member’s initial eligibility for the District TSA payment, then the District will enroll the unit member in the TSA company and plan that has been jointly selected by the
The following provisions apply when a TSA provider leaves the market such that an employee enrolled with that provider has an interruption in District TSA contributions:

1. If contributions are interrupted between August 1 and November 15 of any given year, the employee may enroll with a new provider by November 15 of that year and submit the required form to the District, and the District will make retroactive contributions for the month(s) during which contributions were interrupted. If the employee has not selected a TSA provider and submitted the TSA form to the District by November 15, the District will enroll the employee with the default TSA provider on about November 16 of that year and make contributions retroactively for the month(s) contributions were interrupted.

2. If contributions are interrupted between November 16 and July 31, the employee may select a new provider and submit the required form to the District, and the District will make prospective contributions. If the employee has not enrolled with a new provider and submitted the required form within three months of the interruption, the District will enroll the employee in the default plan and will make contributions on a prospective basis only.

ARTICLE 3 - EXTRA DUTY COMPENSATION

3.1 ACTIVITY SCHEDULE:

Unit members performing extra duty service to cover responsibilities over and above those usually assigned during the school year shall receive additional compensation. The following percentages shall apply to the unit member’s actual column of the salary schedule (the unit member’s step placement on their column is based on their specific extra duty experience credit as defined in Section 5.5 up to step 14):

Senior High Coaches: Men

Head Football ........................................... 15%
1st Assistant Football ............................... 10%
2nd Assistant Football .............................. 10%
3rd Assistant Football .............................. 7%
4th Assistant Football .............................. 7%
5th Assistant Football .............................. 7%
6th Assistant ......................................... 7%
Head Basketball .................................... 15%
1st Assistant Basketball ......................... 10%
2nd Assistant Basketball ......................... 7%
3rd Assistant Basketball ......................... 7% *
Head Baseball ........................................ 10%
1st Assistant Baseball ............................. 7%
2nd Assistant Baseball ............................ 6%
Head Wrestling ..................................... 10%
1st Assistant Wrestling ......................... 7%
2nd Assistant Wrestling ......................... 6% *
Head Soccer ........................................ 10%
1st Assistant Soccer .............................. 7%
2nd Assistant Soccer .............................. 5%
Tennis .................................................. 6%
Open Facilities ..................................... unit member’s hourly rate
3.1.2 Senior High Coaches: Women

Head Basketball.............................................15%
1st Assistant Basketball.............................10%
2nd Assistant Basketball.............................7%
3rd Assistant Basketball............................7% *
Head Volleyball..........................................10%
1st Assistant Volleyball............................7%
2nd Assistant Volleyball............................5%
Head Soccer...............................................10%
1st Assistant Soccer.................................7%
2nd Assistant Soccer.................................5%
Softball....................................................10%
1st Assistant Softball..............................7%
2nd Assistant Softball...............................6% *
Tennis........................................................6%
Open Facilities...........................................unit member’s hourly rate

§5.1.7 Music

Elementary Instrumental............................1%
Full-time Elementary Instructor Music Performance——2%
   ___________________________1%
   for up to 1 performance per building
Middle School Orchestra..........................3%
Senior High Orchestra.............................4%
Middle School Band.................................4%
Middle School Choir...............................4%
Senior High Choir.................................8%
Senior High Band.................................10%

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Open Facilities

Each high school will have a $5,500 budget per year to use for open facilities.

§3.1.11 A building administrator or designee and unit member may mutually agree in writing that a Section 5.1 increment which a qualified unit member is eligible to receive, be split among one or more recipients, excluding head coach positions.

5.5.3.2 ADDITIONAL RESPONSIBILITIES:

§5.5.3.2.1 The following percentages shall be computed on the individual’s actual salary, up to step 14.

ELEMENTARY TEACHER LEADERSHIP EXTRA DUTY COMPENSATION  CHANGED

Elementary teachers in each elementary school (neighborhood and alternative) will receive additional release days for accepting teacher leadership responsibilities in the school as follows.

Elementary teacher leadership responsibilities include:

a. Grade level facilitators;

b. Assistance with coordination of staff development and/or school improvement on such issues as addressing the achievement gap or special needs students;

c. Technology facilitation;

d. Coordination and organization of student performances; and

e. Coordination of testing.
This list can be changed based on the needs of a school; however, changes must be approved by the JCAC using the Section 5.45.8 process. The elementary leadership responsibilities and number of release days for each leader must be reported annually to JCAC.

The teacher who accepts leadership responsibilities will receive paid release days during the work year. These days can be taken on days selected by the teacher with reasonable advance notice to the principal and substitute availability including days before and after weekends, vacations, and holidays, except for scheduled professional development time. The teacher has the option of receiving salary compensation for unused release days at the teacher’s per diem rate, however the teacher is solely responsible for completing the necessary paperwork. A teacher must give notice of intent to convert by May 15.

The number of elementary teacher leadership release days per elementary program shall be determined as follows:

100 - 249 students  
16 -10 teacher release days not to exceed 3-5 teachers

250 - 34999 students  
18-14 teacher release days not to exceed 4-6 teachers

350 - 449 students  
20 teacher release days not to exceed 7 teachers

450 - 549 students  
22 teacher release days not to exceed 7 teachers

550400 - 65000 students  
24-18 teacher release days not to exceed 5-8 teachers

ARTICLE 4 - FRINGE BENEFITS AND OTHER ALLOWANCES

INSURANCE:

4.1 FULL TIME:

The District’s monthly insurance contribution for each full-time equivalent (FTE) unit member is one thousand one hundred and forty-five dollars ($1,145.00) per month for the period October 2013-2014 through September 2014-2015. There will be a one-time transfer of $500,000 from the licensed insurance reserve fund to the District general fund on October 1, 2015 to accomplish mutual priorities to reduce class size, provide compensation, and support workload relief. There will be a one-time transfer of $200,000 from the licensed insurance reserve fund to the District general fund on October 1, 2013, to cover the cost of the insurance increase. There will be a second transfer of $500,000 from the licensed insurance reserves to the District general fund on August 1, 2013, representing the cost of the COLA and a portion of the step increases.

4.9 SECTION 125 FLEXIBLE SPENDING ACCOUNT:

Unit member expanded use of section 125 flexible spending accounts will be determined by the District/Association JBC, consistent with the terms of a December 17, 1999, memo from the District to the Association. Any net District FICA savings as determined by the formula in the December 17, 1999, memo in excess of thirty thousand three hundred thirty one dollars ($30,331.00) per year shall be transferred to the JBC reserve fund in Section 6.4.a. For the 2014-15 school year, $81,000 of the FICA transfer will be suspended.

ARTICLE 7 – LIABILITY AND LEGAL PROTECTION

Non-contractual: Classroom Safety Subcommittee - The District will fulfill the letter of intent dated May 27, 2014 (attached) concerning the FSS Safety Subcommittee.

ARTICLE 8 - LEAVES OF ABSENCE WITH PAY

4.7 STUDY LEAVE:

4.7.3 CONDITIONS OF STUDY LEAVE: Due to economic conditions, no study leaves will be granted for the term of this contract. One-half year leaves shall count as one-half leave and a group study leave as one leave for the purpose of computing the quota. Compensation during the leave shall be eighty-five percent (85%) of the salary the unit member would otherwise be paid if on duty during the leave period.
ASSOCIATION LEAVE:

Members of the Association’s Negotiation Team and members of the Association’s Grievance Committee shall be allowed up to thirty (30) days leave with pay per year for the purpose of negotiating agreements and/or pursuing grievances through all steps of the grievance procedure.

*ARTICLE 10 - WORK SCHEDULE*

2.8 UNIT MEMBERS’ WORKDAY: **CHANGED**

2.8.4.7.5 PREPARATION TIME: ALL UNIT MEMBERS SHALL BE PROVIDED AT LEAST ONE PERIOD OF PREPARATION TIME DURING THEIR WORK DAY.

- c. Elementary unit members shall have at least two hundred ten (210) minutes of preparation per week, with no daily portion smaller than twenty (20) continuous minutes. Every effort will be made to make the daily preparation time thirty (30) continuous minutes in length. This 210 minutes is in addition to the one (1) hour of uninterrupted preparation time in Section 10.1.5.e. For the 2013-14 only, the elementary preparation time in Article 10.1.5.e will include at least two (2) thirty (30) minute blocks of preparation time during the student day each week, which time will generally be used for individual planning and/or collaboration at the member’s discretion. Elementary ESS unit members will continue to have 150 minutes of preparation time per week outside the student day in addition to the hour provided in 10.1.5.e.

10.1.7 KINDERGARTEN CONFERENCING AND REPORTING: [CURRENT CONTRACT LANGUAGE WITH PARAGRAPH BELOW]

In the event that a school has a full-day kindergarten program, this Article (10.1.7) shall not apply.

2.9 WORK YEAR: **CHANGED**

The Board shall adopt a school calendar of one hundred ninety-one (191) contract days which includes a teacher planning day as the first day of the scheduled year.

For the term of this Agreement, the school year will be reduced by two (2) days (a 189-day work year). For the 2014-15 school year only, the work year will be reduced by one (1) student contract day and one (1) non-student contract day. For the 2015-16 and 2016-17 school years, the District and the Association will collaborate as to whether one (1) of the reduced days is a non-student contract day. Any of the cut days may be offset by hazardous weather days. Notice that a day will be added to the end of the year will be made by April 15th. The District may restore days upon 30 days’ written notice to FEA.

2.9.4 Procedures for Association involvement in the development of a school district calendar:

- f. Except for the provisions of Article 10.1.5.e – Elementary Preparation Time, the following process will be used to implement a schedule change for a school’s student-day late start, early release, or full day release:
  3. The schedule change must be approved by both the principal and by a vote of at least 75% of the licensed bargaining unit members voting at the site in support of the schedule change. Any schedule changed or maintained must meet minimum instructional minutes.

2.5 STAFF DEVELOPMENT AND PROFESSIONAL PLANNING DAYS:

10.5.4 On the professional planning day following Winter and Spring breaks, each trimester, the District will provide full-time members with at least two (2) hours of uninterrupted preparation time on site. The preceding will be prorated for part-time employees.

10.6 SPLIT-SHIFT SCHEDULE:

Part-time unit members will not be required to work a split-shift schedule. A split-shift schedule is when a unit member’s work day schedule is split by any unpaid time that exceeds a total of 45 minutes at a single school. A unit member who volunteers to work a split-shift schedule at a single school will be paid a .065 FTE stipend. This stipend will be included as salary compensation and will be considered as such in determining all benefits. The District will inform the Association of all positions that will include a split-shift prior to posting and at the conclusion of the displacement process in September.
ARTICLE 8 - RIGHTS OF PROFESSIONAL UNIT MEMBERS

12.7 FAIR DISMISSAL ARBITRATION LAWS FOR CONTRACT UNIT MEMBERS:

12.7.1 If a unit member entitled to appeal dismissal or non-extension to the FDAB (contract unit member) appeals a District decision to dismiss or to not extend the contract of the unit member, then the contract unit member and the District will use arbitration as an alternative to a hearing and appeal before the Fair Dismissal Appeals Board pursuant to ORS 342.910 (12)(a) to determine if the contract unit member's dismissal is in compliance with the standards of ORS 342.805 to ORS 342.910. Contract unit members have the right to appeal a dismissal or non-extension to the Fair Dismissal Appeals Board pursuant to state law, ORS 342.805 to ORS 342.910.

2.8.1 The contract unit member and the District will select an Arbitrator as provided in ORS 342.905 (12)(b).

2.8.1 The parties agree that the arbitrator shall have full power to preside over this arbitration with respect to arbitration procedures. The arbitrator may make decisions regarding the scheduling and conduct of the hearing, may receive and make rulings concerning evidence, may receive briefs, and undertake all matters traditionally done by labor arbitrators in Oregon, provided, however, the arbitration shall use the same reasons and levels of evidence required by ORS 342.905 (12)(c).

2.8.1 The contract unit member and the District will stipulate that the arbitrator shall not be required to follow procedures applicable to FDAB hearing officers or promulgated for FDAB panels in contested cases under the Oregon Administrative Procedures Act.

2.8.1 The contract unit member and the District will stipulate that the arbitrator shall follow the same substantive standards for reviewing the dismissal and the same remedial powers as the FDAB would do were it hearing the case on the merits or if findings were being made by the FDAB. The arbitrator shall have no power to rule concerning substantive matters other than using the legal standards followed by the FDAB, as interpreted by the Oregon courts.

2.8.1 The arbitrator shall have the power to issue subpoenas under ORS 342.905 (5)(b).

2.8.1 The contract unit member and the District can mutually agree to replace the arbitrator with the Fair Dismissal process and panel.

2.8.1 The contract unit member and the District intend the arbitration to be final and binding to the same degree that arbitral awards are final and binding in Oregon public sector labor arbitration generally. Neither party shall file any appeal or otherwise contest or refuse to comply with the arbitration award issued by the arbitrator unless the award would be vulnerable to challenge under the traditional Willamette standards, as modified by the Fair Dismissal Law standards in ORS 342.910, subject to the express condition. If it is apparent that the arbitration award was made on some basis other than according to the standards set forth in ORS 342.805 to ORS 342.910, either party may appeal on the grounds that the arbitrator did not have subject matter jurisdiction to issue the ruling, provided, however, that neither party may appeal the decision on the grounds that the arbitrator misapplied or misinterpreted one of the statutory grounds for dismissal, or because he violated fair dismissal precedent in upholding or overturning the School Board dismissal decision or decision not to extend the contract.

2.8.1 Subject to the provisions of Section 8 above, having stipulated that the arbitration award will be final and binding, the contract unit member and the District agree that any award issued by the arbitrator shall not be appealable by either side to the Oregon Court of Appeals or to any judicial authority.

ARTICLE 9 - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

9.8 SPECIAL EDUCATION:

9.8.1 SPECIAL EDUCATION RELEASE TIME: Release days will be provided to unit members in positions where they have primary responsibility for conducting IEP meetings and writing IEPs. The release days are to be used for Individual Education Plan (IEP) meetings and writing IEPs.

- Each ESS full time position assigned for instruction of the students with disabilities (per IDEA) mildly handicapped with this primary responsibility will receive three (3) five-eighths (5/8) days of release time and a stipend equal to two (2) days at their per diem rate. Any less than full time unit members with this primary
responsibility will receive a proportional amount of release days based on their FTE and the two-day stipend at their prorated per diem rate.

New 13.8.7: ESS will provide each special education teacher assigned to a building daily case management time for the purpose of arranging IEP meetings, performing required special education activities related to IEP meetings, and reporting on progress. This time is not protected due to the requirements of special education teachers to support students throughout their school days. Case management time will be allotted as follows:

- 30 minutes daily for elementary special education teachers
- 1 period per day for middle school special education teachers;
- 1 period per day for high school CLC special education teachers
- 30 minutes daily for post high school transition special education services

Case management time for part-time members will be pro-rated in proportion to the member's FTE.

(See also, letter of intent dated July 19, 2014).

13.9 — STUDENTS WITH SPECIAL NEEDS:

The District and Association recognize that the instruction of students with special needs may have an impact on the workload of teachers. The parties agree that a mutual effort must continue to be made to carefully consider the instruction and service needs of students with special needs in general and special education classrooms. To accomplish this, the District and Association may appoint and support a joint committee under the terms of Article 16 to address the workload impact of the placement of students with special needs. In the absence of a joint committee, the responsibility of the joint committee will be performed by the JCAC. The joint committee will address these charges:

- Develop and distribute information to teachers and administrators about working with students with special needs. The information should deal with procedural concerns as well as strategies for working with students.
- Develop ways to ease the workload of teachers working with students with special needs.
- Recommend process to provide an ongoing and timely information flow.

ARTICLE 16 — JOINT COMMITTEES

16.1 WHENEVER THE PARTIES AGREE TO CREATE A JOINT COMMITTEE BY REFERENCE TO THIS ARTICLE, THE JOINT COMMITTEE'S AUTHORITY, COMPOSITION, AND PROCEDURE SHALL BE AS DESCRIBED IN THIS ARTICLE.

16.1.3 The District shall provide up to eighty-five (85) days of paid leave with a District paid substitute for unit members' participation in joint committee responsibilities. At the discretion of the Association, up to 75 of the 85 days in Article 16.1.3 may be converted to licensed FTE at the current guest teacher rate plus fixed costs.