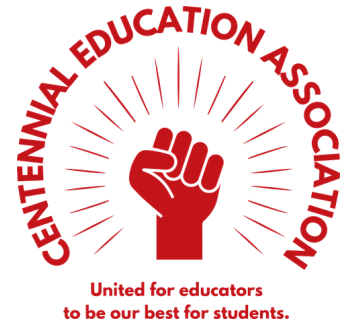


CEA TIPS

Sick & Personal Leave



Sick Leave

Personal illness or injury

Contract Language

19.2

Employees shall be granted ten (10) days' sick leave during each school year pursuant to ORS 332.507(2). Such sick leave shall be credited to said Employees on the first work day of the fall trimester/semester. In case of Employees who begin service after the beginning of the school year, sick leave shall be credited on the first day of active teaching service and consist of one (1) day for each month remaining in the school year.

To the Point

- 10 sick days per year
- Unused days accrue over time, no maximum
- Accumulated sick days transfer over from other public school districts (ORS 342.596)
- Sick days may be used for family illness or other allowable purposes, including parental leave

Learning Specialists (11.9.3)

In the case of extended absences or extended vacancies, it is the responsibility of the District to provide a solution to maintaining services to students.



Personal Leave

Emergencies/ personal business

Contract Language

19.3

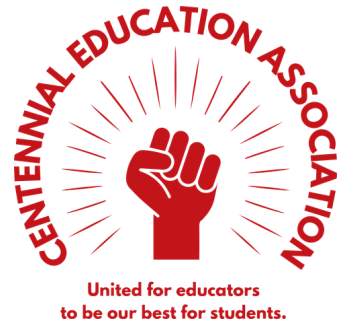
When an Employee is absent because of emergencies or personal business that cannot be conducted outside the regular workday, and the absence is not covered by any other leave, the employer will allow the Employee to accrue up to three (3) days of personal leave, per year, with the Employee to be paid their daily per diem rate. Personal leave cannot be used for a second business. Personal leave is a negotiated benefit, not a leave of right. It is to be used only when needed. Employees are not required to take all three (3) days. Employees will not have to state the reason for said leave. Employees are responsible for notifying the building principal by entering the absence into the sub system five (5) working days before the absence.

To the Point

- 3 days per year for emergencies or personal business that cannot be conducted outside the regular workday
- Do not have to state the reason. On your absence request, write "personal day" for the reason.
- You can carry over up to two (2) unused personal leave days for the following school year for no more than five (5) total days at any time.

CEA TIPS

Prep Time



The district is guaranteed up to one hundred eighty (180) minutes a week twice a month and one hundred twenty minutes (120) twice a month for staff meetings, late start staff development, and other District directed meetings.

Coaching sessions, IEP related meetings, and School Intervention Problem Solving team meetings do not count toward the 180 minutes.

IEP-related meetings, School Intervention Problem Solving Meetings, Functional Behavior Assessments, 504 meetings, and Behavior Intervention Plans:

A classroom teacher who is required to attend more than four (4) of these types of meetings in a month during their individual prep time will be compensated at their per diem rate in 15-minute increments for any additional time spent in such meetings during their prep period for the remainder of the month.

Elementary

11.7.1

- 365 total minutes per week
- **30 uninterrupted minutes per day** during student contact time
- On late start or abbreviated days with no scheduled preparation time, 15 minute relief break scheduled by the building administrator.
- Reasonable efforts for minimum of 5 minutes passing time in between instructional blocks for PE & Music
- Employees supervising another Employee's class for 30 minutes or more will receive per-diem pay, in addition to regular pay.

Secondary

11.7.2

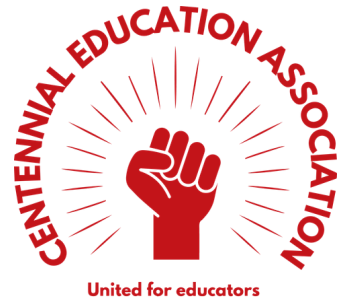
- 365 total minutes per week
- **One instructional period per day** during student contact time
- For high school, during finals week, no less than 1 testing period for preparation
- When an Employee agrees to substitute during their duty-free preparation period the Employee shall be compensated at their normal per diem rate of pay

Learning Specialists

11.9

- Middle and High School: no less than one (1) daily preparation period and one (1) daily case management period.
- 3 days of substitute coverage annually, or additional compensatory time at normal per diem rate.

CEA TIPS



Class Size

Elementary

Threshold Large Class Extra Large Class
\$200 per month \$400 per month

K	22	23-26	27+
1	24	25-28	29+
2	26	27-30	31+
3	30	31-34	35+
4	30	31-34	35+
5	32	33-35	36+

ELD	1:60
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\$200/month when the ratio is exceeded **after** caseloads have been rebalanced within the building

Secondary

Class Conversation \$300 per month
Average Counts (after the first student overage)

Middle	32	33-35	36+
High	34	35-37	38+

Counselor

Elementary	1: 525
Middle	1: 475
High	1: 400

\$200 per month if the caseload numbers exceed these thresholds

Learning Specialist

Daily Student Count on Caseload and Support

Learning Specialist	32
Self Contained	13
FLS	10

\$200 per month if the caseload numbers exceed these thresholds

School Psychologist	1:130
SLP	1:55

Workload-relief conversation