

Article 12: Pay Practices

A. Salary Schedules and Index

1. a. ~~As of September 1, 2022, a 5.75% increase over the 2021-22 schedule.~~
- b. ~~As of September 1, 2023, a 4.00% increase over the 2022-23 schedule.~~

Salary increases in TTEA financial proposal

- c. All increases shall apply to Article 14: Extended Responsibility.
2. The salary schedule(s) and index for members are attached to this Agreement as Appendix A and B and by this reference incorporated herein. This salary schedule(s) and index shall be the official salary schedule(s) and index for all members in the bargaining unit and shall not be deviated from, except through mutual written consent of the District and the Association.
3. Members, who work less than full-time, will be paid at a pro rata portion of the full time salary.
4. Members, who are granted extended contract work beyond the normal work year, shall be paid at their normal per diem rate for each additional day (or portion thereof), except as provided in Article 13: Extended Time Compensation.

B. Salary Placement

The column (educational attainment) and step (experience) for new members will be determined given the following criteria:

1. Prior experience in another district will be accepted toward placement on the salary schedule. One hundred thirty-five (135) days of continuous teaching in the same position will count as one (1) year of teaching experience. The teaching position must be no less than one-half (1/2) time of a full-time teaching equivalent.
2. All experience in Tigard-Tualatin School District will be accepted for advancement on the salary schedule provided it meets the requirements of Section B1.
3. Column placement will recognize all graduate **coursework** that comes from an accredited institution and that qualifies for credit toward a graduate degree, or advanced degree recorded in the personnel files. Graduate credit does not require enrollment in a graduate program or intent to earn a graduate degree.

C. Column Advancement

1. Licensed members may submit an official transcript showing completion of graduate course work, with a grade of B or better, that either: comes from an Oregon Public University or College (such as PSU, OSU, U or O) and is at a 500 level or above, or comes from an Oregon Private University or College (such as Lewis and Clark) that is equivalent to an Oregon Public University or College and is considered a graduate level class, or qualifies for credit towards a graduate or advanced degree. Any course work from out of state Colleges/Universities would require pre-approval from Human Resources before being accepted for column advancement.
2. Members shall fill out an application for submission to the Human Resources Department for classes from “for profit” schools, universities, colleges, businesses such as Heritage Institute (credit through Antioch), University of the Pacific, Advancement Courses and their equivalent. Such classes must be pre-approved by the Director of Human Resources for use for column advancement. If approved, members may submit an official transcript showing completion of the graduate coursework, with a grade of B or better for the class.
3. Music and PE teachers may refer to Article 7.A.4. Undergraduate and Community College Courses, and may use approved undergraduate and community college course credits to make up one half of the required amount of credits for movement on the salary scale.
4. ~~Transcripts turned in on or before October 5 will qualify for retroactive pay to the beginning of the work year. Transcripts turned in on or before May 5 will qualify for retroactive pay to April 1. If the indicated date falls on a weekend, the transcript must be submitted by the Monday following the indicated date. Pay for retroactivity may be included in the first check after advancement or distributed over the remaining monthly checks for the contract year.~~

Advancement: A member shall be eligible for column movement when they submit a qualified transcript to the District office. Column advancement shall be processed in the months of October, February, and May. In order to gain column movement in an advancement month, the member must provide a transcript(s) to the District before October 5th, February 5th, or May 5th. If the indicated date falls on a weekend, the transcript must be submitted by the Monday following the indicated date.

5. **Retroactivity: Transcripts turned in on or before October 5th will qualify for retroactive pay to the beginning of the work year.**

Transcripts turned in on or before February 5th will qualify for retroactive pay to January 1. Transcripts turned in on or before May 5th will qualify for pay retroactive to April 1. Pay for retroactivity will be included in the first check after advancement.

- 5 **6.** In instances where the university is not able to provide an official transcript, the member may file a letter signed by an authorized official of the university to verify completion of the course work. The official transcript will be filed with the District as soon as available.
- 6 **7.** The District may identify undergraduate courses in an approved undergraduate program as having a high priority for the District, i.e., technology, foreign language, etc. Current members may apply to the District to have targeted courses counted as District Credit for the purpose of advancing on the salary schedule. Only courses taken after being employed by the District, and after the District has authorized their use for District Credit will count as District Credit.

Process: Members desiring to take identified undergraduate courses and have those courses count for District Credit must submit the request in writing and have it approved prior to taking the course.

- a. Written approval guarantees the use of available tuition reimbursement funds and the use of earned credits as District Credit for the purposes of salary advancement once the member demonstrates satisfactory completion of the course (B grade or higher).
- b. The member must submit a grade report or a verification from the instructor that the course has been completed and a B grade or higher was earned.
- c. Courses taken under the terms of this article may not be taken pass/no pass.

D. Deductions

The District agrees to deduct from the salaries of the members as requested by the member within the mechanical limits of the District's Accounting Department:

1. Premiums for approved insurance programs
2. Payment to approved financial institutions
3. Contributions to United Way, Tigard-Tualatin Education Foundation, or OEA Foundation
4. Tax shelter compensation matters

5. The District will automatically set up a 125 contribution plan for members who must contribute to their health care premium costs.

E. Authorization

Written authorizations shall continue in effect from year to year unless revoked in writing. A new authorization form must be submitted for any changes in deductions which the member desires to have made. These deductions shall constitute a service for the member and as such are not subject to claims, suits, orders or judgments brought against the district. Any errors as a result of the District's bookkeeping shall be corrected by the District upon notice from the affected member.

F. Notification of Error or Omission

Any member whose paycheck is less than normal due to an error or omission by the District shall receive an advance in the amount of the proper adjustment within two (2) working days of a written request by the member.

G. Misplacement on Salary Schedule

1. Errors or omissions made by District personnel which result in misplacement on the salary schedule to the disadvantage of a member shall be made retroactive for up to three (3) years.
2. Errors or omissions made by a member which result in misplacement on the salary schedule to the disadvantage of the member shall be retroactive to the beginning of the school year in which the error or omission is discovered and reported to the Human Resource Department.
3. Errors or omissions made by District personnel which result in misplacement on the salary schedule to the disadvantage of the District shall be retroactive to the beginning of the school year and shall be settled by negotiations with the member so as not to cause undue hardship on the member.
4. Errors or omissions made by a member which result in misplacement on the salary schedule to the disadvantage of the District shall be retroactive for up to two (2) years. The pay back schedule shall be settled by negotiations with the member so as not to cause undue hardship on the member.

H. Step Increment Eligibility

1. Members who work in a bargaining unit position for one hundred thirty-five (135) days in a school year shall be advanced one step on the appropriate salary column the following year until the stated

maximum has been reached except as provided elsewhere in the Agreement.

- a. Those who are employed full-time for one-half (1/2) year or more.
 - b. Those who are employed half-time or more, but less than full-time, provided such employment is for at least one hundred thirty-five (135) days during the regular work year.
2. Where a member works during a given school year on a schedule involving some full-time employment and some half-time or more employment, and where such service during the school year is interrupted by an approved leave of absence, eligibility for a step increment the following school year shall be met where the days worked with the District in that school year total the equivalent of ninety five (95) full days or more.

I. Salary Checks

1. Salary checks shall be paid on the 25th of each month or the last working day prior to the 25th. Checks for the summer will be available on the last working day after all requirements have been fulfilled.
2. Members electing to have their checks sent monthly during the summer break may initiate the request at the Payroll Department prior to June 1. The checks will be mailed June 25, July 25, and August 25.
3. Members have the right to elect to be paid separate checks paid in a lump sum for the work, such as Extended Responsibility. If elected, lump sum payment will be made on or after completion of the assignment in December, March, or May.

J. Retirement Contributions

1. With respect to all professional compensation earned for services, the District shall cease withholding from the member's monthly salaries the six percent (6%) employee contribution required by PERS (ORS 238)/OPSRP (ORS 238a), and shall "pick up," the six percent (6%) employee contribution required by PERS (ORS 238)/OPSRP (ORS 238a).
2. The full amount of required member contributions "picked up" and paid pursuant to this section shall be considered as "salary" with respect to PERS for the purpose of computing a member's "final average salary" within the meaning of ORS 238.005(8), but shall not be considered "salary" for the purpose of determining the amount of employee "final average salary" and shall also be considered as "salary" for the purpose of determining the amount of employee contribution required to be contributed pursuant to state law.

3. In the event that during the life of this Agreement it becomes impossible for reasons of law, regulation, or decisions of the courts for the District to pay the employee contributions to PERS/OPSRP on behalf of employees as described above, then:
 - a. Six percent (6%) shall be added to the base salary and the salary schedule shall be recomputed on the same index to be effective prospectively;
 - b. The District shall be relieved of its obligation to pay the six percent (6%) employee contribution required by ORS 238/238a.