

Portland Public School District 1st Reading

DATE: November 13, 2018

Public Comment for Rescission of Policies:

Reporting Statement of Economic Interest; Policy 1.40.020-P
Method of Board Operations; Policy 1.70.010
Job Description; Policy 5.10.020
Employee Suggestion Award Program; Policy 5.10.040
Tax Deferred Annuities; Policy 5.10.070
Orientation of Teachers; Policy 5.20.040
Compensation Related Benefits – Miscellaneous; Policy 5.60.050
Alternative to Military Leave; Policy 5.50.063
Employment in Institutions of Higher Learning - Restoration of Health; Policy 5.50.067
Administrative In-service Requirements; Policy 5.60.080
Retirement – Permanently Disabled; Policy 5.20.140
Educator's (sic) Council; Policy 5.40.030
Professional Compensation; Policy 5.50.010
Professional Improvements; Policy 5.50.040
Professional Growth Incentive; Policy 5.50.043
Administrative – Clerical Personnel Salary Schedule; Policy 5.70.055

The Portland Public School District is providing Notice of Proposed Revised Policy and Public Comment to offer interested parties reasonable opportunity to submit data or comments on the proposed policies noted below.

Public comment may be submitted in writing directly to the district or through the district website noted below. Written comments must be submitted by 5:00pm on the Last Date for Comment listed below.

1st Reading by: Rita Moore, Chair, Portland Public School Board

Summary: Rescission of Policies (see above)

Draft Policy Web Site: <https://www.pps.net/Page/11911>

Recommended for 1st Reading by: Board of Education

Policy Contact: Rosanne Powell, Board Office Manager

Last Date for Comment: December 4, 2018

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E-mail: schoolboard@pps.net

Last Date for Comment: December 4, 2018

1.40.020-P Reporting Statement of Economic Interest

- (1) ORS Chapter 244 does not require public officials of local political subdivisions to file a statement of economic interest with the Government Standards and Practices Commission.
- (2) School board members are public officials of local political subdivisions
- (3) If a Board member wants to voluntarily file a statement of economic interest with the Government Standards and Practices Commission, they should do so prior to January 1 of the year for which they want to file and they should send the verified statement of economic interest to GSPC and a copy to the Board office.

Legal Reference: ORS Chapter 244.160

History: Adpt 8/81; Amd 7/95; Amd 9/9/02; BA 2417



1.70.010-P Method of Board Operations

- (1) All official actions of the Board shall be taken only in Board meetings called, scheduled and conducted according to the policies, administrative directives and protocols of the Board and the statutes of the state.

Legal References: ORS 329.095; ORS 332.057; ORS 332.107; ORS 332.505; ORS 342.850

History: Adpt 6/71; Amd 9/9/02; BA 2417

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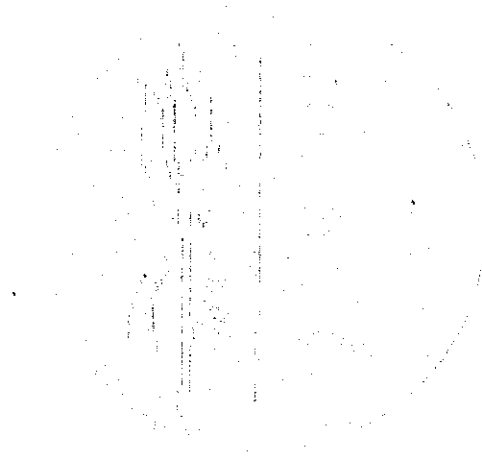
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5.10.020-P Job Description

Oregon Administrative Rule 581-022-715 directs local school districts to develop and maintain position descriptions and job requirements as part of the personnel policies of the district; therefore, in keeping with this Administrative Rule, the superintendent of the Portland school district is directed to develop and maintain position descriptions and job requirements for all employee classifications of the Portland school district.

Legal References: OAR 581-22-715 OAR 581-022-1720; Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101 et seq. 29 CFR Part 1630

History: Adpt. 10/11/76; Amd. 1/19/95



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5.10.040-P Employee Suggestion Award Program

- (1) In recognition of the possible cost savings and efficiency-producing benefits that could potentially accrue, the Board hereby establishes an Employee Suggestion Award Program. The purpose of this program is to encourage and reward meritorious suggestions by school district employees that will promote greater effectiveness and economy in performance of any district function. ("Suggestion" means an idea which: (1) recognizes a problem or opportunity; and (2) presents a proposed solution with sufficient specificity to permit evaluation of its merits and planning for implementation by the district.) The superintendent is hereby authorized to establish regulations for implementing such an award program which will, minimally, include the following provisions:
- (a) Any Employee Suggestion Award Committee made up of representatives of various employee groups in the numbers and proportions the superintendent will determine.
 - (b) Awards in the form of:
 - (A) Recognition.
 - (B) Financial rewards equal to but not exceeding ten percent (10%) of the initial first year's cost savings not to exceed \$5,000 deriving from the implementation of a suggestion.
 - (c) Monetary awards are to be recommended to the Board of with a description of the suggestion and the savings, which have resulted during the first year in actual implementation.
 - (d) Awards shall not be made for suggestions which:
 - (A) Are a part of the suggestor's job responsibilities.
 - (B) Pertain to routine safety practices, criticism of other employees, or their work performance.
 - (C) Pertain to issues that are part of the bargaining process.
 - (D) Pertain to salaries, position, classification, or assignment of personnel.
- (2) It is expected that all departments and schools in the district will participate, except the superintendent's immediate staff.

5.10.040-P Employee Suggestion Award Program

- (3) Employee complaints about procedures of the Employee Suggestion Award Committee related to reaching a decision and recommendations in this award program shall be subject to review by the Employee Suggestion Award Committee.
- (4) Cash awards shall be in addition to the employee's regular compensation. The employee making a suggestion grants the district full use of that suggestion; and use or nonuse by the district shall not be the basis for a further claim of any nature.

History: Adpt. 1/12/84; Amd. 4/14/88

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5.10.070-P Tax Deferred Annuities

- (1) **Availability.** The Board of directors makes available to all salaried employees of the school district fixed or variable annuities under the tax deferred annuities programs authorized by federal and state governments. Under such programs, each salaried employee has the right to have the cash compensation to which he/she is otherwise entitled for service rendered reduced by an amount specified by him/her but not in excess of the "maximum exclusion allowance" afforded by the Internal Revenue Service.
- (2) **Participating Companies.** Companies will be permitted to participate in the tax deferred annuity program in this district after submitting documentation indicating compliance with district regulations for such programs, as prepared by the superintendent or his designee. The regulations are subject to change and/or modification at the discretion of the superintendent.
- (3) **Administration.** The Director of Employee Relations and/or the Director of Finance or his/her designee are designated as the agents for the district with authority to confirm each employees' participation in the plan and to execute such applications for annuities and such other forms or documents as may be required in the administration of the plan.

Legal References: ORS 243.810; ORS 243.820; ORS 243.830

History: Adpt 6/71; Amd. 12/4/75; Amd. 11/26/79

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5.20.040-P Orientation Of Teachers

The Board recognizes the importance of helping new staff members become familiar with the philosophy and resources of the school district, to develop understanding of the composition and needs of the community, and become acquainted with the personnel of the district with whom they shall be working. The district shall, therefore, maintain an orientation program which will provide new personnel with pre-service opportunities to become knowledgeable in all areas which will contribute to their effectiveness as staff members and which will help them become an integral part of the school staff.

Legal Reference: ORS 332.107

History: 6/71

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5.60.050-P Compensation Related Benefits - Miscellaneous

Leaves of absence, reimbursement of expenses, insurance protections, payroll deduction, defense against civil action, and other benefits for administrators shall be as determined, from time to time, by the Board.

History: Adpt. 6/71; Amd. 12/77

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5.50.063-P Alternative To Military Leave

An employee who is granted a leave of absence in order to perform civilian employment in lieu of military service may not claim the benefit of any statute granting benefits to individuals who are called into the armed forces under the Selective Service Act.

Legal Reference: ORS 332.107

History: Adpt 6/71

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5.50.067-P Employment In Institutions Of Higher Learning: Restoration Of Health

- (1) **Employment in Institutions of Higher Learning.** A permanent teacher may be granted a leave of absence, without pay, for the purpose of employment in an institution of higher learning or for teaching abroad, provided the type of employment is approved in advance by the office of the superintendent as being in a field related to the teaching position for which he/she is employed in this district. A leave for this purpose shall not exceed one year.
- (2) **For Restoration of Health.**
- (a) A permanent teacher may be granted a leave of absence, without pay, for the purpose of restoration of health, provided that the teacher requesting such a leave or an extension of a leave of less than one year shall submit with his/her application a recommendation for such leave from a duly licensed physician. The superintendent may require a teacher requesting such a leave of absence to submit to an examination by the medical advisor of the district.
 - (b) On return from such leave, the teacher shall be placed on the current salary schedule and on the same salary step applicable at the beginning of sick leave.

History: Adpt. 6/71

5.60.080-P Administrative In-service Requirements

The need for continued in-service training to develop new competencies and to improve performance of responsibilities is an essential goal of administrator in-service programs. Each administrator shall, from time to time, engage in in-service classes, workshops, or experiences designed to assure a high level of functioning in his/her various areas of responsibility. These classes and experiences shall be selected by each administrator in cooperation with his/her immediate supervisor as part of a planned program of professional growth. Though the number of credit hours or courses is not specified, it is expected that the annual written evaluation of each administrator will reflect the direction and extent of in-service work he/she is to complete and his/her progress in a planned program of professional growth.

Legal References: ORS 332.107; ORS 342.136; ORS 342.138; OAR 584-090-0001 to -0060

History: Adpt. 9/71

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5.20.140-P Retirement – Permanently Disabled

Persons who have been granted permanent disability retirement by this district may be required to undergo medical examinations at reasonable intervals to determine their continued eligibility for permanent disability retirement status. Such examinations shall be at intervals recommended by the superintendent.

Legal Reference: ORS 332.107

History: Adpt. 6/71; Amd. 4/80; Amd. 12/10/92

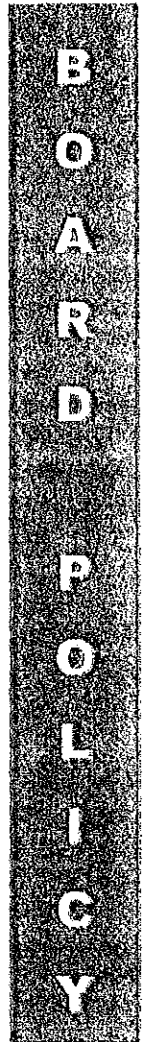
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5.40.030-P Educator's Council

- (1) Policy and Purpose.
- (2) Establishment, Composition, and Elections.
- (3) Procedure.
- (4) Action on Recommendations.

History:



5.50.010-P Professional Compensation

- (1) **Severance Pay**. See provisions in Professional Agreement.
 - (a) Severance pay credit.
 - (b) Eligibility and payment.
 - (c) Maximum payment.
 - (d) Trial period.
- (2) **Nondiscrimination**. See provisions in Professional Agreement.

History:

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5.50.040-P Professional Improvements

See provisions in the Professional Agreement

History:

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5.50.043-P Professional Growth Incentive

See provisions in the Professional Agreement

History:

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5.70.055-P Administrative – Clerical Personnel Salary Schedule

- (1) **Day-to-Day Substitutes and Student Aides.** Temporary day-to-day substitute secretarial and clerical personnel shall receive an amount specified from time to time by the Board.
 - (a) Substitutes for regular personnel working in the Education Service Center shall be paid at the minimum rate of the position for which they are substituting.
 - (b) Student aides shall receive the minimum hourly wage.
- (2) **Salary Upon Reemployment.** Administrative policies affecting the reemployment of school secretarial and administrative clerical employees who leave their positions and who apply for reemployment are as follows:
 - (a) No promise or confirmation of a position shall be made to any school-secretarial or administrative-clerical employee who leaves the employ of the district and desires to return at a later date for any reason:
 - (b) Any employee whose previous record was satisfactory may be reemployed at the same step in the same group and schedule previously occupied provided he/she returns within a period of 36 months, but no individual shall be placed higher than the fourth step from the maximum.
 - (A) School-secretarial and administrative-clerical employees who are rehired and are offered a position in a salary schedule group at a higher or lower group classification will not be eligible for an increment at the time of reemployment.
 - (B) Personnel in this category may be placed at a salary step in the new classification nearest to, but not less than, the amount of salary received during previous employment. A former employee whose salary exceeded the maximum of lower classification to which he/she may be assigned shall receive the maximum salary in his/her new classification.
- (3) **Prior Experience.** Experienced applicants for positions as school-secretarial and administrative-clerical employees who have not previously worked for this district and who are not covered in Item 2. above shall be hired on Step 1 in any classification.
- (4) **Exceptions to Item 2. and Item 3.** Recommendations for varying from the policies outlined in Items b. A. and B. of Item 2. of this section shall be referred to the superintendent.
- (5) **Applicability of Increments.**

5.70.055-P Administrative – Clerical Personnel Salary Schedule

- (a) All regularly employed personnel on a monthly or annual salary who have worked 50 percent of the previous employment year shall be entitled to an increment.
 - (b) Regularly granted sick leave for which employees receive full or partial pay shall count as days worked. Half-time employees on an annual or monthly salary shall receive the benefit of this provision.
- (6) **Reclassification or Promotion.**
- (a) When an administrative-clerical employee occupies a position, which is reclassified or he/she is promoted to a classification in a higher salary schedule, he/she is entitled to receive one increment in addition to any earned increment to which he/she may be entitled in the classification and salary schedule occupied prior to his/her transfer or reclassification.
 - (b) When an administrative-clerical employee is transferred to a lower classification by administrative action, such employee shall be placed at that step in the new classification, which he/she would have occupied had he/she served continuously in that classification.
 - (c) When an administrative-clerical employee transfers to a lower salary schedule, he/she should receive no less pay than previously earned and shall be placed at the amount and corresponding step nearest to the amount received on the higher schedule, except where he/she has exceeded the maximum of the lower group on the higher salary classification, in which case he/she shall be placed at maximum of the lower group.
- (7) **Special Branches.** Salaries of special branches of professional and semi-professional work in separate departments shall be recommended for approval by the administrator in whose department the special position may occur.
- (8) **Personnel in Funded Programs.** Personnel employed on a reimbursable basis in connection with funded programs shall be paid a salary that is mutually agreeable to the Portland Public Schools and funding institution or organization. Any salary agreement shall include the additional benefits, which may pertain to vacation time, increments, work year and sick leave policies.

Legal References: ORS 332.107; ORS 332.505

History: Adpt. 11/72; Amd. 6/28/76; Amd. 4/80