

Personnel: Definitions

Licensed employees are those holding a position that requires a license issued by the state Teacher Standards and Practices Commission.

1. A teacher is an employee who holds a teacher's license.
2. A contract teacher means any teacher who has been regularly employed by a school district for a probationary period of not more than three successive school years and who has been retained for the next succeeding school year.
3. A probationary teacher is one who is not a contract teacher and who works at least 135 consecutive days in any school year as a teacher in the district.
4. A temporary teacher is any teacher employed to fill a position designated as temporary or experimental or to fill a vacancy that occurs after the opening of school because of unanticipated enrollment or the death, disability, retirement, resignation, contract non-extension or dismissal of a contract or probationary teacher.
5. A substitute teacher is any teacher employed to take the place of a probationary or contract teacher who is temporarily absent. A substitute teacher is employed on a day-to-day basis, without contract, and does the work of the regularly assigned teacher during the latter's absence from duty. Substitutes will not be eligible for fringe benefits and will be paid at a rate established annually by the Board in accordance with the provisions of Oregon law.
6. An intern teacher is a regularly enrolled student of a college or university who teaches under the supervision of the staff of such institution and of the district in order to acquire practical experience in teaching. The intern teacher receives both academic credit from such institution and financial compensation from the district.
7. An administrator is an employee who has been granted administrative authority and who spends more than one-half time in the organization, direction, supervision, control or evaluation of district employees or programs.
8. A specialist is an employee who has a teaching license or a letter of authorization from the Oregon Department of Education and who is employed half-time or more.

Classified personnel are those employees in positions for which no teaching or administrative licenses are required by law.

1. Regular full-time classified employees are those employed in positions established by the Board requiring 8 hours a day or 40 hours per week.
2. “Regular part-time employees twenty hours or more per week” are those employed in positions established by the Board requiring less than 8 hours a day, or less than 40 hours a week, but four (4) or more hours per day or 20 or more hours per week.
3. ”Regular part-time employees less than 20 hours per week” are those employed in positions established by the Board requiring less than four (4) hours a day, or less than 20 hours per week.
4. “Temporary” worker means a person hired to do temporary work. “Temporary work” means one or more of the following intermittent or one-time duties or tasks: 1) Requiring specialized training, knowledge, skills or abilities not present in the work force or for which no qualified unit member is available to perform, or 2) Traditionally performed by workers outside the bargaining unit (e.g., “community service” work assigned by the courts). 3) Work of a type ordinarily performed by employees but which cannot be completed by available staff due to a seasonal or temporary increase in the workload, e.g., “summer maintenance.” 4) Employment up to a maximum of ninety (90) work days, to fill vacant regular bargaining unit positions for which no employee has job rights, during the hiring process. Benefits will not be granted to a Temporary worker unless approved by the Board.
5. Classified supervisory employees are those who serve in positions that exercise administrative authority or supervisory responsibility over classified employees and as defined in ORS 243.650 (23). Supervisory employees are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances or effectively to recommend such action if the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment. No nurse, charge nurse or similar nursing position shall be deemed to be supervisory unless such position has been traditionally classified as supervisory.
6. Confidential employees are designated in accordance with Oregon law and provisions of the labor agreements between the district and its licensed and classified employees. Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board.

END OF POLICY

Legal Reference(s):

[ORS 243.650\(6\), \(23\)](#)
[ORS 332.505](#)
[ORS 332.554\(3\)](#)
[ORS 342.120](#)
[ORS 342.125](#)
[ORS 342.420](#)

[ORS 342.610](#)
[ORS 342.815](#)
[ORS 342.835](#)
[ORS 342.840](#)
[ORS 342.845](#)

[OAR 584-020-0005](#)

Job York v. Portland School District, No. FDA 83-7 (August 1983).