

# Springfield School District 19

Code: **GAA**  
Adopted: 6/08/98  
Readopted: 4/23/07  
Orig. Code(s): GAA

## Personnel: Definitions

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

1. “A teacher” is an employee who holds a teacher’s license or is registered to teach by TSPC.
2. “A contract teacher” is one who has completed three consecutive years with at least 135 days of employment each of the three years as a teacher in the district schools and has been rehired and has begun a fourth year of teaching in the district and issued a two-year contract.
3. “A probationary teacher” is one who is not a contract teacher and who is employed for 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 or dismissal of a contract or probationary teacher. Temporary teachers are issued a contract for a specified duration and are not entitled to employment beyond that date.
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 provision 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 may receive financial compensation from the district.
7. “An administrator” is an employee who has been granted administrative authority and who spends one-half time or more than half-time in the organization, direction, supervision, control or evaluation of district employees or programs.

“Classified personnel” are those employees in positions for which no teaching or administrative licenses or other professional licenses or certificates are required by law.

1. “Regular full-time employees” are those whose assignment requires eight hours a day, 40 hours a week for a minimum of 180 days during a fiscal year.

2. “Part-time regular classified employees” are those whose assignment requires less than eight hours a day, or less than 40 hours a week for a minimum of 180 days during a fiscal year and whose duties are regularly scheduled and assigned on an annual basis.
3. “Substitute employees” are those who are hired to replace an employee who is temporarily reassigned or absent and retains job rights.
4. “Temporary employees” are those who are hired to do temporary work.
  - a. 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).
  - b. 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.”
  - c. Employment, up to a maximum of 30 work days, to fill vacant regular bargaining unit positions for which no employee has rights, during the hiring process.

“Supervisory employees” are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly direct them, or to adjust their grievances or effectively 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.

“Confidential employees” are designated in accordance with Oregon law and provisions of the collective bargaining 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

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**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 Sch. Dist., No. FDA 83-7 (August 1983).