

# PAT CONTRACT EXCEPTION 2025-2026

**DEADLINE: Friday, May 2, 2025**

## Explanation

### Article 1.9. of the PAT / PPS Agreement states:

*The Association has a process for contract exceptions to allow professional educators at a worksite to apply for an exception to the terms and conditions of the Agreement. Contract exceptions must be submitted to the PAT Advocacy Committee using the process required by the Association. Contract exceptions must be approved by the PAT Advocacy Committee and the District prior to implementation. A contract exception is valid only for the school year for which it was approved.*

**Rationale:** No deviation from the requirements of the contract may occur unless building unit members obtain an approved contract exception. This process protects the rights guaranteed by the PAT/PPS Agreement and preserves the integrity of the bargaining process. **Contract exceptions must be fully approved before new schedules or any other change may be implemented.**

**Note:** Do not confuse an exception with a “waiver,” which is permission required from the District if there is impact on transportation or instructional minutes. Administrators initiate a waiver separate from this PAT process.

### Process:

1. Determine whether the proposed practice or program requires a contract exception.  
Most exceptions concern the language in Articles 6, 7, and 8: Workday/Work Year/ Workload.
2. At a building/site PAT meeting, the PAT Head Representative should:
  - a. Explain the effect of the exception on members’ rights;
  - b. Explain the option(s) for unit members who may not agree to participate in the proposed exception;
  - c. Prepare a secret ballot and conduct an election.
3. Submit the application. **YOUR REQUEST WILL NOT BE GRANTED WITHOUT THIS INFORMATION:**
  - a. Complete the application form – the Head Rep and Site Administrator must sign the form;
  - b. Attach **one** copy of the ballot used;
  - c. Include copies of schedules or calendars that reflect the **current** and **proposed** changes and/or other documentation. (See the attached “Checklist” for contract exceptions to Articles, 6, 7, 8).
4. Send the completed documentation to the PAT Advocacy Committee for approval. Scan and email to [jennifer.dixon@oregoned.org](mailto:jennifer.dixon@oregoned.org)

**Approval Criteria and Process:** The Advocacy Committee shall use the following criteria:

1. Was the required process followed and were **all requested forms and documents submitted?**
2. Is an acceptable option stated on the application for unit members who oppose the exception?
3. Was a ballot given to all unit members at the site? Was one copy submitted with the application?
4. Do at least 75% of all site unit members support the exception?
5. Is additional information needed to consider the request?

If the PAT Advocacy Committee approves the application, it is forwarded to PPS for approval. If approved by both PAT and PPS, the Advocacy Committee will notify the Head Representative and site administrator. If the Advocacy Committee denies the application, it will notify the Head Representative and site administrator, explaining the reason for the denial. **The proposed changes may not be implemented until final approval has been communicated.**

# **Contract Exceptions**

## **Checklist of Required Information/Supporting Documents**

Most contract exceptions involve requests to make changes in the teacher work year (Article 6), workday (Article 7), or workload (Article 8). To permit the PAT Advocacy Committee to fully understand the contract exception(s) you seek, submit the following information and supporting documents:

### **All Requests for Exceptions Require:**

- A fully completed application form, signed by the Head Rep and Site Administrator. Contact information for both parties must be included.
- A description of the current practice or situation and how that would change if the exception is approved.
- A notation as to whether it is a renewal of a previously approved contract exception.
- Copies of applicable schedules, calendars, and any other documents that explain the requested exception. These may include:
  - current bell schedule for students and the work hours for teachers.
  - special bell schedules, such as late start and assembly days.
  - the proposed schedule(s) or changes under the requested exception.
  - any special schedules proposed as options for unit members who oppose the exception.
- A description of how workload under the change compares to workload under current conditions. Consider if this impacts specialists, itinerants, Sped/ELL, part time employees, counselors, and other members differently than it impacts general education teachers.
- A copy of the ballot used.
- Statement of the option for those members who do not agree to the exception.

***Contract exceptions must be fully approved by both PAT and PPS before implementing bell schedules, workday schedules, or any other change deviating from the PAT Agreement.***

***Therefore, most contract exceptions must be submitted by the end of the current school year for implementation in the following school year.***

# PAT CONTRACT EXCEPTION 2025-2026

**DEADLINE: Friday, May 2, 2025**

## Application

This application must be completed by the PAT Head Representative and signed by the site administrator. Submit **COPY OF BALLOT, SIGNED APPLICATION FORM, and COPIES OF SCHEDULES/ CALENDARS** to the PAT Advocacy Committee via scanning and emailing to [jennifer.dixon@oregoned.org](mailto:jennifer.dixon@oregoned.org)

School/Site \_\_\_\_\_ Date \_\_\_\_\_

Check one: \_\_\_\_\_ Renewal of Previous Contract Exception **OR**  
\_\_\_\_\_ New Contract Exception

1. State the reason for requesting an exception to the contract.

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2. a. Identify the contract article(s) relevant to the request for exception. Be specific (e.g., write 7.10.1 not just Article 7). *Article(s):* \_\_\_\_\_

b. State the contract language that requires the exception. (\*If there is not enough room, you may write "see attached" and submit it on a separate page.)

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3. Explain how the proposed exception impacts unit members.

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4. Explain the options for unit members who oppose the exception.

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5. Voting information: **This is required.**

- a. Number of unit members at site: a. \_\_\_\_\_  
b. Number of unit members approving the exception: b. \_\_\_\_\_  
c. Number of unit members opposing the exception: c. \_\_\_\_\_  
d. Number of unit members not voting (count as "no" votes): d. \_\_\_\_\_  
e. **Percentage of unit members approving the exception: e. \_\_\_\_\_ % (≥ 75% approval needed)**

To arrive at the percentage (e), divide the number approving the exception (b) by the total number of unit members (a).

Head PAT Representative: \_\_\_\_\_ Site Administrator: \_\_\_\_\_

Print Name

Print Name

\_\_\_\_\_  
Signature (Head PAT Rep) Date: \_\_\_\_\_ Signature (Site Admin) Date: \_\_\_\_\_

Signature (Head PAT Rep)

Signature (Site Admin)

Head PAT Rep Contact info: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Site Administrator Contact info: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>** for office use **</b>	Action by PAT Advocacy Committee: Approved _____ Denied _____ Date _____
Approved by PAT: _____	Title _____ Date _____
Signature	
Approved by PPS: _____	Title _____ Date _____
Signature	

**Portland Association of Teachers**  
**Contract Exception 2025-2026**

**Unit Member Ballot**

**Explanation**

To protect unit members' rights guaranteed by the PPS/PAT Agreement and to preserve the integrity of the bargaining process, schools/sites must apply for a Contract Exception when they wish to implement a practice or program that deviates from current contract language. A granted exception is in force for one school year. A request for renewal must be made and approved annually.

School/Site: \_\_\_\_\_ Date(s) of Voting \_\_\_\_\_

1. State the reason for requesting an exception to the contract.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. a. Identify the contract article(s) relevant to the request for exception. Be specific (e.g., write 7.10.1 not just Article 7). Article(s): \_\_\_\_\_

b. State the contract language that requires the exception. (\*If there is not enough room, you may write "see attached" and submit it on a separate page.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Explain how the proposed exception impacts unit members.

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\_\_\_\_\_  
\_\_\_\_\_

4. Explain the options for unit members who oppose the exception.

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\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_ **I VOTE IN FAVOR OF THE CONTRACT EXCEPTION**

\_\_\_\_\_ **I VOTE AGAINST THE CONTRACT EXCEPTION**

Return ballot to PAT REP \_\_\_\_\_ by \_\_\_\_\_  
PRINT NAME OF PAT HEAD REPRESENTATIVE DATE