

Confidential Employees Agreement

July 1, 2017 through June 30, 2018

The salaries and benefits noted are for the following confidential employees:

Administrative Assistant	1800 annual hours/225 days
Maintenance Coordinator	2000 annual hours/250 days
Fiscal Services Specialist/AP	2000 annual hours/250 days
Payroll Specialist	2000 annual hours/250 days
Student Services Data Manager	2000 annual hours/250 days

1. **Salaries:** Salary schedules are attached to this document as an Appendix. Hours and contract days are noted above.

2. **Benefits:** Classified staff moving into a confidential position will be placed on the salary schedule at 50%. (i.e. 15 years as a classified, will be credited with 8 years as a confidential).

Confidential staff voluntarily reducing annual hours, will have all leave, insurance and retirement benefits pro-rated.

Confidential staff will receive an additional \$132 per month to go towards one of the following: insurance or an annuity.

A. **Paid Leaves**

1. Annual Leave 2000 hours/250 day employees:
 - a. Twelve (12) days per year for employees who have worked in a confidential position for five (5) school years or less.
 - b. Eighteen (18) days per year for employees who have worked in a confidential position after completing (5) school years.
 - c. Annual leave dates must have approval from the immediate supervisor prior to using.
 - d. Annual leave not used may be carried over to the next year; however, carryover leave is limited to 10 days and cannot be extended beyond one year.
 - e. Employees will be paid for all annual leave days not taken in a separate check.
 - f. Employees must notify the payroll department, in writing, if leave is to be paid or carried forward to the next year.

2. Annual Leave 1800 hours/225 day employees
 - a. Five (5) days per year of annual leave.
 - b. Annual leave dates must have approval from the immediate supervisor prior to using.
 - c. All leave is noncumulative.
 - d. Employees will be paid for all annual leave days not taken in a separate check.

3. **Bereavement:**
 - a. The supervisor may grant leave for bereavement on a limited basis

during the year. The supervisor may grant up to four (4) days upon the death of a member of the immediate family -- spouse, mother, father, children, brother, sister, grandparent, grandchildren, of the employee or spouse.

4. Holidays:

- a. Employees will be paid for the following eleven (11) days:
Independence Day, Labor Day, Veteran's Day, Thanksgiving Day,
Day Following Thanksgiving, Christmas Eve Day, Christmas Day,
New Years Eve Day, New Years Day, Presidents Day, Memorial Day

5. Paid Oregon Sick Time

In accordance with the Oregon Sick Time statute, the district agrees to pay up to forty (40) hours per year of paid sick time. This leave may be used in the case of mental or physical illness, injury or health condition, need for medical diagnosis, treatment of a mental or physical illness, injury or health condition, or need for preventative medical care for self or for care of family member for reasons listed above. Paid sick time may also be used for the death of a family member, bereavement, or participation in a legal or civil proceeding related to domestic violence, harassment, sexual assault, or stalking. This paid sick time will be front-loaded to the employee at the beginning of each year.

6. Personal Illness:

- a. Twelve (12) days per year, unlimited accumulation, and unused personal illness leave maybe applicable toward retirement, as provided in ORS 237.153.

7. Inclement Weather:

When school is closed for inclement weather/snow days any confidential, custodial, and maintenance staff who did show up for work will be given trade time for the hours they worked on those days; as other confidential, custodial, and maintenance employees may not have worked due to driving conditions, but still got paid. The building principals/supervisors will need to make sure that the confidential, custodial, and maintenance employees who accrue this type of trade time use it within 1 month of the date of accrual. If custodial staff is called in on a Saturday or Sunday due to weather related conditions, staff will be paid overtime (with prior approval of the superintendent).

B. Unpaid Leave

1. The immediate supervisor may grant limited leave without pay for any cause deemed justifiable by the supervisor.
2. Martin Luther King, Jr. Day is an unpaid holiday.

C. Insurance

The cap for confidential will be tied to the negotiated cap for teachers in all future years, currently the cap is \$1318.00 for administrators, teachers and classified employees.

Subject to the rules and regulations of the insurance carrier, OEBC, and the IRS, active employees who maintain and provide proof of another medical benefit plan may opt-out of District sponsored health insurance coverage. Employees who opt-out of health insurance coverage and who are otherwise eligible for a District contribution towards insurance premiums, may receive 50% (\$659.00) of the employee's maximum District insurance contribution toward a District Sponsored Health Reimbursement Arrangement

(HRA) VEBA, as long as such contribution would not create disadvantageous tax consequences for the District of the employee.

For staff members who elect Health Plan H – 100% of the difference between the cost of the insurance for Plan H, dental, vision and the \$1318 cap will be put into a Health Savings Account (HSA).

Eligible employees who do not maintain and provide proof annually of another employer-sponsored group medical plan will not be permitted to opt-out of District sponsored group insurance coverage. Less than full time employees covered under the confidential agreement prior to 2000, will not be subject to pro-ration.

E. Early Retirement

1. Upon completion of fifteen (15) years of continuous service in a confidential position in the district, and such time as the employee is eligible for retirement under PERS, an employee is eligible for early retirement insurance coverage. The district shall pay the monthly premiums for the employee's present insurance programs at the time of retirement for seven (7) years or until the employee qualifies for Medicare, whichever is earlier. The premium will be capped at the amount the district is paying for insurance at the time the employee retires.

In the event of the employee's death prior to the end of the seven-year period, the district shall pay monthly premiums covering the employee's spouse under the same insurance coverage until such time as the seven-year period would have ended, or the spouse is covered by Medicare, whichever is earlier. The premium will be capped at the amount the district is paying for insurance at the time the employee retires.

F. PERS

1. The District agrees to continue to pay (pick up) the 6% PERS employee contribution.

This contract was affirmed by the Morrow County School Board on June 26, 2017.

For the Board

Becky Kindle, Board Chair

Date

Confidential Employee

Employee Signature

Date

Confidential Salary Schedule – 2017-18 with 3% COLA

Step	Payroll Specialist	Fiscal Service Specialist	Student Services Technician	Maintenance Coordinator	Admin Assistant
1	44,702	39,566	41,758	42,716	31,585
2	45,597	40,357	42,592	43,571	32,217
3	46,508	41,165	43,445	44,443	32,861
4	47,439	41,988	44,313	45,331	33,519
5	48,387	42,828	45,199	46,238	34,189
6	49,356	43,685	46,103	47,163	34,873
7	50,342	44,558	47,026	48,107	35,570
8	51,349	45,449	47,966	49,068	36,282
9	52,376	46,358	48,925	50,050	37,007
10	53,424	47,285	49,904	51,050	37,747
11	54,492	48,231	50,901	52,071	38,502
12	55,582	49,196	51,920	53,113	39,272
13	56,694	50,179	52,958	54,175	40,058
14	57,828	51,183	54,017	55,259	40,859
15	58,985	52,207	55,098	56,363	41,676