



**2009-2010**

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THREE RIVERS SCHOOL BOARD  
AND  
CONFIDENTIAL EMPLOYEES**

The following sets forth the rights and privileges of the Three Rivers/Josephine County School District **Confidential Employees**. A "**confidential employee**" as defined by ORS 243.650(6), means one who assists and acts in a confidential capacity to a person who formulates, determines, and effectuates management policies in the area of collective bargaining. A **confidential employee** is not a public employee. ORS 243.650 (17) defines "public employee" as "an employee of a public employer but does not include elected officials, persons appointed to serve on boards, or commissions or persons who are confidential employees or supervisory employees."

This agreement between the Three Rivers School Board (hereinafter referred to as the Board) and the Confidential Employees (herein after referred to as Employee) provides for the following:

**1.0 JOB CATEGORIES**

Non-Exempt:

Category I - All Administrative Assistants

Exempt:

Category II - Accounting Manager

~~Category III - Data Processing Manager (2007-08 School Year Only)~~

**2.0 TERM OF AGREEMENT**

- 2.1 This agreement shall be effective as of **July 1, 2009**, shall be binding upon the Board and the Employee, and shall remain in full force and effect through **June 30, 2010**.
- 2.2 This agreement shall be binding for one year unless both parties mutually agree to modify the Agreement for a successive term or to terminate the Agreement. Such notification shall specify the items the party desires to change or modify, and negotiations shall commence not later than (30) days subsequent to the notice.

**3.0 COMPENSATION AND BENEFITS**

- 3.1 **Salary:** The salary adjustment for the Employee for the duration of this term of agreement shall be based on the Confidential Employee Eight-Step Salary Schedule with the same salary adjustments outlined in the Three Rivers/Josephine County School Administrators Agreement and the Three Rivers/Josephine County School Board. Pay day shall be **the last working Friday of each month** with the exception being the month of December. In December, payday shall be the last teaching day.
- 3.1.1 **Overtime:** Non-exempt employees shall be compensated at the rate of time and one-half in the form of compensatory time off for overtime hours worked. A record of earned comp time will be kept by each employee.
- NOTE: All compensatory time must have the approval of the employee's supervisor.

3.1.2 **Step Increase:** Starting July 1, 2009 each cell of the 2008-09 salary schedule shall be increased by two and one-half (2.5) percent with adjustment as presented in Appendix A - 2009-10 Confidential Salary Schedule (see attached).

3.1.3 **Longevity Pay:**

Confidential employees shall qualify for longevity compensation after the first year of reaching Step 8 and based on the commencement of ten (10) years of continuous service as a regular district employee. Longevity compensation levels will change based upon the following length of service:

Beginning with 10 <sup>th</sup> Year through 14 <sup>th</sup> Year:	\$ 50.00 monthly
Beginning with 15 <sup>th</sup> Year through 19 <sup>th</sup> Year:	\$ 75.00 monthly
Beginning with 20 <sup>th</sup> Year through 24 <sup>th</sup> Year:	\$100.00 monthly
Beginning with 25 <sup>th</sup> Year and beyond:	\$125.00 monthly

3.1.4 Any non-confidential district employee who transfers into a Confidential position will be placed at the closest step of the confidential salary schedule comparable to a 5% increase on their current hourly rate of pay. Out-of-district new hires will be placed on the salary schedule at the discretion of the Superintendent (or his/her Designee.)

3.2 **Fringe Benefits:** Fringe benefits, including leaves of absence, expense reimbursement, professional dues, insurance, early retirement incentives, and full payment of Public Employees Retirement System benefits, shall be paid at the same rate and in the same fashion as such are paid to or on behalf of other Three Rivers/Josephine County School Administrators.

3.2.1 **Insurance** - Employee insurance coverage shall be:

- Group Health
- Group Vision
- Group Dental
- Long Term Disability
- Employee Group Life
- Employee Group Accidental Death & Dismemberment
- Dependent Group Life

3.2.2 On October 1st of each year, the confidential employee group will inform the Superintendent (or his/her Designee) which employee group insurance and benefit plan they choose to participate in.

#### 4.0 CONTRACT TIME

4.1 Contract is for 260 days per year.

**5.0 ANNUAL VACATION:**

5.1 Any employee already employed by Three Rivers School District who transfers into a Confidential position will bring with them their years of service with the District and this will be applied to the vacation schedule.

A confidential employee shall be eligible for an annual vacation, with pay, to accrue July 1<sup>st</sup> of each year, in accordance with the following:

<u>Years of Employment with District</u>	<u>Vacation Days</u>
1-5 years	10 Days
6-10 years	15 Days
11 years and over	20 Days

5.2 Twenty (20) days of unused vacation may be carried over from one fiscal year into the next.

5.2.1 Employee can be compensated for up to ten (10) of those unused vacation days remaining over that twenty (20) days if they were not used due to the requirements of the job.

5.3 Vacations shall be scheduled by mutual agreement of the employee and the District.

5.4 Employees who wish to take their vacation time prior to completion of an entire year of service may do so provided they sign a waiver allowing the District to deduct the vacation pay from the employee's wages at the time of termination should the employee quit prior to completing the entire year of service.

5.4.1 At that time the Confidential Employee will submit to the Superintendent his/her tentative plans for vacation for the upcoming school year and that plan will be signed off by the Superintendent and the employee's direct supervisor.

5.4.2 A copy of the vacation plans will be given to the Board of Directors as an information item.

**6.0 PAID HOLIDAYS** - Each Confidential Employee shall receive the following paid holidays:

July 4th	Day after Thanksgiving	New Year's Day
Labor Day	Day before Christmas	Memorial Day
Veteran's Day	Christmas Day	
Thanksgiving	Day after Christmas	

**7.0 LEAVES**

**7.1 Sick Leave** – Confidential personnel shall accumulate an unlimited number of sick leave days as specified by ORS 342.596-4. Confidential employees will receive 12 days of sick leave on July 1 of each year. The District may request a physician's statement justifying the use of sick leave by a confidential employee following five (5) consecutive days from the job.

**7.1.1 Sick Leave Bank:** Each July 1, Confidential employees can donate one day per year to the sick leave bank. To access the sick leave bank the following conditions will be followed:

- 1) All accrued sick leave must be exhausted;
- 2) A written letter will be submitted to the HR Dept. requesting use of sick leave from the bank and;
- 3) Following approval, a maximum of seven (7) days will be permitted.

