

DIRECTOR OF BUSINESS SERVICES CONTRACT

The following shall be the contract agreement between the Director of Business Services and the Pendleton School District Board of Directors.

ARTICLE I - WORK PERIOD and DUTIES

The Director of Business Services shall be employed on a three (3) year contract, commences on July 1, 2025 and continues through June 30, 2028. The Director of Business Services shall work 260 days of full and regular service during each fiscal year of the contract. The work year shall include nine (9) paid holidays Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, Martin Luther King Jr Day and Memorial Day.

Vacation Days: The Director of Business Services shall receive twenty (20) days of vacation annually, exclusive of legal holidays and Round-Up. The Board believes vacation time is important to the overall health and well-being of its employees. To that end, five (5) days per year may be accumulated to a maximum of twenty (20) days. No more than twenty (20) days of vacation may be taken in any one year without Superintendent approval. At the time of separation or retirement from the District the Director of Business Services shall be paid for all unused vacation days, not to exceed the maximum of twenty (20) days. The Director of Business Services may cash out a maximum of five (5) vacation days per fiscal year at the Director of Business Services' daily rate of pay.

Duties shall be performed as outlined in the Director of Business Services position description and agreed to and signed by the Director of Business Services and the Superintendent.

ARTICLE II – SALARY

Salary for the period July 1, 2025 to June 30, 2026 shall be \$150,774. Salary for the period July 1, 2026 to June 30, 2027 shall be 4% over the 2025-2026 contract salary. Salary for the period July 1, 2027 to June 30, 2028 shall be 4% over the 2026-2027 contract salary.

Longevity: An annual longevity stipend will be added to the Director's base salary following the years of service as indicated within the Administration Staff Consultation Agreement.

ARTICLE III – FRINGE BENEFITS

Medical Benefits:

The District shall pay the premium for the Director's fringe benefits "unit cost" for insurance premiums as follows:

The District's contribution for the insurance premiums for medical, dental, vision, and orthodontia coverage will be:

For September 1, 2025 - August 31, 2026: \$1,910 per month

For September 1, 2026 - August 31, 2027: \$1,960 per month

For September 1, 2027 – August 31, 2028: \$2,010 per month

The Director of Business Services is responsible for the cost of the premium that exceeds the District's contribution.

Subject to the rules and regulations of the insurance carrier, the Oregon Educator Benefits Board (OEBB) and the Internal Revenue Service (state and federal), eligible employees who choose health insurance plans with a total monthly premium cost that is less than the District's contribution, will receive the difference between the actual premium cost and the employee's maximum District contribution as a contribution toward a Health Reimbursement Arrangement (HRA) for which the employee is qualified and eligible unless such contribution would create disadvantageous tax consequences for the District or the employee.

Subject to the rules and regulations of the insurance carrier, OEBB, and the IRS, eligible 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 toward insurance premiums, shall receive 35% of the employee's maximum District insurance contribution as a contribution toward a District sponsored Health Reimbursement Arrangement (HRA) as long as such contribution would not create disadvantageous tax consequences for the District or the employee.

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 the District sponsored group insurance coverage.

Subject to the rules and regulations of the insurance carrier, the Oregon Educator Benefits Board (OEBB) and the Internal Revenue Service (state and federal), eligible employees who choose the HSA Plan with a total monthly premium cost that is less than the District's contribution, will receive the difference between the actual premium cost and the employee's maximum District contribution (not to exceed the maximum amount allowed by the IRS) as a contribution toward a Health Savings Account (HSA) the employee is qualified and eligible unless such contribution would create disadvantageous tax consequences for the District or the employee.

Life Insurance:

The District will pay an amount not to exceed \$42.50 per month per for the Director of Business Services toward the Director's life insurance programs including: a.) Term b.) Universal c.) Whole Life and d.) Other options.

The District further will pay the premium cost for Term Life for \$50,000 for the employee only.

Short- and Long-Term Disability:

The Director of Business Services will pay the premium cost for Short Term and/or Long-Term Disability Insurance. The carrier will be the same as selected by the Supervisory Staff Group. Participation in this program is optional.

ARTICLE IV - PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

The Director of Business Services shall pay six percent (6%) of his/her gross salary to the Public Employees Retirement System.

ARTICLE V - EXPENSE REIMBURSEMENT

The expense allowance for 2025-2028 provided for the Director of Business Services for in-district travel, community activities, and other related expenses, will be the maximum sum of \$200.00 for each contracted month. In addition, the Director will receive a stipend of \$125.00 per contracted month for telecommunications, and will submit proof of a current telecommunications plan to the district office by July 15th of each year.

Recognizing the importance of a strong working relationship between the schools and the community, the District shall pay dues, membership fees and related expenses for the Director's membership in one service and/or civic association.

ARTICLE VI – DUES

The District shall pay the Director's dues to OASBO (Oregon Association of School Business Officials) and ASBO (Association of School Business Officials).

ARTICLE VII - TUITION PAYMENT

The Director of Business Services may be reimbursed in full up to the prevailing quarter hour tuition rate of the Oregon State System of Higher Education, with prior approval of the Superintendent, for a maximum of four (4) approved semester hours or six (6) approved quarter hours of credit each year. Approved hours are those that are part of an advanced degree program, administrative recommendations for professional advancement or growth, endorsement completion for standard certification or certification renewal. Reimbursement claims must be made within three (3) months of the satisfactory completion of a course unless the Director of Business Services documents she/he has not received a record of completion.

The Director of Business Services shall file an official transcript with the Human Resources Department.

If the Director of Business Services terminates his/her employment, he/she will not be reimbursed for courses taken after the close of the spring quarter of that contractual year.

ARTICLE VIII - PAID LEAVES

Sick Leave shall accumulate at the rate of one day per contract month and be administered in accordance with ORS 342.596. Unlimited accumulation of Sick Leave is allowed.

Personal Business Leave - Three (3) days shall be permitted with accumulation to five (5) days. Up to three (3) additional days may be granted by the superintendent as makeup days outside of the contract year.

Family Illness or Injury – The Director of Business Services shall receive up to five (5) days leave per year with pay in case of the illness or injury to a member of his/her family, with the superintendent's approval.

Bereavement Leave will be allowed up to five (5) days per school year with the superintendent's approval.

In the event emergency conditions arise, an extension of the leave may be determined by the superintendent upon the individual merits of the situation.

ARTICLE IX – RETIREMENT

Early retirement will be an option for the Director of Business Services at age fifty-one (51).

When the Director of Business Services has reached the age of fifty-one (51) with ten (10) years in the district, with at least five (5) years as an administrator, the district will offer the following retirement plan:

The monthly retirement stipend will be based on the last regular contract salary for the Director of Business Services divided by the number of months until the age of sixty-five (65). The monthly stipend will not exceed that which is calculated for age fifty-eight (58).

The retirement stipend paid to age 65 shall be used by the retiree for insurance coverage for health benefits including medical, dental, vision, life, long-term care, and other health care.

SPOUSE SURVIVAL BENEFIT: In the event of the retired Director's death, the remaining monthly payments will be paid to the eligible surviving spouse. These payments will be spread over the same number of months of eligibility as if the retiree had not died and will continue until the retired Director of Business Services would have reached age sixty-five (65). If there is no surviving spouse, the District's obligation shall be deemed satisfactory.

ARTICLE X - DURATION OF CONTRACT AGREEMENT

The terms and conditions of this Contract Agreement shall be from July 1, 2025 until June 30, 2028. The Agreement articles and provisions may be opened for discussion at any time upon agreement by both the Director of Business Services and District. In the event any portion of this Agreement becomes illegal as a result of state or federal laws, the Director of Business Services and the District agree to reopen the Agreement.

Agreed to and signed by:

Board Chairman

Date

Director of Business Services

Date