



Three Rivers School District
Quality Education Runs Deep

MEMORANDUMS OF AGREEMENT
BETWEEN
THREE RIVERS/JOSEPHINE COUNTY UNIT SCHOOL BOARD
AND
ASSOCIATION OF THREE RIVERS ADMINISTRATORS
(ATRA)
EFFECTIVE JULY 1, 2022 THROUGH JUNE 30, 2025

**MEMORANDUM OF AGREEMENT
BETWEEN
THREE RIVERS / JOSEPHINE COUNTY UNIT SCHOOL BOARD
AND
ASSOCIATION OF THREE RIVERS ADMINISTRATORS 220 AND ~~260 DAY~~/NEW BRIDGE (ATRA)
EXPIRES JUNE 30, 2025**

The following terms and conditions apply to all licensed administrators mutually agreed to be covered as members of this Memorandum of Agreement.

1.0 Leaves of Absence

1.1 Trade Days

The Superintendent may authorize, at their discretion, up to three (3) trade non-contract workdays (e.g., summer interviewing) for contract workdays.

1.2 Compensatory Leave Day

Due to the demands of the profession of school administration, Building Administrators, at the discretion of the Superintendent, may be granted up to four (4) compensatory leave days during a yearly contract period. The compensatory time may be taken during their work year. Compensatory day requests may not exceed more than two (2) days per request or more than two (2) days in the same week. Compensatory days must be taken in the contract year it was accrued. The Superintendent will be notified in writing prior to leave taken and will also be advised to where the administrator may be reached in case of an emergency.

1.3 Sick Leave - School Board Policy

Sick Leave - The District will allow each administrative employee one day sick leave for every month worked, based on a twenty (20) work day month, to a maximum of twelve (12) days per year at full pay and shall accumulate to a maximum as provided by law. All sick leaves allocated under SB454 and ORS 332.507 will run concurrently.

Sick leave may be taken for your own illness, injury or health condition, including the need for medical diagnosis, care or treatment of your own illness, injury or health condition. This includes preventative medical care such as annual exams, screenings such as mammograms, colonoscopies, etc. Sick leave may be taken for other reasons as provided by statute.

1.3.1 Sick Leave Bank

1. The sick leave bank is intended to provide employees with paid time in the event of a "serious health condition" that makes the employee unable to perform the functions of their position once they have used all accumulated paid time off. Participation in the Sick Leave Bank is voluntary.
2. Serious Health Condition: Any illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continued treatment by a health care provider. This does not include illnesses that are considered normal and routine such as colds, flu, etc.
3. While the sick leave bank will be established as of 12-1-2022 for those administrators who have joined the Sick Leave Bank, as of

November 1, 2022 one (1) day of sick leave shall be transferred to the bank each October. The Human Resources Office shall maintain a record of contributions and withdrawals from the sick leave bank. During July of each year a record of the prior fiscal year sick leave bank calculations will be given to ATRA upon request.

4. Eligibility:
 - (a). Must be an employee covered by the terms of this Agreement
 - (b). Must first complete four (4) months of continuous service with the District prior to joining and presenting a claim.
 - (c). Sick leave bank time can be utilized only in cases of employee medical absences (as defined above) which involve an initial minimum of five (5) consecutive working days. Once the employee is absent from work for a period of five (5) consecutive working days, coverage will be effective as of the day that the employee has utilized all of their own accumulated paid time off. In cases involving a chronic recurring condition once the employee has met the initial qualification period they would be entitled ongoing pay from the sick leave bank with medical documentation of the continued condition.
 - (d). Employees must provide medical documentation from his/her treating physician indicating medical necessity to be away from work to the Director of Human Resources, who will approve or deny the request. This must contain at minimum the date of first treatment and date of projected availability to return to work.
5. Employees will be eligible for up to twenty (20) days of sick leave bank days during the 2022-2025 school years.
6. Maternity leave, with the exception of sick pregnancy or sick child leave, is not a qualifying event for the sick leave bank.

1.4 Personal Leave

Personal leave shall be allowed up to three (3) days per school year with full pay, usable in not less than one-half (1/2) day portions. The three (3) days shall not be deducted from sick leave and are not cumulative. The granting of such leave shall be subject to the following conditions:

1.4.1 The purpose of the three (3) days personal leave is to care for matters of a serious personal or business nature or a serious illness in the immediate family which cannot be done other than during school hours. Personal leave shall not be used as recreation or vacation leave, to extend a vacation period, or to serve as a litigant or witness against the District, or for personal illness if the administrator has accrued sick leave.

1.4.2 Personal leave should be approved at least five (5) days in advance by the Superintendent whenever such prior approval is feasible. In those instances where leave is taken without prior approval and which qualify as personal leave as described in section 1.3.1, the administrator shall apply for such personal leave within five (5) days upon return to service. Leave requested shall be submitted on an approved form.

1.4.3 In requesting personal leave, the administrator need only state the nature of the matter to be taken care of (medical, legal, family illness, etc.).

1.4.4 Unused personal days shall be paid in the June check. Personal days shall not accrue from year to year. End of year balances will be paid at the following rate:

- a. 3 Days = \$250.00
- b. 2 Days = \$150.00
- c. 1 Day = \$50.00

1.5 Jury Duty

Administrators called for jury duty shall be excused for that purpose without loss of pay, provided that, the administrator waives the juror's fee in accordance with ORS 10.061. The provision of this section does not affect any claim a juror may have for mileage reimbursement under ORS 10.065.

1.6 Professional Leave

When requested or approved by the Superintendent, administrators who attend professional workshops and/or school visitations will be granted Professional Leave.

1.7 Court Appearance

Leave will be granted with pay for court appearances when the administrator is summoned on behalf of the District.

1.8 Bereavement Leave

The District shall grant leave with pay not to exceed five (5) days per school year to administrators for the death of a member of the immediate family. Said leave shall commence upon request of the administrator. Immediate family shall be interpreted to mean teacher's mother, father, spouse, son, daughter, sister, brother, mother-in-law, father-in-law, or grandparent. In the event emergency conditions arise, an extension of this leave shall be determined upon individual circumstances by the Superintendent. Additional bereavement leave may be available provided the employee meets the requirements set forth by the Oregon Family Leave Act.

Bereavement leave shall not be accumulated from year to year.

2.0 Expense Reimbursement

2.1 Expenses

Expenses incurred by administrators working on committees or functioning as representatives of the District, or at the request of the District, shall be reimbursed from District funds. An allowance for this function shall be placed in appropriate budget categories. Example: Curriculum development, teacher negotiations, classified negotiations, teacher recruitment, etc.

2.2 Travel and Expenses

2.2.1 Each administrator shall receive a monthly stipend for the purpose of covering in-district travel expenses in the following amounts:

Secondary Administrators	\$235.00
H.S. Principals	
H.S. Athletic Directors	
H.S. Assistant Principals	
M.S. Principals	
M.S. Assistant Principals	
Elementary School Principals	\$220.00

2.2.2 All out-of-District travel related to workshops or conferences shall receive prior approval by the Superintendent or designee.

All travel expenses for administrators that are in compliance with District policy and administrative rules will be paid from travel funds at the District level.

2.3 Professional Dues

Each administrator will have their COSA dues, which includes one national administrative organization be paid for by the District. Dues payment for additional administrative organizations must be approved by the Superintendent in advance.

3.0 Professional Development Fund

A Professional Development Fund of \$25,000 in 2022-23, 2023-24, and 2024-25 will be established for TRSD licensed administrators. The purpose of these funds is to support attendance at conferences, workshops, or seminars that have relevance to an administrator's professional growth plan. Administrators will receive the \$1,000 per person during the December payroll of 2022, 2023, and 2024 from the existing Professional Development Fund.

4.0 Conditions of Employment

4.1 Contract Time

Contract Days	Paid Holidays	Paid Vacation Days	Total on the Job Days Worked
260 (NB)	12	20	260
202	6	0	208

4.2 Administrators' Contract Schedule

<u>Position</u>	<u>Contract Days</u>
New Bridge High School Principal	260
High School Principal	220
High School Assistant Principal	220
Middle School Principal	220

Middle School Assistant Principal	220
Elementary Principal	220

4.3 Extended Contracts

By mutual consent of the District and administrator, the contract may be extended beyond the number of days listed above. The pay will be based on a per day salary of the individual administrator. This is computed by dividing annual salary by the number of contract days.

4.4 Holidays

School administrators(s) receive six (6) paid holidays: Labor Day, Veterans Day, Thanksgiving Day, President's Day, Memorial Day, Juneteenth. ~~260-Day Newbridge High School Principal receive twelve (12) paid holidays: July 4th, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, New Year's Day, President's Day, Memorial Day, Juneteenth.~~

4.5 Work Schedule

Administrators will work the equivalent of 220 work days (calculated at 220 days times 8 hours per day). The work calendar will consist of weeks with five (5) work days (Monday-Friday) at eight (8) hours per day. If the work week (Monday-Friday) has less than five (5) contract days, administrators will work ten (10) hours per day during that week. Changes to scheduled work times will be approved by the Superintendent or designee.

5.0 Compensation

5.1 Insurance (see Appendix A)

5.2 Salary Schedule

5.2.1 Salaries for administrators will be according to Appendix B.

5.2.2 Payday shall be the 20th of each month; unless that day falls on a weekend; in which case, payday shall take place on the preceding Friday. Unless an employee separates from the District at the end of a school year through resignation, retirement or other personnel action; the remaining paychecks will continue throughout July and August unless otherwise requested in writing.

5.2.3 The ATRA Salary Schedule will be built off of the highest licensed teacher's' daily (based on an equivalence of 190 days x 8 hours) of rate plus .5% as the base for each year of the contract. Each level of the administrator salary schedule increases by an AF (Adjustment Factor based on level of responsibility) as a percentage increase from the base admin salary (*highest licensed salary X 1.055*). This base salary is dependent on the highest licensed salary and will increase with the licensed salary schedule, dependent on future salary increases, so that no member of the licensed bargaining unit will have a higher daily rate than an ATRA member.

5.3 Step Increase

For 2022-2025 school years all step increases will be honored.

5.3 PERS Pick-Up

5.3.1 The District shall pick-up, assume and pay a six percent (6%) employee contribution to the public employee's retirement fund for the employee members participating in the Public Employees Retirement System.

5.3.2 The full amount of required employee contributions picked-up or paid by the District on behalf of employees pursuant to this Agreement shall be considered as "salary" for the purposes of determining the amount of employee contributions required to be contributed pursuant to ORS 237.071. Such picked-up or paid employee contributions shall be credited to employee accounts pursuant to ORS 237.071(2) and shall be considered to be employee contributions for the purposes of ORS 237.001 to 237.320.

6.0 Early Retirement

ATRA members will receive 7 years of current health insurance if the criteria of serving in Three Rivers School District in an administrative capacity for ten years, or as a licensed teacher and administrator for eighteen or more years are met.

The insurance coverage shall cease:

- On the date a retiree receives notification of eligibility for unemployment payments from the District after filing with the State Employment Division.
- Upon re-employment in the field of public education.
- Upon receipt of comparable insurance coverage from another employer.
- Upon death of the retiree, spouse insurance coverage shall continue to the date the retiree would have reached age 65, or the surviving spouse reaches age 65, whichever comes first.

Any administrator hired after August 15, 2007 will not be eligible for any early retirement benefits.

7.0 Liability Coverage

The District shall maintain the coverage for General Liability and Umbrella Coverage for school leaders' errors and omissions and coverage for any tort claim pursuant to the provisions of the Oregon Tort Claim law.

8.0 Terms of Agreement

This Agreement shall be effective as of July 1, 2022 shall be binding upon the Board and the Association of Three Rivers Administrators (ATRA), and shall remain in full force and effect through June 30, 2025.

9.0 Renegotiation

Salary adjustments are contingent upon the stability of revenue assumption made by the District at the time of this Agreement. If, therefore, the distribution formula or levels of funding are reduced significantly, the salary schedule shall be continued at the prior year's level and negotiations on the issue of salaries shall begin immediately upon request of either party.

EXECUTION / SIGNATURES

Executed this 20th day of ~~September~~ ~~April~~, ~~2022~~**3**, at Grants Pass, Oregon, by the undersigned officers of the Association of Three Rivers Administrators (ATRA) Board of Directors on behalf of the Three Rivers/Josephine County School District and by the Association of Three Rivers Administrators (ATRA) on behalf of the administrators and approved at the regular Board meeting held on ~~September~~ ~~20th April 22, 2022~~ **3**.

FOR THE ADMINISTRATORS:

Mark Higgins
Administrative Representative
Association of Three Rivers Administrators

FOR THE BOARD:

Rich Halsted
Board Chair
Three Rivers School District

APPENDIX A

ADMINISTRATORS' INSURANCE PACKAGE

The Three Rivers/Josephine County School District will provide all administrators comprising the Administrative Team full family hospital/medical, dental, and vision care insurance. For each year during the length of the contract 2022-2025, ATRA will receive an increase equal to the other bargaining groups if all groups increase at the same rate. If other groups increase at different rates, ATRA will receive the highest negotiated rate. ATRA also has the ability to agree to a rate increase in its own right or other insurance alternatives. In the event the Three Rivers/Josephine County School District enters into an insurance package agreement with the Three Rivers Education Association and/or the Oregon School Employees Association Chapter 22 / OSEA AFT Local 6732 that exceeds the ATRA compensation, the ATRA insurance package will be increased to reflect the same cap. Double-covered administrators (those administrators who have a spouse or domestic partner in either the administrator employee group or in another employee group) will be placed on a single plan, and this plan will be the highest level of benefit plan available in the district, and both employee insurance caps will be applied to the cost of the insurance plan. The District agrees to provide access to medical/pharmaceutical, dental, long term disability and vision care insurance for each employee. These provisions apply to both active and qualified retired employees.

Contributions will increase at:

Effective July 1, 2022, the District will increase its insurance contribution by an average of \$55 per employee and apply that increase proportionately to the 2022-23 District Insurance Contributions.

Effective July 1, 2023, the District will increase its insurance contribution at a rate no less than the other bargaining groups in TRSD.

Effective July 1, 2024, the District will increase its insurance contribution at a rate no less than the other bargaining groups in TRSD.

In addition, ATRA will encourage its membership to increase its participation in District sponsored wellness activities.

In an effort to encourage the Association in the effort to reduce its health insurance experience rate; the District will contribute \$10 per month for those active administrative staff members who enroll in the **Active&Fit® Gym Membership Program** beginning July 1, 2022 to support access to exercise at gyms and facilities across the country. If corporate accounts are available for Club Northwest and Planet Fitness, the District will contribute \$10 per month for active administrative staff members who have accounts there as well. This benefit is available to active employees only; retirees are exempt from this benefit.

Opt-Out Incentive Program: The District and ATRA agree that insurance eligible ATRA members can access the Program subject to the following terms and conditions:

- A. The program will be available to any insurance eligible administrative employee who opts out of all OEBC health coverage (medical/pharmacy, dental and vision), provides proof of other medical and prescription group health care coverage, and executes a District provided Health Care Coverage Opt Out Form.**

- B. Insurance eligible employees who work 40 hours per week are eligible for incentive compensation equal to \$400 per month and will be paid to each opt out eligible employee.
- C. Opt out employees can choose to receive the opt out incentive compensation as taxable cash but may elect to contribute the incentive amount to a qualified health care account or retirement account subject to applicable access and contribution limit restrictions.
- D. The District will withhold any applicable payroll tax deductions associated with the opt out employee's allocation of the incentive compensation.
- E. It will be the opt out employee's responsibility to review and comply with any applicable health related account of retirement account qualification and contribution limits.
- F. The opt out incentive contributions will be made on a monthly basis and cease for any month in which the District pays a group health care premium under the contract for the employee. If an employee leaves prior to the end of a pay period, their amount will be pro-rated for that month.

Oregon Paid Family Medical Leave

Starting on September 1, 2023, Employer shall pay a maximum amount set by ORS 657B.150 contributions to the Oregon Paid Family Medical Leave Insurance as an employer-provided benefit. For 2023, the District will contribute the employer portion of 0.40% of employees' gross wages. Should these percentages increase in subsequent years, the District will continue to pay the required contributions set by ORS 657B.150. Should the district contribute to the 0.60% employee portion of the 1% Paid Family Medical Leave benefit for any other employee group (i.e. administrative, managerial, confidential, licensed) for the 2023-2024 contract year, then the bargaining unit shall receive the same percentage contribution toward their employee portion of the Paid Family Medical Leave obligation.

An Employee who receives a benefit under Paid Family Medical Leave Insurance may elect to use accrued leave to make up the difference between their benefits and their normal salary/wage. Upon receiving written notice of such an election, the Employer shall deduct and apply the number of accrued sick leave or any other paid leave types including the use of vacation hours necessary to ensure that the employee receives their normal salary/wages. The requesting Employee will provide the necessary information related to the leave granted under Paid Family Medical Leave Insurance to facilitate the Employer's deduction and application of the appropriate leave hours.

While receiving PFMI benefits, the District will continue to provide all District-provided insurance benefits (e.g., health insurance) and continue to pay any contributions required by the collective bargaining agreement. Any required employee contributions towards those benefits will be the responsibility of the Employee for remitting their portion pursuant to Payroll requirements for continuation of these benefits.

Employees' seniority will continue to be credited during any leave covered by the Act.

APPENDIX B ADMINISTRATOR SALARY SCHEDULE

1. Incoming administrators may be granted full placement on the schedule for their administrative experience by the Superintendent not to exceed their total years of administrative experience
2. District administrative positions will be reviewed by the Superintendent and Chairperson of the Administrative Negotiating Committee to assure proper responsibility index placement commensurate with tasks assigned to a particular individual.

Salary Schedule:

	MS VP	HS VP	New Bridge	Elem Principal	MS Principal	HS Principal
Days	220	220	260	220	220	220
AF (Adjustment Factor)	1	1.03	1.03	1.055	1.08	1.105
Daily Rate of Base (topteacher x 5.5%)	\$ 433.71	\$ 446.72	\$ 446.72	\$ 457.57	\$ 468.41	\$ 479.25
Step Rate Years 1-3	2.25%	2.25%	1.00%	2.25%	2.25%	2.25%
Step Rate Years 4-6	2.50%	2.50%	1.25%	2.50%	2.50%	2.50%
Step Rate Years 7-8	2.75%	2.75%	2.00%	2.75%	2.75%	2.75%

**MEMORANDUM OF AGREEMENT
BETWEEN
THREE RIVERS / JOSEPHINE COUNTY UNIT SCHOOL BOARD
AND
ASSOCIATION OF THREE RIVERS ADMINISTRATORS 260 DAY DIRECTORS (ATRA)
EXPIRES JUNE 30, 2024**

The following terms and conditions apply to all licensed administrators and other administrators mutually agreed to be covered as members of this Memorandum of Agreement.

1.0 Leaves of Absence

1.1 Trade Days

The Superintendent may authorize, at his/her discretion, up to three (3) trade non-contract workdays (e.g., approved work on weekends or noncontract holidays) for contract workdays.

1.2 Compensatory Leave Day

Due to the demands of the profession of school administration, Directors, at the discretion of the Superintendent, may be granted up to four (4) compensatory leave days during a yearly contract period. The compensatory time may be taken during their work year. Compensatory day requests may not exceed more than two (2) days per request or more than two (2) days in the same week. Compensatory days must be taken in the contract year it was accrued. The Superintendent will be notified in writing prior to leave taken and will also be advised to where the administrator may be reached in case of an emergency.

1.3 Sick Leave - School Board Policy

The District will allow each administrative employee one day of sick leave for every month worked, based on a twenty (20) work day month, to a maximum of twelve (12) days per year at full pay and shall accumulate to a maximum as provided by law.

1.3.1 Sick Leave Bank

1. The sick leave bank is intended to provide employees with paid time in the event of a "serious health condition" that makes the employee unable to perform the functions of their position once they have used all accumulated paid time off. Participation in the Sick Leave Bank is voluntary.
2. Serious Health Condition: Any illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continued treatment by a health care provider. This does not include illnesses that are considered normal and routine such as colds, flu, etc.
3. While the sick leave bank will be established as of 12-1-22 for those administrators who have joined the Sick Leave Bank, as of July 1, 2022 one (1) day of sick leave shall be transferred to the bank each October. The Human Resources Office shall maintain a record of contributions and withdrawals from the sick leave bank. During July of each year a record of the prior fiscal year sick leave bank calculations will be given to ATRA upon request.
4. Eligibility:

- (a). Must be an employee covered by the terms of this Agreement
 - (b). Must first complete four (4) months of continuous service with the District prior to joining and presenting a claim.
 - (c). Sick leave bank time can be utilized only in cases of employee medical absences (as defined above) which involve an initial minimum of five (5) consecutive working days. Once the employee is absent from work for a period of five (5) consecutive working days, coverage will be effective as of the day that the employee has utilized all of their own accumulated paid time off. In cases involving a chronic recurring condition once the employee has met the initial qualification period they would be entitled ongoing pay from the sick leave bank with medical documentation of the continued condition.
 - (d). Employees must provide medical documentation from his/her treating physician indicating medical necessity to be away from work to the Director of Human Resources, who will approve or deny the request. This must contain at minimum the date of first treatment and date of projected availability to return to work.
5. District Office Directors and Deputy Superintendent will be eligible for up to twenty (20) days of sick leave bank days during the 2022-2025 school years.

1.4 Personal Leave

Personal leave shall be allowed up to three (3) days per school year with full pay, usable in not less than one-half (1/2) day portions. The three (3) days shall not be deducted from sick leave and are not cumulative. The granting of such leave shall be subject to the following conditions:

1.4.1 The purpose of the three (3) days personal leave is to care for matters of a serious personal or business nature or a serious illness in the immediate family which cannot be done other than during school hours. Personal leave shall not be used as recreation or vacation leave, to extend a vacation period, or to serve as a litigant or witness against the District, or for personal illness if the administrator has accrued sick leave.

1.4.2 Personal leave should be approved at least five (5) days in advance by the Superintendent whenever such prior approval is feasible. In those instances where leave is taken without prior approval and which qualify as personal leave as described in section 1.3.1, the administrator shall apply for such personal leave within five (5) days upon return to service. Leave requested shall be submitted on an approved form.

1.4.3 In requesting personal leave, the administrator need only state the nature of the matter to be taken care of (medical, legal, family illness, etc.).

1.5 Jury Duty

An administrator will receive full pay from the District when accepting the civic responsibility of service on juries. The administrator's pay will be reduced by an amount equal to jury duty salary.

1.6 Professional Leave

When requested or approved by the Superintendent, administrators who attend professional workshops and/or school visitations will be granted Professional Leave.

1.7 Court Appearance

Leave will be granted with pay for court appearances when the administrator is summoned on behalf of the District.

1.8 Bereavement Leave

1.8.1 The District shall grant leave with pay not to exceed five (5) days per school year to Directors for the death of a member of the immediate family. Said leave shall commence upon request of the administrator. Immediate family shall be interpreted to mean administrators mother, father, spouse, son, daughter, sister, brother, mother-in-law, father-in-law, or grandparent. In the event emergency conditions arise, an extension of this leave shall be determined upon individual circumstances by the Superintendent. Additional bereavement leave may be available provided the employee meets the requirements set forth by the Oregon Family Leave Act.

1.8.2 Bereavement leave shall not be accumulated from year to year.

2.0 Expense Reimbursement

2.1 Expenses

Expenses incurred by administrators working on committees or functioning as representatives of the District, or at the request of the District, shall be reimbursed from District funds. An allowance for this function shall be placed in appropriate budget categories. Example: Curriculum development, teacher negotiations, classified negotiations, teacher recruitment, etc.

2.2 Travel and Expenses

2.2.1 Each administrator shall receive a monthly stipend for the purpose of covering in-district travel expenses in the following amounts:

Deputy Superintendent	\$350.00
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District Level Directors	\$350.00
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2.2.2 All out-of-District travel related to workshops or conferences shall receive prior approval by the Superintendent or his/her designee.

All travel expenses for administrators that are in compliance with District policy and administrative rules will be paid from travel funds at the District level.

2.3 Professional Dues

Each administrator will have their COSA dues, which includes one national administrative organization to be paid for by the District. Dues payment for additional administrative organizations must be approved by the Superintendent in advance.

3.0 Professional Development Fund

A Professional Development Fund will be established for TRSD licensed administrators, \$28,000 in 2022-23 & 2023-2024. The purpose of these funds is to support attendance at conferences,

workshops, or seminars that have relevance to an administrator's professional growth plan. Administrators will receive \$1,000 per person during the December payroll of 2022, 2023 and 2024 from the existing Professional Development Fund.

4.0 Conditions of Employment

4.1 Contract Schedule

	Contract Days	Paid Holidays	Paid Vacation Days*
Deputy Superintendent	260	12	20
Director	260	12	20

*District Office Directors and Deputy Superintendent shall be paid at the end of the fiscal year for up to ten days unused vacation time. This is computed by dividing annual salary by the number of contract days.

4.3 Extended Contracts

By mutual consent of the District and Director, the contract may be extended beyond the number of days listed above. The pay will be based on a per day salary of the individual administrator. This is computed by dividing annual salary by the number of contract days.

4.4 Holidays

260 Day Directors and Deputy Superintendent receive twelve (12) paid holidays: July 4th, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, New Year's Day, President's Day, Memorial Day, Juneteeth.

5.0

Compensation

5.1 Insurance (See Appendix A)

5.2 Salary Schedule

5.2.1 Salaries for Directors will be according to Appendix B.

5.2.2 Payday shall be the 20th of each month; unless that day falls on a weekend; in which case, payday shall take place on the preceding Friday. Unless an employee separates from the District at the end of a school year through resignation, retirement or other personnel action; the remaining paychecks will continue throughout July and August unless otherwise requested in writing.

5.2.3 ATRA Salary Schedule will be built off of the highest certified teachers daily rate plus 5.5% as the base for each year of the contract. Each level of administrator increases by an AF (Aspirin Factor) as a percentage increase from the base administrator salary (*highest certified salary X 1.055*). This base salary is dependent on the highest certified salary and will increase with the certified salary schedule so that no member of the certified bargaining unit will have a higher daily rate than an ATRA member.

5.3 Step Increase

For 2022-2025 school years, all step increases will be honored.

5.3 PERS Pick-Up

5.3.1 The District shall pick-up, assume and pay a six percent (6%) employee contribution to the public employee's retirement fund for the employee members participating in the Public Employees Retirement System.

5.3.2 The full amount of required employee contributions picked-up or paid by the District on behalf of employees pursuant to this Agreement shall be considered as "salary" for the purposes of determining the amount of employee contributions required to be contributed pursuant to ORS 237.071. Such picked-up or paid employee contributions shall be credited to employee accounts pursuant to ORS 237.071(2) and shall be considered to be employee contributions for the purposes of ORS 237.001 to 237.320.

6.0 Early Retirement

Administrators will receive 7 years of current health insurance if the criteria of serving in an administrative capacity for seven years, or as a licensed teacher and administrator for eighteen or more years are met.

The insurance coverage shall cease:

- On the date a retiree receives notification of eligibility for unemployment payments from the District after filing with the State Employment Division.
- Upon re-employment in the field of public education.
- Upon receipt of comparable insurance coverage from another employer.
- Upon death of the retiree, spouse insurance coverage shall continue to the date the retiree would have reached age 65, or the surviving spouse reaches age 65, whichever comes first.

Any administrator hired after August 15, 2007 will not be eligible for any early retirement benefits.

7.0 Liability Coverage

The District shall maintain the coverage for General Liability and Umbrella Coverage for school leaders' errors and omissions and coverage for any tort claim pursuant to the provisions of the Oregon Tort Claim law.

8.0 Terms of Agreement

This Agreement shall be effective as of July 1, 2022, shall be binding upon the Board and the Association of Three Rivers Administrators (ATRA), and shall remain in full force and effect through June 30, 2025.

9.0 Renegotiation

Salary adjustments are contingent upon the stability of revenue assumption made by the District at the time of this Agreement. If, therefore, the distribution formula or levels of funding are reduced significantly, the salary schedule shall be continued at the prior year's level and negotiations on the issue of salaries shall begin immediately upon request of either party.

EXECUTION / SIGNATURES

Executed this 20th day of **September** ~~April, 2022~~²³, at Grants Pass, Oregon, by the undersigned officers of the Association of Three Rivers Administrators (ATRA) Board of Directors on behalf of the Three Rivers/Josephine County School District and by the Association of Three Rivers Administrators (ATRA) on behalf of the administrators and approved at the regular Board meeting held on **September 20** ~~April 22, 2022~~²³.

FOR THE DIRECTORS:

FOR THE BOARD:

Casey Alderson
Director Representative
Association of Three Rivers Directors

Rich Halsted
Board Chair
Three Rivers School District

APPENDIX A ADMINISTRATORS' INSURANCE PACKAGE

The Three Rivers/Josephine County School District will provide all administrators comprising the Administrative Team full family hospital/medical, dental, and vision care insurance. For each year during the length of the contract 2022-2025, ATRA will receive an increase equal to the other bargaining groups if all groups increase at the same rate. If other groups increase at different rates, ATRA will receive the highest negotiated rate. ATRA also has the ability to agree to a rate increase in its own right or other insurance alternatives. In the event the Three Rivers/Josephine County School District enters into an insurance package agreement with the Three Rivers Education Association and/or the Oregon School Employees Association Chapter 22 / OSEA AFT Local 6732 that exceeds the ATRA compensation, the ATRA insurance package will be increased to reflect the same cap. Double-covered administrators (those administrators who have a spouse or domestic partner in either the administrator employee group or in another employee group) will be placed on a single plan, and this plan will be the highest level of benefit plan available in the district, and both employee insurance caps will be applied to the cost of the insurance plan. The District agrees to provide access to medical/pharmaceutical, dental, long term disability and vision care insurance for each employee. These provisions apply to both active and qualified retired employees.

Contributions will increase at:

Effective July 1, 2022, the District will increase its insurance contribution by an average of \$55 per employee and apply that increase proportionately to the 2022-23 District Insurance Contributions.

Effective July 1, 2023, the District will increase its insurance contribution at a rate no less than the other bargaining groups in TRSD.

Effective July 1, 2024, the District will increase its insurance contribution at a rate no less than the other bargaining groups in TRSD.

In addition, ATRA will encourage its membership to increase its participation in District sponsored wellness activities.

In an effort to encourage the Association in the effort to reduce its health insurance experience rate; the District will contribute \$10 per month for those active administrative staff members who enroll in the **Active&Fit® Gym Membership Program** beginning July 1, 2022 to support access to exercise at gyms and facilities across the country. If corporate accounts are available for Club Northwest and Planet Fitness, the District will contribute \$10 per month for active administrative staff members who have accounts there as well. This benefit is available to active employees only; retirees are exempt from this benefit.

Opt-Out Incentive Program: The District and ATRA agree that insurance eligible ATRA members can access the Program subject to the following terms and conditions:

- A. The program will be available to any insurance eligible administrative employee who opts out of all OEBB health coverage (medical/pharmacy, dental and vision), provides proof of other medical and prescription group health care coverage, and executes a District provided Health**

Care Coverage Opt Out Form.

- B. Insurance eligible employees who work 40 hours per week are eligible for incentive compensation equal to \$400 per month and will be paid to each opt out eligible employee.
- C. Opt out employees can choose to receive the opt out incentive compensation as taxable cash but may elect to contribute the incentive amount to a qualified health care account or retirement account subject to applicable access and contribution limit restrictions.
- D. The District will withhold any applicable payroll tax deductions associated with the opt out employee's allocation of the incentive compensation.
- E. It will be the opt out employee's responsibility to review and comply with any applicable health related account of retirement account qualification and contribution limits.
- F. The opt out incentive contributions will be made on a monthly basis and cease for any month in which the District pays a group health care premium under the contract for the employee. If an employee leaves prior to the end of a pay period, their amount will be pro-rated for that month.

Oregon Paid Family Medical Leave

Starting on September 1, 2023, Employer shall pay a maximum amount set by ORS 657B.150 contributions to the Oregon Paid Family Medical Leave Insurance as an employer-provided benefit. For 2023, the District will contribute the employer portion of 0.40% of employees' gross wages. Should these percentages increase in subsequent years, the District will continue to pay the required contributions set by ORS 657B.150. Should the district contribute to the 0.60% employee portion of the 1% Paid Family Medical Leave benefit for any other employee group (i.e. administrative, managerial, confidential, licensed) for the 2023-2024 contract year, then the bargaining unit shall receive the same percentage contribution toward their employee portion of the Paid Family Medical Leave obligation.

An Employee who receives a benefit under Paid Family Medical Leave Insurance may elect to use accrued leave to make up the difference between their benefits and their normal salary/wage. Upon receiving written notice of such an election, the Employer shall deduct and apply the number of accrued sick leave or any other paid leave types including the use of vacation hours necessary to ensure that the employee receives their normal salary/wages. The requesting Employee will provide the necessary information related to the leave granted under Paid Family Medical Leave Insurance to facilitate the Employer's deduction and application of the appropriate leave hours.

While receiving PFMI benefits, the District will continue to provide all District-provided insurance benefits (e.g., health insurance) and continue to pay any contributions required by the collective bargaining agreement. Any required employee contributions towards those benefits will be the responsibility of the Employee for remitting their portion pursuant to Payroll requirements for continuation of these benefits.

Employees' seniority will continue to be credited during any leave covered by the Act.

Appendix B
260 Day District Office Administrator Salary Schedule

1. Incoming administrators may be granted full placement on the schedule for their administrative experience by the Superintendent not to exceed their total years of administrative experience.
2. District administrative positions will be reviewed by the Superintendent and Chairperson of the Administrative Negotiating Committee to assure proper responsibility index placement commensurate with tasks assigned a particular individual.
3. Salary Schedule:

	Director	Deputy Superintendent
Days	260	260
AF (Adjustment Factor)	1.11	1.16
(topteacher x 5.5%)	\$ 481.42	\$ 503.11
Step Rate Years 1-3	1.25%	1.25%
Step Rate Years 4-6	1.50%	1.50%
Step Rate Years 7-8	2.00%	2.00%
Base	\$125,169.09	\$130,807.34