

Compensation and Benefits Provisions
for Confidential Employees
Of the
Neah-Kah-Nie School District

July 1, 2018 – June 30, 2022

This document sets forth the salary and benefits compensation plan for Confidential Employees excluded from collective bargaining including: Administrative Assistant, Payroll & Benefits Specialist, Accounts Payable/Food Service Specialist, Facilities/Grounds Manager, and District Technology Director. The Board reserves the right to alter these provisions should the Board determine financial constraints require such a change.

The salary system for confidential employees consists of positions. Each position is associated with a salary range designed to provide meaningful pay differences between positions to reflect increased scope of responsibility, skill level and organizational accountability.

It is the policy of the Neah-Kah-Nie School District #56 that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Superintendent at the District Administration Office, 504 N. 3rd Avenue, Rockaway Beach, 503-355-3501.

I. CONFIDENTIAL SALARY SCHEDULE

The Confidential Salary Schedule for the 2018-19, 2019-20, 2020-21, and 2021-2022 contract-year is set forth in Appendix A. The placement on the salary schedule and number of days per classification will be by scope of responsibilities and requirements as determined by the Superintendent. 2018-19 salary schedule represents a 3% COLA, 2019-20 salary schedule represents a 2% COLA increase, 2020-21 salary schedule represents a 2% COLA, and 2021-22 salary schedule represents a 2% COLA.

II. SALARIES

- A. All newly hired confidential staff will be placed on the salary schedule at the discretion of the Superintendent or designee.
- B. Confidential staff will pay the employee PERS contribution, pre tax

III. BENEFITS

- A. Medical, Dental and Vision insurance
 - a. Shall be equal to benefits provided for licensed employees.

B. Life insurance

- a. The District will pay the group life insurance premium on \$100,000 for each confidential employee effective October 1. A portion of the value of this benefit will be taxable income to the employee in accordance with IRS rules.

C. Sick Leave

- a. Shall be in compliance with state law.

D. Bereavement leave

- a. Shall be equal to benefits provided to licensed employees.

E. Holidays

- a. Confidential employees receive nine paid holidays: July 4, Labor Day, Veterans Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, President's Day, and Memorial Day. The day after Thanksgiving is a non-work & non-paid day

F. Mileage

- a. Confidential employees shall be paid the Internal Revenue Service (IRS) rate of reimbursement for mileage incurred in their personal vehicles necessary for performance of their duties. Requests for mileage reimbursement shall be submitted to the business manager monthly.

G. Vacation

- a. Confidential employees scheduled to work 260 days per work year shall accrue paid vacation as follows:

1 st through 5 th year	10 days per year (80 hours)
6 th year	11 days
7 th year	12 days
8 th year	13 days
9 th year	14 days
10 th year	15 days
11 th year	16 days
12 th year	17 days
13 th year	18 days
14 th year	19 days
15 th year	20 days
16 th year	21 days
17 th year	22 days
18 th year	23 days
19 th year	24 days
20 th year +	25 days

IV. DISMISSAL

Confidential employees may be dismissed for any reason deemed in good faith sufficient by the Board.

V. ENTIRE PROVISION

This provision constitutes the sole and entire existing provision between the parties regarding compensation, leave benefits, and vacation and supersedes all prior practices, whether oral or written, and, together with state and federal law and regulations, Board policy and administrative rules, expresses all obligations of, and restrictions imposed upon, the District and the Neah-Kah-Nie School District Confidential Employees. The waiver of breach, term, or condition of the provision by either party shall not constitute a precedent in the future enforcement of all of the provision's terms and conditions.

This provision shall be effective as of July 1, 2018, and shall remain in effect through June 30, 2022, contingent on the Board's right to alter these provisions should the Board determine financial constraints require such a change.

This provision is enacted this _____ day of _____, 2018.

Board Chair

Date

Superintendent

Date

NEAH-KAH-NIE SCHOOL DISTRICT NO. 56

Confidential & Managerial Employee Salary Schedule
Appendix A

	1	2	3	4	5	6	7	8	10	15	20	25	30	column	Years
2017-2018															
ACCOUNTS PAYALBE/FOOD SERVICE	45,157.57	46,060.72	46,981.93	47,921.57	48,880.00	49,857.60	50,854.75	51,871.85	52,909.29	53,967.48	55,046.83	56,147.77	57,270.73	6	6
DIRECTOR OF GROUNDS, MAINENANCE AND FACILITIES	47,581.18	48,532.80	49,503.46	50,493.53	51,503.40	52,533.47	53,584.14	54,655.82	55,748.94	56,863.92	58,001.20	59,161.22	60,344.44	6	11
DIRECTOR OF TECHNOLOGY SERVICES	54,460.78	55,550.00	56,661.00	57,794.22	58,950.10	60,129.10	61,331.68	62,558.31	63,809.48	65,085.67	66,387.38	67,715.13	69,069.43	2	11
PAYROLL AND BENEFITS SPECIALIST	57,940.18	59,098.98	60,280.96	61,486.58	62,716.31	63,970.64	65,250.05	66,555.05	67,886.15	69,243.87	70,628.75	72,041.33	73,482.16	31	31
ADMINISTRATIVE ASSISTANT	51,607.36	52,639.51	53,692.30	54,766.15	55,861.47	56,978.70	58,118.27	59,280.64	60,466.25	61,675.57	62,909.08	64,167.26	65,450.61	16	16
2018-2019	Increase = 3%														
ACCOUNTS PAYABLE/FOOD SERVICE	46,512.30	47,442.54	48,391.39	49,359.22	50,346.40	51,353.33	52,380.39	53,428.01	54,496.57	55,586.50	56,698.23	57,832.20	58,988.85	confidential	Total
DIRECTOR OF GROUNDS, MAINTENANCE AND FACILITIES	50,614.37	51,626.66	52,659.19	53,712.37	54,786.62	55,882.35	57,000.00	58,140.00	59,302.80	60,488.86	61,698.64	62,932.61	64,191.26	7	7
DIRECTOR OF TECHNOLOGY SERVICES	56,094.60	57,216.50	60,000.00	61,200.00	62,424.00	63,672.48	64,945.93	66,244.85	67,569.75	68,921.15	70,299.57	71,705.56	73,139.67	7	12
PAYROLL AND BENEFITS SPECIALIST	59,678.39	60,871.95	62,089.39	63,331.18	64,597.80	65,889.76	67,207.55	68,551.70	69,922.73	71,321.19	72,747.61	74,202.57	75,686.62	3	12
ADMINISTRATIVE ASSISTANT	54,389.09	55,476.87	56,586.41	57,718.14	58,872.50	60,049.95	61,250.95	62,475.97	63,725.49	65,000.00	66,300.00	67,626.00	68,978.52	32	31
														17	17
2019-2020	Increase = 2%														
ACCOUNTS PAYABLE/FOOD SERVICE	47,442.55	48,391.39	49,359.22	50,346.40	51,353.33	52,380.40	53,428.00	54,496.57	55,586.50	56,698.23	57,832.19	58,988.84	60,168.63	confidential	Total
DIRECTOR OF GROUNDS, MAINTENANCE AND FACILITIES	51,626.66	52,659.19	53,712.37	54,786.62	55,882.35	57,000.00	58,140.00	59,302.80	60,488.86	61,698.64	62,932.61	64,191.26	65,475.09	8	8
DIRECTOR OF TECHNOLOGY SERVICES	57,216.49	58,360.83	61,200.00	62,424.00	63,672.48	64,945.93	66,244.85	67,569.75	68,921.15	70,299.57	71,705.56	73,139.67	74,602.46	8	13
PAYROLL AND BENEFITS SPECIALIST	60,871.96	62,089.39	63,331.18	64,597.80	65,889.76	67,207.56	68,551.70	69,922.73	71,321.18	72,747.61	74,202.56	75,686.62	77,200.35	4	13
ADMINISTRATIVE ASSISTANT	55,476.87	56,586.41	57,718.14	58,872.50	60,049.95	61,250.95	62,475.97	63,725.49	65,000.00	66,300.00	67,626.00	68,978.52	70,358.09	33	32
														18	18
2020-2021	Increase = 2%														
ACCOUNTS PAYABLE/FOOD SERVICE	48,391.40	49,359.22	50,346.40	51,353.33	52,380.40	53,428.01	54,496.56	55,586.50	56,698.23	57,832.19	58,988.83	60,168.62	61,372.00	confidential	Total
DIRECTOR OF GROUNDS, MAINTENANCE AND FACILITIES	52,659.19	53,712.37	54,786.62	55,882.35	57,000.00	58,140.00	59,302.80	60,488.86	61,698.64	62,932.61	64,191.26	65,475.09	66,784.59	9	9
DIRECTOR OF TECHNOLOGY SERVICES	58,360.82	59,528.05	62,424.00	63,672.48	64,945.93	66,244.85	67,569.75	68,921.15	70,299.57	71,705.56	73,139.67	74,602.46	76,094.51	9	14
PAYROLL AND BENEFITS SPECIALIST	62,089.40	63,331.18	64,597.80	65,889.76	67,207.56	68,551.71	69,922.73	71,321.18	72,747.60	74,202.56	75,686.61	77,200.35	78,744.36	5	14
ADMINISTRATIVE ASSISTANT	56,586.41	57,718.14	58,872.50	60,049.95	61,250.95	62,475.97	63,725.49	65,000.00	66,300.00	67,626.00	68,978.52	70,358.09	71,765.25	34	33
														19	19
2021-2022	Increase = 2%														
ACCOUNTS PAYABLE/FOOD SERVICE	49,359.23	50,346.40	51,353.33	52,380.40	53,428.01	54,496.57	55,586.49	56,698.23	57,832.19	58,988.83	60,168.61	61,371.99	62,599.44	confidential	Total
DIRECTOR OF GROUNDS, MAINTENANCE AND FACILITIES	53,712.37	54,786.62	55,882.35	57,000.00	58,140.00	59,302.80	60,488.86	61,698.64	62,932.61	64,191.26	65,475.09	66,784.59	68,120.28	10	10
DIRECTOR OF TECHNOLOGY SERVICES	59,528.04	60,718.61	63,672.48	64,945.93	66,244.85	67,569.75	68,921.15	70,299.57	71,705.56	73,139.67	74,602.46	76,094.51	77,616.40	10	15
PAYROLL AND BENEFITS SPECIALIST	63,331.19	64,597.80	65,889.76	67,207.56	68,551.71	69,922.74	71,321.18	72,747.60	74,202.55	75,686.61	77,200.34	78,744.36	80,319.25	6	15
ADMINISTRATIVE ASSISTANT	57,718.14	58,872.50	60,049.95	61,250.95	62,475.97	63,725.49	65,000.00	66,300.00	67,626.00	68,978.52	70,358.09	71,765.25	73,200.56	35	34
														20	20

revised 7/17/18

NEAH-KAH-NIE SCHOOL DISTRICT NO. 56

Confidential Employee's Contract
for

NAME
2018-2019

Salary & Benefits: See attached *Compensation & Benefits Provisions for Confidential Employees of the Neah-Kah-Nie School District* and *Neah-Kah-Nie Confidential Employee Salary Schedule*.

Superintendent of Schools

Date

Employee

Date