

**EXECUTIVE DIRECTOR OF HUMAN RESOURCES  
EMPLOYMENT CONTRACT  
JULY 1, 2017 – JUNE 30, 2020**

**THE BOARD OF THE MORROW COUNTY SCHOOL DISTRICT  
MORROW COUNTY, OREGON**

**ARTICLE I – WORKING PERIOD FOR JULY 1 – JUNE 30**

The Executive Director of Human Resources shall schedule 245 contract days per year. This includes 219 workdays, fifteen (15) paid days of vacation, however, at the end of each fiscal year the employee will only be eligible to receive payment for ~~3~~ **5** unused vacation days, **can carryover 5 unused days with** all other unused ~~personal~~ days ~~will be~~ lost; and eleven (11) paid holidays (New Year's Eve Day, New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day and the day prior to Christmas).

**ARTICLE II – REIMBURSEMENT ALLOWANCE**

- A. District transportation is made available to the Executive Director of Human Resources for all school district business. The District shall reimburse the Executive Director of Human Resources for reasonable expenses incurred in the performance of his/her duties under this Contract.
  
- B. During the period of this agreement, the district will pay an annual stipend of \$1,092 towards a cellphone.

**ARTICLE III – DUES**

The District shall pay the administrators' dues to the Confederation of Oregon School Administrators which will include membership in Oregon Association of School Executives (OASE) and American Association of School Administrators (AASA). Additionally, the District shall pay the membership dues for Oregon School Personnel Association (OSPA) on behalf of the Executive Director of Human Resources.

**ARTICLE IV – TUITION REIMBURSEMENT**

- A. The Executive Director of Human Resources may be reimbursed for the full tuition cost, with prior approval from the Superintendent, for a maximum of nine (9) quarter hours of college/university credits per year.
  
- B. College credits will be reimbursed when the transcript is filed with the application for reimbursement with the Superintendent.
  
- C. Three years of service in the District following the receipt of tuition reimbursement is required for all recipients. In the event that an employee voluntarily terminates their

employment with the District they will be required to reimburse back to the District on a pro-rated basis any tuition support received within the three-year window.

- D. An administrator terminating his/her employment will not be reimbursed for courses taken after the close of the spring quarter of that contractual year.

**ARTICLE V – PAID LEAVES**

- A. Sick Leave accumulated by the Executive Director of Human Resources during employment with other Oregon school districts may be transferred to the Executive Director of Human Resources’ sick leave account with this District upon the Executive Director of Human Resources’ completion of 30 working days in the District. The district will grant the Executive Director of Human Resources twelve (12) days of sick leave per year with unlimited accumulation of sick leave.
- B. The Executive Director of Human Resources shall be allowed up to five (5) days of paid bereavement leave per year, if necessary.
- C. 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.

**ARTICLE VI – SALARY**

Prior administrative experience will be considered when placement on the salary schedule is considered. The Superintendent will evaluate prior experience and authorize only that experience which is commensurate with the administrator’s leadership position.

2018 – 2019 Salary Schedule				
	Step #1	Step #2	Step #3	Step #4
Executive Director of Human Resources	\$113,043	\$117,635	\$122,137	\$126,639

**2019/20 Salary Schedule**

HR Year	Contract Days	Total Annual Salary
1	245	\$116,434
2	245	\$120,354
3	245	\$124,274
4	245	\$128,194
5	245	\$132,114

Annual salary steps and benefits will remain the same and all future increase will be identical to the administrator negotiated increase for future fiscal years.

## **ARTICLE VII – FRINGE BENEFITS**

### **A. Health Insurance**

The cap for the Executive Director of Human Resources will be tied to the negotiated cap for teachers in all future years, currently the cap is ~~\$1375.00~~ **\$1525.00** for all 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 ~~40%~~ **50%** 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 ~~\$1375~~ **\$1525** 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.

### **B. Early Retirement Health Insurance Benefit**

When the administrator has completed ten (10) years of continuous service with the Morrow County School District immediately preceding his/her retirement under PERS the employee shall be eligible to receive the hospital/medical/dental/vision insurance coverage, or a VEBA for 10 years or until age 65, whichever comes first. Specifically, at the time of retirement, the district shall pay the premiums (capped at the amount the district is paying for insurance at the time of retirement) for the retired administrator and the administrator's spouse for coverage under the current administrative plan for medical/dental/vision insurance for 10 years or until the administrator reaches sixty-five (65) years of age, whichever comes first. If the administrator's spouse works for an employer other than MCSD, the administrator would be eligible for the district payment of medical/dental/vision premiums upon retirement.

Upon verification of coverage, the district shall pay the insurance premium directly to the insurance company each month.

In the event of the administrator's death prior to the 10 years of coverage or age sixty-five (65), the district shall pay monthly premiums (capped at the amount the district is paying for insurance at the time of retirement) covering the spouse under the district's hospital/medical/dental/vision insurance if the administrator qualified for insurance coverage at the time of retirement. Coverage shall continue until such time as the 10 years' coverage has elapsed, or administrator would have become sixty-five (65) years of age, whichever comes first.

C. Accidental Death and Dismemberment / Long-Term Disability Insurance

The District will provide long-term disability (LTD) coverage in accordance with the plan currently in effect for district administrators, for the term of this agreement.

D. PERS Pick-up

The District shall pay the 6% employee contribution on behalf of the Executive Director of Human Resources to the Public Employee Retirement System.

E. Administrator Choice

Administrator will receive \$337.50 per month to go towards one of the following: cellphone, insurance, travel or an annuity.

**ARTICLE VIII – EVALUATION**

At least once each fiscal year, the Executive Director of Human Resources shall be evaluated by the Superintendent. The written evaluation of the Executive Director of Human Resources will become a permanent part of the personnel file. Deficiencies which may lead to a recommendation to non-extend a contract administrator will be addressed in a Program of Assistance for Improvement.

**ARTICLE IX – DURATION OF AGREEMENT**

The terms and conditions of this Agreement shall continue from July 1, 2017, through June 30, 2020.

This contract was affirmed by the Morrow County School Board on ~~June 11, 2018~~ **June 10, 2019**.

**AGREED TO AND SIGNED BY:**

\_\_\_\_\_  
Chairman, Board of Directors

\_\_\_\_\_  
Date

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Executive Director of Human Resources

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Date

LAST UPDATED: June ~~2018~~ **2019**