

# MORROW COUNTY SCHOOL DISTRICT

## ~~HR Assistant/Executive Secretary Agreement~~

## **Confidential Employees - Executive Secretary/HR & Payroll Specialist**

**JULY 1, 2023 to JUNE 30, 2026**

---

### **1. TERMS OF EMPLOYMENT**

Contract Length: ~~253~~ 251 Days

Additional time may be required to complete assigned duties and employee will complete these duties without additional compensation.

Salaries: See attached Appendix A. 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. Beginning with the 11<sup>th</sup> year of service to MCSD, the confidential employee will receive a 1% **longevity** stipend based on their current salary. The longevity stipend will be made to the confidential employee annually with the August payroll.

### **2. FRINGE BENEFITS**

#### **A. Insurance**

The district will pay the negotiated cap (see below) for medical, dental, vision insurance.

The cap for administrators will be tied to the negotiated cap for teachers in all future years, currently the cap is ~~\$1825~~ **\$1875** for administrators, teachers and classified.

Subject to the rules and regulations of the insurance carrier, OEGB, 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 60% 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 an HSA Plan – 100% of the difference between the cost of the insurance and the district 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.** The district will provide long-term disability (LTD) coverage and Life Insurance (\$10,000) in accordance with the term of this contract.
- C.** The district will pay the full cost of one state professional education organization and one

national professional education organization.

- D. The district will pay the cost of PERS pickup under ORS 237.071.
- E. The district will pay for up to nine (9) quarter hours of college/university credit each year for courses germane to the position. Courses must be pre-approved by the employee's direct supervisor. College Credits will be reimbursed when the transcript is filed with the application for reimbursement with the Executive Director of Human Resources.

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 prorated basis any tuition support received within the three-year window.

~~HR Assistant/Executive Secretary~~ **Confidential Employees** terminating his/her employment will not be reimbursed for courses taken after the close of the spring quarter of that contractual year.

- F. The district will grant eighteen (18) days of accumulative paid vacation per year; however, at the end of each fiscal year, the employee will only be eligible to receive payment for 5 unused vacation days, and can carry over 5 unused days with all other unused days lost.
- G. The district will grant twelve (12) days of sick leave per year with unlimited accumulation of sick leave. Unused accumulation of sick leave is applicable toward retirement, as provided in ORS 237.153.
- H. Paid Oregon Sick Time: 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 members 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.

Definition of "Family Member" means spouse ("spouse" means individuals in a marriage including "common law" marriage and same-sex marriage), custodial parent, noncustodial parent, adoptive parent, stepparent or foster parent, biological parent, child of the employee (biological, adopted, foster or step child, a legal ward or child of the employee standing in loco parentis) or a person with whom the employee is or was in a relationship of "in loco parentis", grandparent, grandchild, parents-in-law or the parents of the employee's registered domestic partner.

- I. **Confidential** Employees shall receive twelve (12) paid holidays. These holidays are: July 4<sup>th</sup>; Labor Day; Veteran's Day; Thanksgiving Day, Thanksgiving Friday; Christmas Eve; Christmas Day, New Years Eve; New Years Day, Presidents Day, Memorial Day and Juneteenth.
- J. Up to four days' bereavement leave, per event, is granted upon the death of a member of the immediate family or death of a person who, because of close association, is perceived as a member of the immediate family.

Members of the immediate family are defined as follows: spouse ("spouse means individuals in a marriage including "common law" marriage and same sex marriage), father, father-in-law,

mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, grandparents, grandchildren and relatives living in the immediate household.

In the event of a death involving other than those mentioned above, only the superintendent may approve the request for leave.

- K. When the **confidential** employee has completed fifteen (15) years of continuous service with the District immediately preceding retirement, the employee shall be eligible to receive a comparable medical/dental/vision and life insurance coverage, or a VEBA contribution for 7 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 employee and the employee's spouse for coverage under the present district medical/dental/vision and life insurance or an equal amount contributed to the VEBA, for 7 years or until the employee reaches sixty-five (65) years of age, whichever comes first.

The district shall pay the insurance premium/VEBA directly to the insurance company each month.

In the event of the employee's death prior to the 7 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 medical/dental/vision and life insurance, if the employee qualified for insurance coverage at the time of retirement, or to the established VEBA account. Payments shall continue until such time as the 7 years' coverage has elapsed, or employee would have become sixty-five (65) years of age, whichever comes first.

- L. Inclement Weather:  
When school is closed or an a 3-hour delay for inclement weather/snow days any confidential custodial, and maintenance staff who did show up for work will be given trade time for the hours they worked on those days; as other confidential, custodial, and maintenance employees may not have worked due to driving conditions, but still got paid. The building principals/supervisors will need to make sure that the confidential, custodial, and maintenance employees who accrue this type of trade time use it within 1 month of the date of accrual. If custodial staff is called in on a Saturday, Sunday or on a holiday due to weather related conditions, staff will be paid overtime (with prior approval of the superintendent).

Inclement Weather Make Up Time:

The first two (2) inclement weather days will not be made up. ~~The 3<sup>rd</sup> and 4<sup>th</sup> day will utilize the remaining Friday Enrichment Days, which will count as instructional time for students.~~ Every day after that will become a virtual school day utilizing the three (3) hour delay. Virtual School Day expectations: complete any/all job requirements remotely.

- M. The district shall pay \$400 per month to go towards one or both of the following: insurance or an annuity. Designation of this choice must be made prior to the closing of OEGB open enrollment.

### 3. LENGTH OF CONTRACT

This agreement will be for three years in length, beginning July 1, 2023 and ending June 30, 2026. This contract was affirmed by the Morrow County School Board on ~~June 10, 2024~~ June 23, 2025

For the Board

\_\_\_\_\_  
Board Chair

Date\_\_\_\_\_

For HR Asst/Executive Secretary Confidential Employee

\_\_\_\_\_  
Superintendent

Date\_\_\_\_\_

Last updated - June 2025

#### Appendix A

~~Human Resources/Executive Secretary~~ Confidential Employee – 2024-25  
2025-2026 3% COLA

Step	Salary
1	<del>\$61,378</del> \$63,752
2	<del>\$62,603</del> \$65,028
3	<del>\$63,857</del> \$66,328
4	<del>\$65,134</del> \$67,655
5	<del>\$66,436</del> \$69,007
6	<del>\$67,766</del> \$70,386
7	<del>\$69,121</del> \$71,795
8	<del>\$70,503</del> \$73,231
9	<del>\$71,913</del> \$74,696
10	<del>\$73,350</del> \$76,189
11	<del>\$74,818</del> \$77,714
12	<del>\$76,315</del> \$79,268
13	<del>\$77,840</del> \$80,854
14	<del>\$79,398</del> \$82,470
15	<del>\$80,986</del> \$84,121