



CONFIDENTIAL STAFF CONSULTATION AGREEMENT

July 1, 2025 – June 30, 2028

The confidential employees of School District 16R and the Board of Directors of 16R, as a result of consultation, agreed upon the following provisions relating to the employment of the confidential employees.

The confidential employees will be entitled to the following benefits for 2025-2028.

1. Beginning September 2025 and throughout the term of the contract, the District shall pay the cost of the employee 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 Sept. 1, 2025 - August 31, 2026: \$1,910 per month

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

For Sept. 1, 2027 - August 31, 2028: \$2,010 per month

The employee is responsible for the cost of the premium that exceeds the District’s contribution.

The confidential employee may select coverage from an available insurance carrier offered by OEGB. Insurance will include medical, dental, vision, and orthodontia care to be selected from individual plans provided by the approved carrier. The premium is to be calculated using the unit rate.

For those employees working less than full-time the District’s contribution for insurance premiums shall be pro-rated. Employees working less than half-time are not eligible for health insurance coverage.

Regardless of the plan selected, the District’s required monthly contribution shall not exceed that expressed above.

In the event the amount paid by the District for the purchase of health insurance for each eligible employee is less than the actual cost of that insurance, then each affected employee shall pay the difference through payroll deduction.

Subject to the rules and regulations of the insurance carrier, the Oregon Educator Benefits Board (OEGB) 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, OEGB, 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 current District insurance contribution, as outlined above, 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 an IRS defined high deductible health plan (HDHP) 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 Savings Account (HSA) the employee is qualified and eligible unless such contribution would create disadvantageous tax consequences for the District or the employee.

The fringe benefits for the employee and all eligible dependents shall begin with the first day of contracted employment, provided the employee has met waiting time requirements established by the carrier and has completed and signed the necessary form(s).

The benefit program(s) identified herein shall be provided only in accordance with the underwriting rules and regulations as set forth by the carrier(s) in the policy (policies) retained by the policyholder.

In spite of any statements in this Agreement to the contrary, nothing shall change the interpretations, meanings, or intent of the provisions of the insurance contracts between the Board and the insurance carriers.

The District will not be obligated and shall not pay for any medical and/or dental expenses not covered by the insurance carrier(s). Such expenses shall be the sole obligation of the employee(s) incurring them.

Ending Coverage:

- A. If an employee's employment is terminated prior to the end for his/her contract, insurance coverage shall cease as of the last day of the last month the employee is employed, except that disability income insurance is terminated on the last day of employment.

The District shall act to update any mandated coverage or changes caused by state or federal government, and may, at the District's discretion, make changes to take advantage of any liberalization made available by the insurance carriers because of experience, pooling of risks, investments gains, etc.; however, the level of benefits shall not be decreased.

The District does not guarantee against unilateral changes in benefits initiated solely by the insurance carriers (companies).

The District shall provide the enrollment, bookkeeping, and billing, and any other service necessary to cause payment to be made in a timely manner. Billing and accounting procedures required for the management of the insurance benefit program must be acceptable to the District.

Any employee terminating his/her employment with the District shall, if eligible, have the option of continuing participation in the fringe benefit program in accordance with COBRA law.

2. The District further will pay the premium cost for Term Life for \$50,000 for the employee only.
3. The employee will pay the premium cost for short term and/or long-term disability Insurance. Participation in this program is optional.
4. The District will provide a Section 125 Plan with the District paying administrative costs of the Plan.

PAID LEAVES

5. Sick leave is provided all confidential employees as follows: Twelve (12) month employees - Twelve (12) working days per year.

Sick leave may be granted as outlined above. The maximum number of accumulated sick leave days shall be unlimited. The District shall allow one-half of the employee's accumulated, unused sick leave as a basis for computation of retirement benefits if allowable under the law of Oregon and PERS.

6. Noncumulative family leave is provided at the rate of five (5) days per year. Immediate family shall include spouse, children, parents, step-parents, in-laws, brothers and sisters and in-laws, grandparents and grandchildren. Extension of this leave shall be determined by the superintendent or the designee.
7. Noncumulative bereavement leave for a family member or friend will be allowed and shall be limited to five (5) days per year. Extension of this leave shall be determined by the superintendent or the designee.
8. Personal Leave will be provided as follows: Three (3) days per year, cumulative to four (4). Employees having not used their Personal Leave may elect to cash-out up to 2 days of their leave at the rate of \$200 per day. Employees requesting this option must notify the District by June 1st.
9. Emergency leave may be allowed by the superintendent or the designee upon request for absence due to unforeseen emergencies beyond the control of the confidential/supervisory employee.
10. Absence due to jury duty and court appearance and legal hearings under subpoena shall be granted as required.
11. Leave may be granted with the approval of the superintendent or the designee to provide opportunities for professional growth and improved service to the District's educational program. The leave may include travel to conferences and workshops.

UNPAID LEAVES

12. Child care leave without pay may be granted upon request to any regularly employed confidential/supervisory employee. A request for childcare leave and the length of time requested must be submitted to the superintendent sixty (60) days in advance of the date said leave is to commence. The leave shall be approved by the superintendent or the designee.

13. Temporary disability leave without pay may be granted for extended illness or extended absence due to injury. Application for such leave should be directed to the superintendent.

HOLIDAYS

14. Paid holidays for confidential/supervisory employees shall be Martin Luther King's birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Day, and New Year's Day. If any such holidays, at any time, fall on a Sunday, the succeeding Monday shall be a holiday in that year, and if any such holidays, at any time, fall on Saturday, the preceding Friday shall be a holiday that year.

VACATION TIME

15. Paid vacation time for employees shall be outlined as follows for twelve (12) month employees based on years as a member of the Confidential Employee:

One (1) to five (5) years: seven (7) days, after five (5) years one additional day per year to a maximum of twelve (12) days.

Up to five days of unused vacation time may be carried over to the next year. Use of vacation time shall be approved by the confidential employee's immediate supervisor.

In addition, employees will not be required to report to work during the following breaks according the school calendar approved by the Board: Round-Up Vacation, Winter Break and Spring Break. With prior approval from the employee's supervisor, up to five (5) days during these breaks can be flexed.

SALARY AND COMPENSATION

16. Salary schedules for confidential employees shall provide a six (6) step incremental scale with each incremental step equal to two per cent (2%) of the current salary base. The 2025-2028 salaries for confidential employees will be as shown on the attached salary schedule.

Salaries for the period of July 1, 2025 to June 30, 2026 shall be increased by 5% over the 2024 - 2025 contract salary. Salaries for the period of July 1, 2026 to June 30, 2027 shall be increased by 4% over the 2025 - 2026 contract salary. Salaries for the period of July 1, 2027 to June 30, 2028 shall be increased by 4% over the 2026 - 2027 contract salary.

Eligible employees covered by this agreement shall self-pay six percent (6%) of their salary to the Public Employees Retirement System (PERS).

17. All confidential employees employed by the district shall be granted an annual service recognition as follows:

2025-2026

Beginning in year 5	\$1,074 annually
6 – 10 Years	\$1,306 annually
11 – 15 Years	\$1,572 annually
16 – 20 Years	\$1,840 annually
21 + Years	\$1,993 annually

The 2026-2027 longevity stipend will be increased by 4% over the 2025 – 2026 stipend. The 2027-2028 longevity stipend will be increased by 4% over the 2026 – 2027 stipend.

18. The parties recognize that revenue needed to fund the compensation provided by this agreement must be approved by established budget procedures and in certain circumstances by vote of the citizens. All such compensation is therefore contingent upon sources of revenue and, when applicable, voter budget approval. The district has no intention of reducing the monetary items in this agreement because of the budgetary limitations, but cannot and does not guarantee any level of employment with the confidential/supervisory employees covered by this agreement.
19. Duration of Agreement: This contract will be in effect from July 1, 2025 to June 30, 2028. This contract may be reopened at the discretion of the board upon receipt of a request by the employee group.

Confidential Representative

Board Chair

Date _____

CONFIDENTIAL SALARY SCHEDULE

2025-2026

	Executive Secretary	Transportation Liaison/Operations Asst	Accounts Payable/ Student Services	Human Resources/ Payroll
1	\$71,522	\$52,782	\$58,082	\$63,890
2	\$72,954	\$53,839	\$59,247	\$65,172
3	\$74,409	\$54,912	\$60,434	\$66,477
4	\$75,897	\$56,010	\$61,641	\$67,805
5	\$77,415	\$57,131	\$62,875	\$69,163
6	\$78,964	\$58,273	\$64,133	\$70,546

2026-2027

	Executive Secretary	Transportation Liaison/Operations Asst	Accounts Payable/ Student Services	Human Resources/ Payroll
1	\$74,383	\$54,893	\$60,405	\$66,446
2	\$75,872	\$55,993	\$61,617	\$67,779
3	\$77,385	\$57,108	\$62,851	\$69,136
4	\$78,933	\$58,250	\$64,107	\$70,517
5	\$80,512	\$59,416	\$65,390	\$71,930
6	\$82,123	\$60,604	\$66,698	\$73,368

2027-2028

	Executive Secretary	Transportation Liaison/Operations Asst	Accounts Payable/ Student Services	Human Resources/ Payroll
1	\$77,358	\$57,089	\$62,821	\$69,104
2	\$78,907	\$58,233	\$64,082	\$70,490
3	\$80,480	\$59,392	\$65,365	\$71,901
4	\$82,090	\$60,580	\$66,671	\$73,338
5	\$83,732	\$61,793	\$68,006	\$74,807
6	\$85,408	\$63,028	\$69,366	\$76,303