

# **Morrow County School District**

## **Professional Exempt Agreement**

**~~July 1, 2024 – June 30, 2025~~ July 1, 2025 - June 30, 2026**

It is hereby agreed between the District School Board of Morrow County School District and the undersigned professional exempt employee that:

1. The professional exempt employee shall perform assigned duties as described in the job description during the contract period indicated below.
2. As a condition precedent to any obligation of the school district to pay for or accept the services of the professional exempt employee, the professional exempt employee shall possess appropriate certification as required to lawfully perform his/her duties.
3. For such services, lawfully and properly performed, the District shall pay the professional exempt employee as specified herein, the amount that may be due according to this contract.
4. This contract is subject to the laws of the State of Oregon, the duly adopted policies of the School District and the State Board of Education.
5. This contract is also subject to the limitations imposed by the provisions of the Local Budget Law and on the continuing need for the District to retain the professional exempt employee. This contract is subject to the availability of funds, the parties agreeing that the District has the right to prioritize its financial needs and budgetary constraints, and to terminate the professional exempt employee at its discretion or to terminate this contract upon thirty (30) days written notice if in the District's sole discretion, it is determined that funding is unavailable for the continuance of this contract.

### **SECTION I. Employment Year**

For accounting purposes, a year of employment for Care Coordinators shall be defined as ~~218~~ **216** – 8-hour days, ~~16~~ **32** hours designated as non-worked paid hours, and six (6) paid holidays (1808 hours) and for Nurses shall be defined as ~~204~~ **202** – 8-hour days, ~~16~~ **32** hours designated as non-worked paid hours, and six (6) paid holidays (1696 hours) which will begin on the first working day of August. Building principals can determine that the weekly hours may be worked as 4 – 9-hour days and 1 – 4-hour day.

### **SECTION II. Compensation**

- A. The professional exempt employee shall receive compensation based on placement as per the attached compensation schedule.
- B. The salary schedule is composed of 5 rows representing a year of experience for each row. Eligible professional exempt employees will move down the rows until reaching row 5.
- C. Annual percentage increases to salary will be equal to the percentage increase negotiated by the teacher's union.
- D. A professional exempt employee who has completed five (5) consecutive years on the professional exempt staff schedule will receive a longevity increase of \$551 to their annual salary in years six through ten on the schedule. A professional exempt employee who has completed ten (10) consecutive years on the professional exempt staff schedule will receive a longevity increase of \$827 to their annual salary in years

eleven through twenty on the schedule. A professional exempt employee who has completed twenty (20) consecutive years on the professional exempt staff schedule will receive a longevity increase of \$1070 to their annual salary in years twenty-one through retirement/resignation. Any full-time professional exempt employee, working thirty (30) or more hours per week shall receive the full appropriate increase to their salary for longevity. Those working twenty to twenty-nine (20-29) hours per week will be compensated on a prorated basis. This amount will continue even if the professional exempt employee is promoted to a new range and step on the professional exempt staff schedule.

- E. The District shall pay the 6% employee contribution on behalf of Professional Exempt employees to the Public Employee Retirement System.
- F. Beginning with the 2026 - 2027 school year, professional exempt employees will not receive a paycheck in July (2026). The District will be transitioning professional exempt employees to the same payroll schedule as head secretaries. Beginning in August 2026, professional exempt employees will receive 1 paycheck August - May and then will receive 2 paychecks in June upon check out for June and July. This payroll schedule will continue in this manner indefinitely.

### **SECTION III. Insurance**

- A. The cap for Professional Exempt employees will be tied to the negotiated cap for teachers in all future years, currently the cap is ~~\$1825~~ \$1875 per month. For Professional Exempt employees working less than thirty (30) hours per week, insurance benefits will be prorated.
- B. Subject to the rules and regulations of the insurance carrier, OEBB, and the IRS, active Professional Exempt employees who maintain and provide proof of another medical benefit plan may opt-out of District sponsored health insurance coverage. Professional Exempt Employees who opt-out of District sponsored 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 or the professional exempt employee.
- C. 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).
- D. Eligible professional exempt employees who do not maintain and provide proof annually of another employer-sponsored health insurance will not be permitted to opt-out of District sponsored health insurance coverage.

### **SECTION IV. Paid Leaves**

Professional Exempt Employees shall be granted the following leaves. Professional Exempt Employees working less than a 1696-hour year shall be granted leave on a pro-rated basis.

- A. The District will grant each Professional Exempt employee twelve (12) days of sick leave per year with unlimited accumulation of sick leave.
- B. 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 professional exempt 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.

- C. The District will grant up to four (4) days bereavement leave per immediate family member\* incident to each Professional Exempt employee as approved by the Superintendent.

\*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.

- D. The District will grant each Professional Exempt employee seven (7) personal days to be used throughout the year. At the end of each fiscal year the employee will only be eligible to receive payment for 5 unused personal days, all other unused days will be lost.
- E. Inclement Weather/Emergency Leave - when school is closed or on a 3-hour delay for inclement weather/snow days any Professional Exempt employee who did show up for work will be given trade time for the hours they worked on those days; as other employees may not have worked due to driving conditions, but still got paid. The building principals/supervisors will need to make sure that the employees who accrue this type of trade time use it within 1 month of the date of accrual.
- F. 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 that can be done remotely, reach out to families that may have additional struggles with severe weather and communicate with the building principal throughout the day regarding the families.

## **SECTION V. Holidays**

Professional Exempt Employees shall receive six (6) paid holidays (Thanksgiving Day, Christmas Day, New Year's Day, Presidents Day, Memorial Day and Juneteenth).

## SECTION VI. Expense Reimbursement

- A. Professional Exempt Employees using his/her private vehicle for **approved** District travel shall be reimbursed for the use of that vehicle at the District established rate.
- B. Professional Exempt Employees will be reimbursed for pre-approved expenses incurred in conjunction with the nature of the position.

Salary Schedule 3% COLA

Range - Hourly					
Step	1	2	3	4	5
1	<del>21.89</del> 22.55	<del>23.19</del> 23.89	<del>41.24</del> 42.48	<del>46.97</del> 48.38	
2	<del>22.75</del> 23.43	<del>23.96</del> 24.68	<del>42.59</del> 43.87	<del>48.33</del> 49.78	
3	<del>23.59</del> 24.30	<del>24.85</del> 25.60	<del>43.95</del> 45.27	<del>49.69</del> 51.18	
4	<del>24.39</del> 25.12	<del>25.59</del> 26.36	<del>45.31</del> 46.67	<del>51.05</del> 52.58	
5	<del>25.24</del> 26.00	<del>26.43</del> 27.22	<del>52.41</del> 53.98	<del>52.41</del> 53.98	

Range - Salary					
Step	1	2	3	4	5
1	<del>39,572</del> 40,759	<del>41,925</del> 43,183	<del>69,936</del> 72,034	<del>79,667</del> 82,057	
2	<del>41,134</del> 42,368	<del>43,327</del> 44,627	<del>72,240</del> 74,407	<del>81,975</del> 84,434	
3	<del>42,627</del> 43,906	<del>44,921</del> 46,269	<del>74,547</del> 76,783	<del>84,279</del> 86,807	
4	<del>44,096</del> 45,419	<del>46,269</del> 47,657	<del>76,851</del> 79,157	<del>86,586</del> 89,184	
5	<del>45,635</del> 47,004	<del>47,784</del> 49,218	<del>79,158</del> 81,533	<del>88,891</del> 91,558	

Range 1 - CARE Coordinator - non-college experience  
Range 2 - CARE Coordinator - college experience (AA degree +)  
Range 3 – Nurse – Bachelor’s Degree and Bachelor’s degree  
+  
Range 4 – Nurse – Master’s Degree and Master’s degree +  
Range 5 - TBD

**SIGNED:**

\_\_\_\_\_  
Chair, District Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
For Professional Exempt - Superintendent

\_\_\_\_\_  
Date

Last Updated: June 18, 2025