

**Confidential Employees Agreement**  
**July 1, 2017 through June 30, 2020**  
**July 1, 2020 – June 30, 2023**

The salaries and benefits noted are for the following confidential employees:

Administrative Assistant	<del>1800 annual hours/225 days</del> <b><u>1832 annual hours/229 days</u></b>
Maintenance Coordinator	<del>2000 annual hours/250 days</del> <b><u>2032 annual hours/254 days</u></b>
Fiscal Services Specialist/AP	<del>2000 annual hours/250 days</del> <b><u>2032 annual hours/254 days</u></b>
Payroll Specialist	<del>2000 annual hours/250 days</del> <b><u>2032 annual hours/254 days</u></b>
Student Services Technician	<del>2000 annual hours/250 days</del> <b><u>2032 annual hours/254 days</u></b>

**For accounting purposes, annual days are as noted above. Direct supervisors can determine that the weekly hours may be worked as 4-9 hour days and 1-4 hour day.**

1. **Salaries:** Salary schedules are attached to this document as an Appendix. Hours and contract days are noted above. 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.
  
2. **Benefits:** Classified staff moving into a confidential position will be placed on the salary schedule at 50%. (i.e. 15 years as a classified, will be credited with 8 years as a confidential).

Confidential staff voluntarily reducing annual hours, will have all leave, insurance and retirement benefits pro-rated.

Confidential staff will receive an additional \$337.50 per month to go towards one of the following: insurance or an annuity.

**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.**

A. **Paid Leaves**

1. Annual Leave ~~2000~~ **2032** hours/~~250~~ **254** day employees:
  - a. Twelve (12) days per year for employees who have worked in a confidential position for five (5) school years or less.
  - b. Eighteen (18) days per year for employees who have worked in a confidential position after completing (5) school years.
  - c. Annual leave dates must have approval from the immediate supervisor prior to using.
  - d. At the end of each fiscal year, the employee will only be eligible to receive payment for 5 unused vacation days, can carryover 5 unused days with all other unused days lost.
  - e. Employees must notify the payroll department, in writing, if leave is to be paid or carried forward to the next year.
  
2. Annual Leave ~~1800~~ **1832** hours/~~225~~ **229** day employees:
  - a. Five (5) days per year of annual leave.
  - b. Annual leave dates must have approval from the immediate supervisor prior to using.

- c. All leave is noncumulative.
- d. Employees will be paid for all annual leave days not taken in a separate check.

3. Bereavement:

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.

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.

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

4. Holidays:

- 1. Holidays - ~~2000~~ **2032** hour/~~250~~ **254** day employees  
Employees will be paid for the following eleven (11) days:  
Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day Following Thanksgiving, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Presidents Day, Memorial Day
- 2. Holidays – ~~1800~~ **1832** hour/~~225~~ **229** day employees  
Employees will be paid for the following Ten (10) days:  
Labor Day, Veteran's Day, Thanksgiving Day, Day Following Thanksgiving, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Presidents Day, Memorial Day

5. 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 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.

6. Personal Illness:

- 1. Personal Illness – ~~2000~~ **2032** hour/~~250~~ **254** day employees  
Twelve (12) days per year, unlimited accumulation, and unused personal illness leave maybe applicable toward retirement, as per PERS.
- 2. Personal Illness – ~~1800~~ **1832** hour/~~225~~ **229** day employees  
Eleven (11) days per year, unlimited accumulation, and unused personal illness leave maybe applicable toward retirement, as per PERS.

7. Inclement Weather:  
When school is closed 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 or Sunday due to weather related conditions, staff will be paid overtime (with prior approval of the superintendent).

B. Unpaid Leave

1. The immediate supervisor may grant limited leave without pay for any cause deemed justifiable by the supervisor.
2. Martin Luther King, Jr. Day is an unpaid holiday.

C. Insurance

The cap for confidential will be tied to the negotiated cap for teachers in all future years, currently the cap is ~~\$1525.00~~ **\$1575.00** for administrators, teachers and classified 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 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 # **6 or 7** – 100% of the difference between the cost of the insurance for Plan # **6 or 7**, dental, vision and the ~~\$1525~~ **\$1575** 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. Less than full time employees covered under the confidential agreement prior to 2000, will not be subject to pro-ration.

The district will provide long-term disability (LTD) coverage and Life Insurance (\$10,000) in accordance for the term of this contract.

E. Early Retirement

1. Upon completion of fifteen (15) years of continuous service in a confidential position in the district, and such time as the employee is eligible for retirement under PERS, an employee is eligible for early retirement insurance coverage. The district shall pay the monthly premiums for the employee's present insurance programs at the time of retirement for seven (7) years or until the employee qualifies for Medicare, whichever is earlier. The premium will be capped at the amount the district is paying for insurance at the time the employee retires.

In the event of the employee's death prior to the end of the seven-year period, the

district shall pay monthly premiums covering the employee's spouse under the same insurance coverage until such time as the seven-year period would have ended, or the spouse is covered by Medicare, whichever is earlier. The premium will be capped at the amount the district is paying for insurance at the time the employee retires.

F. PERS

1. The District agrees to continue to pay (pick up) the 6% PERS employee contribution.

This contract was affirmed by the Morrow County School Board on ~~June 10, 2019~~ **May 12, 2020**.

For the Board

\_\_\_\_\_  
Becky Kindle, Board Chair

\_\_\_\_\_  
Date

Confidential Employee

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Last updated – June 2019 **May 2020**

~~Confidential Salary Schedule – 2019-20 with 3% COLA~~

Step	Payroll Specialist	Fiscal Service Specialist	Student Services Technician	Maintenance Coordinator	Admin Assistant
1	47,425	41,975	44,301	45,318	33,509
2	48,374	42,815	45,186	46,225	34,179
3	49,341	43,672	46,090	47,150	34,862
4	50,328	44,545	47,012	48,092	35,560
5	51,334	45,436	47,952	49,054	36,272
6	52,361	46,345	48,911	50,035	36,997
7	53,408	47,271	49,890	51,036	37,736
8	54,476	48,217	50,887	52,057	38,491
9	55,566	49,182	51,904	53,098	39,260
10	56,677	50,165	52,943	54,159	40,046
11	57,811	51,168	54,001	55,242	40,847
12	58,967	52,192	55,082	56,348	41,664
13	60,147	53,235	56,183	57,474	42,497

14	61,349	54,300	57,307	58,624	43,347
15	62,577	55,386	58,454	59,796	44,214

**Confidential Salary Schedule – 2020-21 with 3% COLA + 4% for 4 additional days**

Step	Payroll Specialist	Fiscal Service Specialist	Student Services Technician	Maintenance Coordinator	Admin Assistant
1	50,745	44,913	47,402	48,490	35,855
2	51,760	45,812	48,349	49,461	36,572
3	52,795	46,729	49,316	50,451	37,302
4	53,851	47,663	50,303	51,458	38,049
5	54,927	48,617	51,309	52,488	38,811
6	56,026	49,589	52,335	53,537	39,587
7	57,147	50,580	53,382	54,609	40,378
8	58,289	51,592	54,449	55,701	41,185
9	59,456	52,625	55,537	56,815	42,008
10	60,644	53,677	56,649	57,950	42,849
11	61,858	54,750	57,781	59,109	43,706
12	63,095	55,845	58,938	60,292	44,580
13	64,357	56,961	60,116	61,497	45,472
14	65,643	58,101	61,318	62,728	46,381
15	66,957	59,263	62,546	63,982	47,309