

# **Confidential Employees Agreement**

## **July 1, 2017 through June 30, 2020**

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

Administrative Assistant	1800 annual hours/225 days
Maintenance Coordinator	2000 annual hours/250 days
Fiscal Services Specialist/AP	2000 annual hours/250 days
Payroll Specialist	2000 annual hours/250 days
Student Services Data Manager <b>Technician</b>	2000 annual hours/250 days

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.

A. Paid Leaves

1. Annual Leave 2000 hours/250 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. Annual leave not used may be carried over to the next year; however, carryover leave is limited to 10 days and cannot be extended beyond one year.~~
- ~~e. Employees will be paid for all annual leave days not taken in a separate check.~~
- f. 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 hours/225 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 hour/250 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 hour/225 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 hour/250 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 hour/225 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 ~~\$1375.00~~ **\$1525.00** 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 ~~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. 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 11, 2018~~ **June 10, 2019**.

For the Board

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

\_\_\_\_\_  
Date

Confidential Employee

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

\_\_\_\_\_  
Date

Last updated – June ~~2018~~ **2019**

Confidential Salary Schedule – 2018-19 with 3% COLA

Step	Payroll Specialist	Fiscal Service Specialist	Student Services Technician	Maintenance Coordinator	Admin-Assistant ‡
1	46,043	40,753	43,010	43,998	32,533
2	46,965	41,568	43,870	44,878	33,184
3	47,904	42,400	44,748	45,776	33,847
4	48,862	43,247	45,643	46,691	34,524
5	49,839	44,112	46,555	47,625	35,215
6	50,836	44,995	47,486	48,578	35,919
7	51,852	45,894	48,436	49,550	36,637
8	52,890	46,812	49,405	50,541	37,370
9	53,948	47,749	50,393	51,551	38,117
10	55,027	48,703	51,401	52,582	38,879
11	56,127	49,678	52,428	53,633	39,657
12	57,250	50,672	53,478	54,707	40,451
13	58,395	51,685	54,547	55,800	41,259
14	59,562	52,718	55,638	56,917	42,085
15	60,754	53,773	56,751	58,054	42,926

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

<b>Step</b>	<b>Payroll Specialist</b>	<b>Fiscal Service Specialist</b>	<b>Student Services Technician</b>	<b>Maintenance Coordinator</b>	<b>Admin Assistant</b>
<b>1</b>	<b>47,425</b>	<b>41,975</b>	<b>44,301</b>	<b>45,318</b>	<b>33,509</b>
<b>2</b>	<b>48,374</b>	<b>42,815</b>	<b>45,186</b>	<b>46,225</b>	<b>34,179</b>
<b>3</b>	<b>49,341</b>	<b>43,672</b>	<b>46,090</b>	<b>47,150</b>	<b>34,862</b>
<b>4</b>	<b>50,328</b>	<b>44,545</b>	<b>47,012</b>	<b>48,092</b>	<b>35,560</b>
<b>5</b>	<b>51,334</b>	<b>45,436</b>	<b>47,952</b>	<b>49,054</b>	<b>36,272</b>
<b>6</b>	<b>52,361</b>	<b>46,345</b>	<b>48,911</b>	<b>50,035</b>	<b>36,997</b>
<b>7</b>	<b>53,408</b>	<b>47,271</b>	<b>49,890</b>	<b>51,036</b>	<b>37,736</b>
<b>8</b>	<b>54,476</b>	<b>48,217</b>	<b>50,887</b>	<b>52,057</b>	<b>38,491</b>
<b>9</b>	<b>55,566</b>	<b>49,182</b>	<b>51,904</b>	<b>53,098</b>	<b>39,260</b>
<b>10</b>	<b>56,677</b>	<b>50,165</b>	<b>52,943</b>	<b>54,159</b>	<b>40,046</b>
<b>11</b>	<b>57,811</b>	<b>51,168</b>	<b>54,001</b>	<b>55,242</b>	<b>40,847</b>
<b>12</b>	<b>58,967</b>	<b>52,192</b>	<b>55,082</b>	<b>56,348</b>	<b>41,664</b>
<b>13</b>	<b>60,147</b>	<b>53,235</b>	<b>56,183</b>	<b>57,474</b>	<b>42,497</b>
<b>14</b>	<b>61,349</b>	<b>54,300</b>	<b>57,307</b>	<b>58,624</b>	<b>43,347</b>
<b>15</b>	<b>62,577</b>	<b>55,386</b>	<b>58,454</b>	<b>59,796</b>	<b>44,214</b>