

**EMPLOYMENT AGREEMENT**

**Between the**

**SUPPORT SERVICES DIRECTORS, DISTRICT SAFETY & SECURITY COORDINATOR,  
OPERATIONAL DEPARTMENT ASSISTANT DIRECTOR, SENIOR ACCOUNTANT, CHIEF  
COMMUNICATIONS OFFICER, EXECUTIVE ASSISTANT**

**&**

**CENTENNIAL SCHOOL DISTRICT NO. 28**

**2025-2028**

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## **MEMBERS**

Support Services Directors, District Safety and Security Coordinator, Operational Department Assistant Director, Senior Accountant, Chief Communications Officer, and Executive Assistant employees of Centennial School District.

## **EVALUATIONS**

All personnel should be evaluated on a regular basis. An evaluation program is an effective component for holding employees and their supervisors accountable for fulfilling the duties and responsibilities of their positions. The District views the evaluation process as a means for increasing each employee's effectiveness. Properly conducted, an evaluation process should enhance an employee's commitment to better serve the needs of the school district and all its clients.

## **ABSENCES AND LEAVES**

**Approval** – All absences and leaves must have supervisor's approval, except sick leave. All requests for absences and leaves must be submitted in writing on District approved forms. When possible, all requests should be made in advance of the absence.

**Sick Leave** - All employees shall be granted one (1) day for each month worked. For employees who work a school-year schedule, who begin after the start of the school year, sick leave shall be credited to the employee on the first day of active employment and shall consist of one (1) day for each payroll month remaining in the school year. For employees who work a 12-month schedule, who begin work after July 1, sick leave shall be credited to the employee on the day of active employment and shall consist of one (1) day for each payroll month remaining in the fiscal year. Unused sick leave days will accumulate year after year with no limit in the total number to be accumulated. Should an employee resign, one day for each full month not worked in the school-year or fiscal year, as applicable, will be reduced on a prorated basis, and an adjustment will be reflected in the final payroll check, (i.e., may be a deduction of sick leave hours or if the employee has used more sick leave hours than accrued, there will be a pay reduction). Employees may use their accumulated sick leave for family illness/accident/injury.

**Emergency/Personal Leave** - When an employee is absent because of emergencies or personal business that cannot be conducted outside the regular workday, and the absence is not covered by any other leave, the employer will allow the employee up to three (3) days of personal leave, per year, non-cumulative, with the employee to be paid their daily per diem rate. Personal leave cannot be used for recreational or leisure leave activities, to work for another employer, nor to extend a holiday or vacation or for social purposes or a second business. Members will not have to state the reason for said leave. This is not intended to preclude the use of emergency/personal leaves before or after a two-day weekend.

Requests for leave must be made in writing three (3) days in advance except when a lesser advance notice is approved by the supervisor. In cases of emergency, leaves may be granted by phone and written requests within two (2) days of the employee's return.

**Bereavement Leave** – An employee may be granted five (5) days absence with full pay because of a death of a member of their immediate family. “Immediate family” (to include in-law and step relatives) shall be defined as to mean spouse, same sex or opposite sex domestic partner’s parents, children, brother or sister, grandparents, grandchildren or spouse’s immediate family as already defined. Other persons shall be considered as members of the immediate family, provided they are living in the home of the member or are dependent upon the member for support. An employee may be granted one (1) day’s absence with full pay to attend the funeral of a distant relative. When circumstances warrant, the Superintendent may allow up to two (2) extra days. An employee may be granted one (1) day’s absence with full pay to attend the funeral of a close friend.

**Legal Leave** – An employee may be absent with pay if they are subpoenaed as a witness in court, provided they turn in any witness fees received and a copy of the subpoena to the business office. In cases where the employee initiates court action, their absence will be personal leave without pay.

**Jury Duty** – Employees called for jury duty will normally be expected to serve during the period for which they are summoned. The District will grant full pay providing the employee provides the business office with a copy of the subpoena and that portion of the daily jury fee that is equivalent to the monies they would have earned had they been present for work in the District.

**Military Leave** – An employee who requests leave for annual active duty not exceeding 15 days in one calendar year shall be released without loss of time, pay or rights and benefits to which they are entitled provided they have been employed six (6) months prior to the request, in accordance with ORS 408.290.

**Other Leave** - Other leaves will be granted as required by any federal or state law or regulation

## **UNPAID LEAVES OF ABSENCE**

**Personal Leave without Pay** – An employee may be granted leave without pay for purposes that are considered urgent. The employee shall submit an application for such authorization one (1) week in advance of the occurrence or, if advance application is not possible, not later than five (5) days after the occurrence.

**Health Leave without Pay** – With physician verification, a leave of absence without pay may be granted for sickness. An employee receiving such a leave shall be eligible for reinstatement provided they submit acceptable evidence of fitness for duty prior to their return.

## **HOLIDAYS AND VACATION**

Holidays for employees will be:

1. New Year’s Day
2. President’s Day
3. Good Friday
4. Easter Monday
5. Memorial Day
6. Juneteenth
7. Veterans’ Day
8. Thanksgiving Day

- |                     |   |
|---------------------|---|
| 3. Memorial Day     | 9. Day after Thanksgiving   |
| 4. Juneteenth       | 10. Christmas Day   |
| 5. Independence Day | 11. Free Floating Holiday (for those ineligible for paid/unpaid non work day) |
| 6. Labor Day        |   |

Employees are required to work the day preceding any holiday unless excused by the administration or absent because of approved leave.

Employees covered by the agreement shall be compensated for the holiday or vacation day as though they had worked a regular schedule for the day.

Holidays falling on Saturday will be observed on Friday. Holidays falling on Sunday will be observed on Monday.

Employees who are required to work on holidays will be paid double their regular rate of pay.

Twelve-month employees receive twenty (20) days paid vacation each year. If the employee works less than 12 months, vacation days are prorated. Employees may refer to their yearly calendar to determine the number of vacation days allotted, or contact the Human Resources Department.

All vacation days may be carried past the school year through December 31<sup>st</sup> of the following year. Up to ten (10) unused vacation days can be rolled over to the following 12-month period or may be paid out at the employees regular daily rate with approval of their supervisor.

**INSURANCE**

*For Employees hired after September 1, 2025 only Option 1 will be available.*

*Employees hired before September 1, 2025 will be provided Option 2 by default but can make a one-time permanent change from Option 2 to Option 1, during an open enrollment period or with an OEGB qualifying insurance change event.*

**OPTION 1: Medical, Dental and Vision Insurance**

The District shall contribute the amount necessary to pay for 100% of monthly premiums for medical, vision, and dental coverage for Employees that select employee only coverage and 90% of monthly premium cost for Employees who select employee and OEGB eligible spouse, partner, and/or dependent coverage.

**OPTION 2: Medical, Dental and Vision Insurance**

The District shall contribute the following amounts for the contract to cover the purchase of family medical, dental with orthodontia, and/or family vision insurance. Unused benefits may be used to purchase District approved optional insurance plans.

| School Year | Amount Per Member Per Month |
|-------------|-----------------------------|
| 2025-2026   | \$1552                      |
| 2026-2027   | \$1577                      |
| 2027-2028   | \$1602                      |

Should the District negotiate a different cap (based on the same parameters) with another bargaining unit, this portion of the contract will be adjusted to the higher cap level at the next fiscal year.

Option 2 Insurance Pooling: If the insurance cap does not cover the full cost of the medical, vision, and dental insurance premiums for members, an insurance pool will be implemented by the October paycheck according to the following formula.

The total of member unspent District contributions multiplied by the percentage (i.e. 90%-ninety percent) as listed above equals “the pool.” All members with out of pocket medical, vision, dental insurance premiums will be distributed from lowest to highest and “pool” dollars will be applied down the list until the “pool” is exhausted.

The “pool” shall apply only to medical, dental and vision plan premiums for employees whose coverage exceeds the monthly insurance cap. “Pool” dollars may not be applied to optional plans. Employees hired after the pool is established will be eligible for “pool” dollars starting in October or the first month insurance is deducted from their paycheck, whichever is later.

**Health Savings Account**

Employees who qualify for an IRS qualified Health Savings Account by selecting a High Deductible Health Plan and who have no other health coverage (except as permitted by the Internal Revenue Code), are not enrolled in Medicare and are not a dependent of another, may divert one-hundred percent of the unused portion of the unused Medical insurance cap money described in Article 11 into a qualifying Health Savings Account, subject to IRS Limits.

Employees may also choose to divert salary into their Health Savings Account on a pre-tax basis, through a salary reduction agreement. Salary diversion is also subject to calendar year contribution limits imposed by the Internal Revenue Code in effect at the time of deduction. Employees are responsible for making sure that they do not exceed annual IRS limits on the amount of contributions and are also responsible for taxes or penalties due on excess contributions to their Health Savings Account.

Employees may choose a Health Savings Account custodian from a list of District approved vendors.

**TAX SHELTERED ANNUITY (TSA)**

The District shall make a contribution of \$150 per month for 2025-2028 to an approved TSA account for each employee covered by the agreement in lieu of reimbursement for vehicle mileage for all work travel in the District and Multnomah, Clackamas, Washington, Clark, Marion, and Linn counties. Members who are required to use their own automobile in performance of their duties outside of these counties will be reimbursed for such travel at the IRS rate per mile.

**Tax Sheltered Annuity (TSA) – Longevity** – The District shall contribute \$1,000 per year to an approved TSA account for each employee covered by the agreement after completing ten (10) full consecutive years of employment with the District. The TSA will be effective July 1, at the beginning of the fiscal year following the completed ten (10) full consecutive years of employment. The District will contribute an additional \$100 per year for each employee for each additional year of service beyond ten (10) years of service in a position covered by this agreement. If a member is less than full-time employment (1.00 FTE) the TSA amount will be prorated based upon FTE.

**Supplemental Insurance**

**Long-Term Disability Insurance**

- A. The District will select and pay for a Long-Term Disability Insurance plan for each employee for the contract years covered by this agreement. This Insurance benefit will apply only towards a District-approved plan and shall provide benefit coverage of 50% of salary/month after a 90 day waiting period.
- B. The District will pay the premium for \$100,000 Accident Death and Dismemberment Insurance coverage.
- C. The District will pay the premium for Basic Life Insurance of \$200,000.

**SALARY**

- The salary schedule for **2025-26** shall reflect a 4.25% increase above the 2024-25 salary schedule.
- The salary schedule for **2026-27** shall reflect a 3.25% increase above the 2025-26 salary schedule.
- The salary schedule for **2027-28** shall reflect a 3% increase above the 2026-27 salary schedule.

The salary schedules for employees are the following:

| 2025-26        |                                   |   |  | 4.25% COLA   |
|----------------|-----------------------------------|---|--|--|
|                | Executive Assistant<br>(260 Days) | Operational Department<br>Assistant Director, Sr.<br>Accountant<br>(260 Days) | Operational<br>Department Director<br>(260 Days) | Technology Director &<br>Chief Communications<br>Officer<br>(260 Days) |
| Step 01        | \$43.45                           | \$43.45   | \$50.91  | \$60.65  |
| Step 02        | \$45.84                           | \$45.84   | \$53.71  | \$61.26  |
| Step 03        | \$48.36                           | \$48.36   | \$56.66  | \$61.87  |
| Step 04        | n/a                               | n/a   | n/a  | \$62.49  |
| Step 3 + 5 Yrs | \$49.81                           | \$49.81   | \$58.36  | n/a  |
| Step 4 + 5 Yrs | n/a                               | n/a   | n/a  | \$64.37  |

| 2026-27        |                                   |   |  | 3.25% COLA   |
|----------------|-----------------------------------|---|--|--|
|                | Executive Assistant<br>(260 Days) | Operational Department<br>Assistant Director, Sr.<br>Accountant<br>(260 Days) | Operational<br>Department Director<br>(260 Days) | Technology Director &<br>Chief Communications<br>Officer<br>(260 Days) |
| Step 01        | \$44.86                           | \$44.86   | \$52.56  | \$62.62  |
| Step 02        | \$47.33                           | \$47.33   | \$55.46  | \$63.25  |
| Step 03        | \$49.93                           | \$49.93   | \$58.51  | \$63.88  |
| Step 04        | n/a                               | n/a   | n/a  | \$64.52  |
| Step 3 + 5 Yrs | \$51.43                           | \$51.43   | \$60.26  | n/a  |
| Step 4 + 5 Yrs | n/a                               | n/a   | n/a  | \$66.46  |

| 2027-28        |                                   |   |  | 3% COLA  |
|----------------|-----------------------------------|---|--|--|
|                | Executive Assistant<br>(260 Days) | Operational Department<br>Assistant Director, Sr.<br>Accountant<br>(260 Days) | Operational<br>Department Director<br>(260 Days) | Technology Director &<br>Chief Communications<br>Officer<br>(260 Days) |
| Step 01        | \$46.21                           | \$46.21   | \$54.14  | \$64.50  |
| Step 02        | \$48.75                           | \$48.75   | \$57.12  | \$65.15  |
| Step 03        | \$51.43                           | \$51.43   | \$60.26  | \$65.80  |
| Step 04        | n/a                               | n/a   | n/a  | \$66.46  |
| Step 3 + 5 Yrs | \$52.98                           | \$52.98   | \$62.07  | n/a  |
| Step 4 + 5 Yrs | n/a                               | n/a   | n/a  | \$68.45  |

Salary increases will become effective July 1 of each work year.

Salary checks will be paid on the 25<sup>th</sup> of each month or on the last working day prior to the 25<sup>th</sup> if weekends or holidays interfere with payment on that day.

An employee may request earned salary advancement by the 10<sup>th</sup> day of the month. The advance pay will be deducted from their check in the month granted. Employees shall be limited to four (4) draws per year. No requests may be made after June 10<sup>th</sup>.

If another non-union employee group within the District receives a greater salary percentage increase than the amounts listed within this agreement, the District agrees to open discussions on the salaries with the membership upon written request from the membership.

Employees who demonstrate multilingual proficiency (reading, writing, and speaking) shall be compensated an additional \$2,000 stipend (prorated monthly) each year of employment. In order to qualify for the stipend, employees must apply for and pass a District-determined language proficiency assessment.

### **INCLEMENT WEATHER**

Members of this employee group shall not be required to report to work and shall not be charged leave time when student attendance is not required due to inclement weather. This includes previously scheduled leave time.

When student attendance is not required due to emergency closure of a building and selected members of the bargaining unit in that building are required to work while other members in that building are not required to work on what would have been their regular work day due to the building closure to students, those required to work shall be paid a regular day's pay plus additional hours worked at the employee's regular rate of pay. Such employees will be notified by their supervisor if they are required to work on such days. The emergency closure of a building shall affect only members of the bargaining unit working in the building closed. The closure of an individual building shall not affect members of the bargaining unit in other workstations.

### **EARLY RETIREMENT**

An employee, who retires under the provision of PERS prior to age 65, and who has completed fifteen (15) years of continuous service and is a current employee (or previous OSEA employee prior to accepting a promotion, without any unbroken service) in the Centennial School District shall be eligible for the medical insurance early retirement incentive. Exceptions to continuous employment will be allowed for employees who were on authorized unpaid leave of absence or layoff. However, those periods of absence shall not be counted as time employed. Employees should notify the Superintendent or their designee as soon as possible, but not less than thirty (120) days prior to exercising the early retirement option.

For employees who qualify, the District shall contribute a maximum amount equal to but not more than the individual rate for the retiree's specific plan in effect at the time of retirement. Employees who choose to cover additional family members shall assume that cost and will pay any difference in premium. The member is responsible for paying any amount exceeding the District contribution. This benefit will be available for a maximum of forty-eight (48) months or up to age sixty-five (65), whichever occurs first.

If the employee becomes eligible for Medicare coverage, but their currently enrolled eligible dependents are not, the eligible dependents may continue medical/dental/vision insurance coverage until they no longer meet eligibility requirements or become eligible for Medicare coverage, whichever occurs first. The eligible individuals must submit an application for enrollment to the payroll office within thirty (30) days of the retiree's eligibility for Medicare.

An employee hired prior to July 1, 2000, who applies and is selected for a new position with the District and does not break service, will not lose their eligibility for early retirement or if the member was a previous OSEA member, hired prior to July 1, 2005, would still be eligible for the early retirement benefits as stated.

**New employees** beginning regular employment after June 30, 2000, will not be eligible to receive early retirement benefits.

### **INSERVICE TRAINING, CONFERENCES AND WORKSHOPS**

Employees who attend in-service programs, conferences and workshops at the request of the District will be compensated for such days and/or hours if they are other than a regular working day. With prior approval by the Superintendent or their designee, the District agrees to pay any fees for such classes.

Employees are encouraged to attend in-service programs, conferences or workshops that contribute directly to professional growth that are related to their current position. Employees may make a request to attend in-service programs, conferences or workshops to their supervisor. The employee must fill out the District's "Support Staff Career Development Program Request" form available in each office or through the Media and Technology Center. The request form must be signed by the employee's supervisor and submitted to the Human Resources Department for final approval. If the Director of Human Resources/ Assistant Superintendent denies the request, the supervisor may pay for the workshop, etc. out of their staff development fund.

### **LENGTH OF AGREEMENT**

This agreement shall be effective from July 1, 2025 to June 30, 2028.