

FACILITIES MANAGER CONTRACT

The following shall be the contract agreement between the Facilities Manager and the Pendleton School District Board of Directors.

ARTICLE I - WORK PERIOD and DUTIES

The Facilities Manager shall be employed on a three (3) year contract beginning July 1, 2025. The work year shall be from July 1 through June 30 of each year.

Paid holidays shall be as follows:

Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas if it is a normal working day, Christmas Day, New Year's Day, Martin Luther King Day, and Memorial Day. If any such holidays, at any time, falls on a Sunday, the succeeding Monday shall be a holiday in that year, and if any such holiday, at any time, falls on a Saturday, the preceding Friday shall be a holiday that year.

Round-Up Vacation – The Facilities manager shall be granted one additional day of paid vacation during the Pendleton Round-Up except in case of an emergency.

Vacation Days: The Facilities Manager shall receive twenty (20) days of vacation annually, exclusive of legal holidays. The Board believes vacation time is important to the overall health and well- being of its employees. To that end, five (5) days per year may be accumulated to a maximum of twenty (20) days. No more than twenty (20) days of vacation may be taken in any one year without the Superintendent's approval. At the time of separation or retirement from the district the Facilities Manager shall be paid for all unused vacation days, not to exceed the maximum of twenty (20) days.

Duties shall be performed as outlined in the Facilities Manager job description and agreed to and signed by the Facilities Manager and the Director of Business Services.

ARTICLE II – SALARY

Salary for the period July 1, 2025 to June 30, 2026 shall be \$101,471. Salary for the period of July 1, 2026 to June 30, 2027 shall be increased by 4% over the 2025-2026 contract salary. Salary for the period July 1, 2027 to June 30, 2028 shall be increased by 4% over the 2026-2027 contract salary.

The parties agree that the Facilities Manager is exempt from laws requiring overtime pay.

ARTICLE III – FRINGE BENEFITS

Medical Benefits:

The District shall pay the premium for the Facilities Manager's 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 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 (OEGB) 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:

If an employee's employment is terminated prior to the end of 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.

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

Short- and Long-Term Disability:

The Facilities Manager will pay the premium cost for Short-Term and/or Long-Term Disability Insurance. The carrier will be the same as selected by the Confidential Employee Group. Participation in this program is optional.

ARTICLE IV - PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

The Facilities Manager shall pay six percent (6%) of his/her gross salary to the Public Employees Retirement System.

ARTICLE V - EXPENSE REIMBURSEMENT

The Facilities Manager will receive a stipend of \$125.00 per contracted month for telecommunications, and will submit proof of a current telecommunications plan to the district office by July 15th of each year.

ARTICLE VI - PAID LEAVES

Sick Leave shall accumulate at the rate of one day per contract month and be administered in accordance with ORS 342.596. Unlimited accumulation of Sick Leave is allowed.

Personal Business Leave – Three (3) days per year, cumulative to four (4). Employee may elect to cash-out up to 2 days of their unused personal business leave at the rate of \$200 per day. Must notify the District of request by June 1st.

Family Leave – Employee shall receive five (5) noncumulative family leave days per year to be used for immediate family. 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 designee.

Bereavement Leave - Employee shall receive five (5) noncumulative days per year for a family member or friend. Extension of this leave shall be determined by the Superintendent or designee.

Emergency leave may be allowed by the Superintendent or designee upon request for absence due to unforeseen emergencies beyond the control of the employee.

Absence due to jury duty and court appearance and/or legal hearings under subpoena shall be granted as required.

Leave may be granted with the approval of the Director of Business Services, to provide opportunities for professional growth and improved services to the District's programs.

ARTICLE VII - DURATION OF CONTRACT AGREEMENT

The terms and conditions of this Contract Agreement shall be from July 1, 2025 until June 30, 2028. The Agreement articles and provisions may be opened for discussion at any time upon agreement by both the Facilities Manager and the District. In the event any portion of this Agreement becomes illegal as a result of state or federal laws, the Facilities Manager and the District agree to reopen the Agreement.

Agreed to and signed by:

Board Chairman

Date

Facilities Manager

Date