

Morrow County School District
Professional Exempt Agreement
July 1, 2019 – June 30, 2020

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 shall be defined as 220 – 8-hour days and five paid holidays (1800 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 employee 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 \$500 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 \$750 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 \$1,000 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.

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 \$1525 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, OEBC, 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 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 or the professional exempt employee.
- C. 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 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 1800 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.
- C. The District will grant up to four (4) days bereavement leave per family member* incident to each Professional Exempt employee as approved by the Superintendent.

- D. The District will grant each Professional Exempt employee five (5) 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 3 unused personal days, all other unused days will be lost.
- E. Inclement Weather/Emergency Leave - when school is closed 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.

* 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.

SECTION V. Holidays

Professional Exempt Employees shall receive five (5) paid holidays (Thanksgiving Day, Christmas Day, New Year's Day, Presidents Day, and Memorial Day).

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

Range - Hourly					
Step	1	2	3	4	5
1	17.49	18.53			
2	18.18	19.15			
3	18.84	19.84			
4	19.49	20.45			
5	20.17	21.12			

Range - Salary					
Step	1	2	3	4	5
1	31,482	33,354			
2	32,724	34,470			
3	33,912	35,712			
4	35,082	36,810			
5	36,306	38,016			

Range 1 – CARE Coordinator – non-college experience
Range 2 – CARE Coordinator – college experience (AA degree +)
Range 3-5 – To be determined

SIGNED:

Chair, District Board of Directors

Date

Professional Exempt Staff Spokesperson

Date