

2025-2027 Memorandum of Understanding
GRESHAM-BARLOW SCHOOL DISTRICT and
District Office Specialists

A. Work Year, Holidays, and Vacation

Specialist staff members shall work a 260-day work year designated by department. Of the 260-day work year, three (3) days will be designated as "on-call" days taken during regular student vacation periods. On these days a specialist may not be required to report to the district office unless specifically requested to do so by their supervisor.

1. Paid Holidays

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| 1. July 4 | 6. Christmas Day |
| 2. Labor Day | 7. New Year's Day |
| 3. Veteran's Day | 8. Martin Luther King Day |
| 4. Thanksgiving Day | 9. Presidents Day |
| 5. Day Following Thanksgiving | 10. Memorial Day |
| | 11. Juneteenth Day |

2. Vacation

Each specialist staff member will earn, on July 1, paid vacation days as listed below. The number of vacation days that can be carried forward will be no more than fifteen (15).

Upon retirement or departure from the district, no more than the maximum number of allowable days carried over on June 30 of the final year of service may be calculated into final compensation.

- 0 - 1 year of employment: prorated per hire date
- After 1 year of employment: 12 days
- After 2 years of employment: 14 days
- After 3 years of employment: 16 days
- After 4 years of employment: 18 days
- After 5 years of employment: 20 days

B. Paid Leave

1. Sick Leave

All specialist staff members shall be granted one day of sick leave per month to accrue on the first paycheck of the fiscal year. Accrual is unlimited. In addition, The specialist staff member shall be allowed five (5) working days per contract year of sick leave as a result of combining the five (5) "Family Illness" days into their sick leave accrual.

2. Sick Leave Bank - specialist/AGSA

Definition: for the purposes of this article, a workday will be equivalent to Employee's FTE.

- a. On or before August 31 of each year, specialist employees who have accumulated at least ten (10) workdays of sick leave may contribute four (4) hours of their accumulated sick leave to a common bank. Employees who have not participated previously shall be permitted to contribute during the annual open enrollment period. Contributions shall be limited to the number of hours necessary to bring the bank to a level of one (1) average workday per specialist employee. Such contributions are irrevocable. Participation in the bank shall be voluntary.
- b. Procedures for the Human Resources Office:

The Administrator over Human Resources, in their sole discretion, will determine who is awarded a grant based upon the criteria under 4c. All requests to access the sick leave bank will be submitted to Human Resources. The Administrator will review the proof of need, an accounting of their sick leave and the amount of the grant. The Administrator will adhere to all speciality requirements that are required by applicable laws.
- c. Criteria to grant leaves from the Sick Leave Bank:
 - i. The employee must have made at least one (1) contribution to the Sick Leave Bank.
 - ii. District records show that the employee has exhausted all of their accumulated leaves (i.e., sick leave, comp time, vacation, and personal leave).
 - iii. The employee must obtain a statement from an attending physician or practitioner performing within the scope of their license or certificate verifying that a debilitating illness or injury exists which prevents the member from performing the duties of their job for more than ten (10) days.
 - iv. There must be sufficient days in the Sick Leave Bank to cover the request.
 - v. An employee is limited to receiving sixty-five (65) workdays during a twelve (12) month period from the Sick Leave Bank.
 - vi. If the employee is eligible under PERS disability, workers compensation, or the district's long term disability insurance, the employee may access only partial sick leave days up to thirty (30) such days, such that the total of sick leave and disability payments do not exceed the employee's normal daily rate, unless accessing the sick leave bank would result in a reduction in disability payments. This provision does not apply to employees who are absent due to a parental leave.
 - vii. The employee must not have a history of questionable sick leave usage.
- d. If the request is approved, the district office shall notify the employee. The district will reimburse all unpaid sick days from the date of the application until the employee

returns to work or the employee has exhausted their grant from the bank.

e. **Records**

The district shall keep accurate records of leave accumulated by the bank and of sick leave used by the bank. Annually, the district shall notify the specialist staff in writing of the accumulated days and days charged to the bank that school year.

- f. If the sick leave bank is discontinued, then any remaining workdays will be distributed according to the criteria in 4c above until the bank is exhausted.

3. Bereavement

Up to five (5) days of paid leave shall be authorized by the district in the event of death of any member of the immediate family. "Immediate family" (to include in-law and step-relatives) shall be interpreted to mean spouse/domestic partner, children, parents, grandparents, siblings, or grandchildren. It shall also include any other persons who are members of the specialist staff member's household or who are dependent upon the specialist for a major portion of their support. In any instance not covered in this definition, when unusual circumstances indicate, a written application may be made by the specialist staff member to the superintendent or designee any may be approved on a case-by-case basis. Additional bereavement shall be available in accordance with Oregon law.

4. Funeral Leave

Up to one (1) day of paid leave per year shall be granted for attending the funeral of a friend of non-immediate family member.

5. Emergency Leave

Each specialist staff member shall be eligible for emergency leave with pay and may be granted such leave upon approval of the superintendent or designee.

6. Jury Duty

If a specialist staff member is summoned to serve on a jury, the employer shall grant the specialist staff member permission to serve, without loss of their regular salary, provided that if the specialist staff member receives a fee for these services, the fee shall be submitted to the district.

The specialist staff member will give as much advance notice as possible of intended use of jury duty leave and will provide the district Human Resources office with a copy of the summons.

7. Legal Leave

Up to three (3) days of paid leave per year shall be granted in the event a specialist staff member is subpoenaed or summoned to appear in a legal proceeding in which the specialist staff member is not a plaintiff or complaining party.

The specialist staff member will give as much advance notice as possible of intended use of legal leave and will provide the district human resources office with a copy of the subpoena or summons.

8. Personal Leave

The district will grant up to three (3) days of paid leave per year for personal business that cannot be conducted outside the regular workday. Personal leave cannot be used for recreational or leisure activities, nor to extend a holiday or vacation.

C. Professional Growth

Specialist staff members will have the opportunity to attend professional seminars/conferences at district expense and receive tuition pre-payment or reimbursement for college courses based on approval of the superintendent or designee and must be related directly to the job assignment of the employee, or the mutually agreed upon professional growth and development plan of the employee.

The district may pay each specialist employee, excluding those in temporary positions, tuition reimbursement for up to six credit hours per year for each year of the contract MOU (up to the Portland State University rate per hour) with a limit of nine credit hours in any one fiscal year.

Requests for additional hours can be submitted to the administrator over human resources for consideration.

District Paid: If an employee wishes to receive prepaid tuition, the employee must have approval from human resources at least five business days in advance of the regular college registration, workshop or conference.

Verification of successful course completion that is grade C or higher, shall be by grade report submitted to human resources.

Employee Paid: If an employee pays tuition directly, and wishes reimbursement for that payment, the employee must submit to human resources proof of payment and a grade report showing successful course completion, that is grade C or higher, within thirty (30) days of the end of the term in which the course was taken. Reimbursement will be made within fifteen (15) business days of such submission.

Whenever specialist employees are required by the district or their supervisor to attend training schools, workshops or courses that are not conditions of employment, the district will pay the costs of such classes, the employee's salary, and mileage reimbursement. Employees may also submit for consideration of district payment costs for fees and materials required for the course.

D. Insurance

1. **Health Insurance:** Each specialist staff member may enroll in group medical (including RX), vision, and/or dental insurance offered by the district through OEBB. For the 2025-2026 school year, the amount of the monthly specialist cap shall be \$1,575.00, and for the 2026-2027 school year, the amount of the monthly specialist cap shall be \$1,600.00. In the event the total cost of the plans elected by the staff member is less than the monthly insurance cap, the balance shall be used to create a pool in combination with the administrative and supervisory group. Staff opting for health insurance coverage with premiums exceeding the district-paid contribution cap shall have the excess premium cost paid by the insurance pool to the extent pool money is available.

2. **Term Life Insurance:** The amount of the current policy has a \$50,000 death

benefit, \$50,000 accidental death or dismemberment.

Each staff member working a minimum of .5 FTE will be enrolled in a term life insurance program with the premiums paid by the district outside the limit of the maximum district contribution set.

Retired staff may continue to participate, to age 65, at their own expense, subject to carrier approval. Life insurance is not subject to COBRA.

3. **Long-term Disability Insurance:** The current policy pays up to 60% of the staff member's monthly income (maximum payment of \$8,000 per month) with a 60-day waiting period for benefits after becoming totally disabled. Long-term disability insurance is not subject to COBRA.

Each staff member working a minimum of .5 FTE will be enrolled in a long-term disability insurance program with the premiums paid by the district outside the limit of the maximum district contribution set.

4. **Long-term Care Insurance**

The district will pay monthly premiums toward basic long-term care coverage for each specialist staff member. Individual specialist staff members may purchase additional coverage offered by the insurance company subject to eligibility terms and conditions of the carrier. All premiums for additional, voluntary coverage will be at the expense of the specialist staff member.

Retired specialist staff members may continue coverage on a direct-pay basis by making the necessary application through OEBC, provided this coverage is still offered through the group.

- E. **Tax Deferred Account**

Each staff member will receive a contribution toward a district-paid 403(b) or a 457 program in the prorated amount of \$350 per month, or \$4,200 per year. The district will deposit contributions directly into the program selected by the specialist staff member from the list of programs district-approved for payroll deduction. Once the district deposits the contribution into the account, the district has no further responsibility for the investment decisions, earnings, or losses of the funds, and the funds are immediately vested and owned by the specialist staff member. It is the responsibility of the staff member to enroll in the selected program. No retroactive payment toward this TSA will be made if the specialist staff member delays the enrollment.

- F. **Mileage**

Reimbursement shall be at the current IRS rate for all authorized travel.

- G. **Salary Schedule**

1. The salary increase for specialist staff members will be increased for the 2025-2026 fiscal year by 0%, and the 2026-2027 by 2.5%

Step increases will be granted annually to individuals who have not reached the top step of the schedule.

Public Employees Retirement System (PERS)

The District will pick up and assume each member's six percent (6%) share of their contribution to the Public Employees Retirement System, in accordance with ORS Chapters 238 and 238A. Such contributions will cease in the event that it is no longer legal for the District to make such contributions. It is the intent of the parties that the full amount of the employee's required contributions be considered "salary" as that term is defined by Oregon law for the purpose of computing final average salary; however, this shall not constitute an assurance by the District that PERS will include employees' contributions in the calculation of final average salary and the District shall not be responsible for any contrary determination by PERS.

H. Overtime/Compensatory Time

Specialist staff members shall be compensated for all work performed beyond 40 hours per week at the rate of 1.5 hours per hour worked. The first choice for compensation for this work shall be time off. The second choice shall be paid compensation. The specialist staff member shall be paid for this work only if time off cannot otherwise be arranged. The district shall make the choice of method of compensation. The specialist staff member shall make every reasonable effort to use accrued compensatory time off within ninety (90) days after the date it is earned.

I. Inclement Weather

A staff member's attendance may not be required when school staff attendance is not required due to inclement weather. specialist staff members, who are approved for and able to work on "snow days", shall be compensated at a later date by receiving time off or compensation at the rate of 1.5 hours per hour worked.

J. Modification

The terms of this contract may be modified only by mutual agreement of the parties fully set forth in writing.

For the District:

Kris Howatt, Chair
Gresham-Barlow School District Board of Directors

Date

John R. Koch,
Interim Superintendent

Date

**For the Specialist Staff
Members:**

Noelle Thelen
Human Resources Specialist

Date

Specialists/ DO Admin Support 2025-2026							
Job Title	Work Days	Pay Level	Step 2	Step 3	Step 4	Step 5	Step 6
<i>HR Specialists, DO Admin Support Staff</i>	260	AA	\$73,298.21	\$75,130.67	\$77,008.93	\$78,934.16	\$80,907.51

Specialists/ DO Admin Support 2026-2027 (2.5% COLA)							
Job Title	Work Days	Pay Level	Step 2	Step 3	Step 4	Step 5	Step 6
<i>HR Specialists, DO Admin Support Staff</i>	260	AA	\$75,130.67	\$77,008.94	\$78,934.15	\$80,907.51	\$82,930.20