

MEMORANDUM OF AGREEMENT
Between
PORT ORFORD LANGLOIS SCHOOL DISTRICT
and
CONFIDENTIAL/ Non- Represented STAFF

July 1, 2024 – June 30, 2025

This agreement shall constitute the understanding between Port Orford Langlois School District and the Confidential/ Non-Represented staff regarding conditions of employment, including wage and benefits provisions for the period July 1, 2024 to June 30, 2025.

A Confidential Employee is an employee who assists and acts in a confidential capacity to the management personnel who make and implement labor relations policies, or as someone who has regular access to confidential information about future bargaining strategy or changes that the employer anticipates may result from collective bargaining. Therefore, Confidential Employees are not members of a collective bargaining association.

Non-Represented Employee means an Employee whose employment is not subject to the terms of any collective bargaining agreement with a Union.

I. SALARIES

A. The staff salary schedule for the 2024-25 contract years are set forth in Appendix A attached. The salary schedule is based upon a 260-day contract. Contracts that vary from the set days will be prorated according to the individual contract length. For the 2024-25 contract years, staff that are eligible will advance to the next step contingent upon a satisfactory performance review. Future annual salary scale increases will be consistent with the percentage increase negotiated by the district's licensed union.

B. Longevity Steps will be awarded in the 5th through 9th years of employment of five hundred dollars (\$500) each year, which will be awarded in the December paycheck. Longevity steps for 10th through 19th years of employment shall be awarded at one thousand dollars (\$1,000) each year, which will be awarded in the December paycheck. Longevity Steps for 20th year and beyond will be awarded one thousand five hundred dollars (\$1,500) each year, which will also be paid in the December paycheck.

C. PERS: The District shall pay the six percent (6%) employee contribution referenced in ORS 238.200(1)(a) and ORS 238.430(1). This shall continue for either the duration of this Agreement or until it becomes illegal or otherwise prohibited to do so.

II. INSURANCE BENEFITS

A. Medical/Dental/Vision Insurance:

For the 2024-25 contract year, the District will contribute one thousand five hundred and seven dollars (\$1,507) for each employee per month who is working twenty (20) or more hours weekly. Future annual district contribution rates toward this insurance will be consistent with the amount negotiated by the district's licensed union. Effective October 1, 2008, the District elected to participate in the Oregon Educators Benefits Board (OEBB). In the event the District insurance contribution is increased for administrators, classified, or licensed employees, the District shall increase the insurance contribution to the same amount for the confidential employees. The confidential employee shall purchase coverage at the OEBB composite rate.

Unused employer contribution funds may be paid into the adopted HRA VEBA and/or 403 (b) plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest. The Standard HRA Plan shall be integrated with the District's or another qualified group health plan. The District shall remit contributions on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted by applicable law from time to time. The District will not be responsible for any costs associated with the insurance program(s) beyond the negotiated contribution. Each eligible employee must submit a completed and signed Enrollment Form to become an eligible participant and become eligible for benefits under the Plans. Employer contributions shall include all (100%) of unused/excess monthly benefit dollars on behalf of such employees.

Upon entering OEBB the benefit program(s) identified shall be provided only in accordance with the underwriting rules and regulations set forth by the carrier(s) in the policy/policies retained by the policyholder.

B. Disability Insurance

The District will provide Long-Term Disability insurance coverage for all employees who are eligible for insurance benefits.

C. Life Insurance Policy

The District will provide Life Insurance (\$5,000) insurance coverage for all employees who are eligible for insurance benefits.

D. Section 125 Cafeteria Plan

Optional Coverage: The district shall make available a Section 125 Cafeteria Plan for the Employee to contribute via payroll deduction to assist in the payment of any out-of-pocket expenses provided under law including but not limited to medical, childcare, pharmacy, and insurance premiums.

III. LEAVES

Leaves earned shall be prorated by FTE for any Confidential employee who is not 1.0 FTE.

A. Holidays

Confidential Employees shall be paid for the following 13 holidays: (Prorated by FTE)

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|-------------------------------|----------------------------|
| 1. Independence Day | 7. Christmas Day |
| 2. Labor Day | 8. New Year's Eve |
| 3. Veteran's Day | 9. New Year's Day |
| 4. Thanksgiving Day | 10. Martin Luther King Day |
| 5. The day after Thanksgiving | 11. President's Day |
| 6. Christmas Eve | 12. Memorial Day |
| | 13. Juneteenth |

If the prescribed holiday falls on a Saturday, the previous Friday, not itself a holiday, is the holiday; if it falls on a Sunday, the following Monday, not itself a holiday, shall be the holiday.

B. Sick Leave

1. The District will provide one day of sick leave per month for each month of employment up to twelve days per year.
2. The District will comply with state and federal law regarding OFLA/FMLA/PFML.

C. Personal Leave

Employees are provided five (5) days of personal leave per year. Up to two (2) days of unused personal leave may be carried over. Personal leave time will be front-loaded each fiscal year. Unused time shall not be paid out either annually or at such time that the employee terminates employment with 2CJ.

D. Vacation

1. Employees are entitled to ten (10) days of vacation from years one (1) through five (5) of service. After five (5) years of employment employees are entitled to fifteen (15) days.
2. Vacation time will be front-loaded each fiscal year. Unused time shall not be paid out either annually or at such time that the employee terminates employment with 2CJ.
3. Pay for a vacation day shall be the same as if the employee had worked. A holiday falling within a prescribed vacation shall be paid as a holiday.
4. Earned vacation shall be effective at the employee's anniversary date with the District.
5. Vacation time is to be used during the current work year but may be carried over for one (1) year with the approval of the Superintendent.

E. Bereavement Leave

An employee in the bargaining unit shall have available up to five (5) days of bereavement leave. Bereavement leave shall not be accumulative. An employee on bereavement leave shall receive compensation as though that employee worked a normal shift for that period. All other benefits shall also continue for the period of the bereavement leave. Bereavement leave shall be available for the death of a member of the employee's family or spouse's or domestic partner's family, or a guardian or a person who served as a guardian without the legal designation for the employee. Bereavement leave must be approved by the building principal or the employee's supervisor to be paid. For purposes of this leave, family shall be defined to include spouse, domestic partner, children, parents, brother, sister, grandparents or grandchildren.

F. Funerals

An employee may request up to two (2) days funeral leave for near relatives, significant others, or close personal friends who are not included in the definition of family in bereavement leave. Such requests shall be made to superintendent in advance and shall include the amount of time being requested. The superintendent retains sole discretion to determine the granting of the leave, if any; near relatives shall include aunts, uncles, nieces, nephews, and cousins of the employee and/or spouse or domestic partner.

G. Emergency/Weather Closure

Should weather-related or other emergencies cause the Superintendent to close school, staff shall be paid as if school had been in session.

H. Jury Duty

Employees called for jury duty will be expected to serve as jurors during the period for which they are summoned. While on jury duty, the employee's benefits shall continue, and the employee shall be paid their regular pay less the jury fee. Paid mileage shall not be counted as jury fee.

IV. PROFESSIONAL DEVELOPMENT

- A. Upon application by an Employee, and approval by the Superintendent, the District will reimburse the Employee for the costs of coursework, college classes, or certification classes that are directly related to the Employee’s job.
- B. Reimbursements will be based on actual out of pocket expenses to the Employee for tuition or coursework and any related required materials. Proof of satisfactory completion of the class will be required for reimbursement.

V. ENTIRE AGREEMENT

This agreement constitutes the sole and entire existing agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the District and the Staff. The waiver of any breach, term, or condition of the agreement by either party shall not constitute a precedent in the future enforcement of all of the agreement’s terms and conditions.

This agreement shall be effective as of July 1, 2024, and shall remain in effect through June 30, 2025.

Superintendent, Aaron Miller

Date