

**BUSINESS MANAGER
EMPLOYMENT CONTRACT
JULY 1, 2019 – JUNE 30, 2020**

**THE BOARD OF THE MORROW COUNTY SCHOOL DISTRICT
MORROW COUNTY, OREGON**

ARTICLE I – WORKING PERIOD FOR JULY 1 – JUNE 30

The Business Manager shall schedule 250 contract days per year. This includes eleven (11) paid holidays (New Year's Eve Day, New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day and the day prior to Christmas).

ARTICLE II – REIMBURSEMENT ALLOWANCE

- A. District transportation is made available to the Business Manager for all school district business. The District shall reimburse the Business Manager for reasonable expenses incurred in the performance of his/her duties under this Contract.
- B. During the period of this agreement, the district will pay an annual stipend of \$1,092 towards a cellphone.

ARTICLE III – PAID LEAVES

- A. Sick Leave accumulated by the Business Manager during employment with other Oregon school districts may be transferred to the Business Manager's sick leave account with this District upon the Business Manager's completion of 30 working days in the District. The district will grant the Business Manager twelve (12) days of sick leave per year with unlimited accumulation of sick leave.
- B. The Business Manager shall be allowed up to five (5) days of paid bereavement leave per year, if necessary.
- C. 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 employee at the beginning of each year.
- D. The district will grant fifteen (15) days of paid vacation a year, however, at the end of each fiscal year the employee will only be eligible to receive payment for 5 unused vacation days, can carryover 5 unused days with all other unused days lost.

ARTICLE IV – SALARY

1	\$84,655.00
2	\$86,655.00
3	\$88,655.00
4	\$90,655.00
5	\$92,655.00
6	\$94,655.00
7	\$96,655.00
8	\$98,655.00
9	\$100,655.00
10	\$102,655.00
11	\$104,655.00
12	\$106,655.00
13	\$108,655.00
14	\$110,655.00
15	\$112,655.00

Annual salary steps and benefits will remain the same and all future increase will be identical to the Administrator negotiated increase for future fiscal years.

ARTICLE V – FRINGE BENEFITS

A. Health Insurance

The cap for the Business Manager will be tied to the negotiated cap for teachers in all future years, currently the cap is \$1525.00 for all employees.

Subject to the rules and regulations of the insurance carrier, OEGB, and the IRS, active 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 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 of the employee.

For staff members who elect Health Plan H – 100% of the difference between the cost of the insurance for Plan H, dental, vision and the \$1525 cap will be put into a Health Savings Account (HSA).

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 District sponsored group insurance coverage.

B. Early Retirement Health Insurance Benefit

When the Business Manager has completed ten (10) years of continuous service with the Morrow County School District immediately preceding his/her retirement under PERS the employee shall be eligible to receive the hospital/medical/dental/vision insurance coverage, or a VEBA for 10 years or until age 65, whichever comes first. Specifically, at the time of retirement, the district shall pay the premiums (capped at the amount the district is paying for insurance at the time of retirement) for the retired Business Manager and the Business Manager's spouse for coverage under the current administrative plan for medical/dental/vision insurance for 10 years or until the Business Manager reaches sixty-five (65) years of age, whichever comes first. If the Business Manager's spouse works for an employer other than MCSD, the Business Manager would be eligible for the district payment of medical/dental/vision premiums upon retirement.

Upon verification of coverage, the district shall pay the insurance premium directly to the insurance company each month.

In the event of the Business Manager's death prior to the 10 years of coverage or age sixty-five (65), the district shall pay monthly premiums (capped at the amount the district is paying for insurance at the time of retirement) covering the spouse under the district's hospital/medical/dental/vision insurance if the Business Manager qualified for insurance coverage at the time of retirement. Coverage shall continue until such time as the 10 years' coverage has elapsed, or the Business Manager would have become sixty-five (65) years of age, whichever comes first.

C. Accidental Death and Dismemberment / Long-Term Disability Insurance

The District will provide long-term disability (LTD) coverage in accordance with the plan currently in effect for the Business Manager, for the term of this agreement.

D. PERS Pick-up

The District shall pay the 6% employee contribution on behalf of the Business Manager to the Public Employee Retirement System.

ARTICLE VI – EVALUATION

At least once each fiscal year, the Business Manager shall be evaluated by the Superintendent. The written evaluation of the Business Manager will become a permanent part of the personnel file. Deficiencies which may lead to a recommendation to non-extend a contract Business Manager will be addressed in a Program of Assistance for Improvement.

ARTICLE VII – DURATION OF AGREEMENT

The terms and conditions of this Agreement shall continue from July 1, 2019, through June 30, 2020.

This contract was affirmed by the Morrow County School Board on June 10, 2019.

AGREED TO AND SIGNED BY:

Chairman, Board of Directors

Date

Business Manager

Date

LAST UPDATED: June 2019