



**2025-2026  
MEMORANDUM OF AGREEMENT  
BETWEEN  
THREE RIVERS SCHOOL BOARD  
AND  
CONFIDENTIAL EMPLOYEES**

The following sets forth the rights and privileges of the Three Rivers/Josephine County School District **Confidential Employees**. A “**confidential employee**” as defined by ORS 243.650(6), means one who assists and acts in a confidential capacity to a person who formulates, determines, and effectuates management policies in the area of collective bargaining. A **confidential employee** is not a public employee. ORS 243.650 (17) defines “public employee” as “an employee of a public employer but does not include elected officials, persons appointed to serve on boards, or commissions or persons who are confidential employees or supervisory employees”.

This agreement between the Three Rivers School Board (hereinafter referred to as the Board) and the Confidential Employees (hereinafter referred to as Employee) provides for the following:

**1.0 JOB CATEGORIES**

Non-Exempt:

Category I – HR Specialist, Benefits Specialist, Payroll Specialist, Accounting Specialist

Category II – Executive Assistant – Superintendent and Board of Directors

Executive Assistant – Communications Specialist

**2.0 TERM OF AGREEMENT**

2.1 This agreement shall be effective as of July 1, 2025 shall be binding upon the Board and the Employee and shall remain in full force and effect through June 30, 2026.

2.2 This agreement shall be binding for one year unless both parties mutually agree to modify the Agreement for a successive term or to terminate the Agreement. Such notification shall specify the items the party desires to change or modify, and negotiations shall commence not later than (30) days subsequent to the notice.

**3.0 COMPENSATION AND BENEFITS**

3.1 **Salary:** The 2025/26 salary schedule can be found in Appendix A. The 2025/26 salary schedule was determined by removing Step 1 of the 2024/25 Confidential Salary Schedule, maintaining a 9-step schedule.

Pay day shall be on the 20<sup>th</sup> of each month; unless that day falls on a weekend; in which case, payday shall take place on the preceding Friday.

3.1.1 **Overtime:** Non-exempt employees shall be compensated at the rate of time and one-half in the form of compensatory time off for overtime hours worked. A record of earned comp time will be kept by each employee. NOTE: All compensatory time must have the approval of the employee’s supervisor.

3.1.2 **Step Increase:** All step increases will continue to be honored annually. No step increase will occur if the confidential employee is hired after January 1<sup>st</sup> of the current fiscal year.

**3.1.3 Longevity Pay:** Longevity pay is offered as recognition for the long-term commitment of service to the District. This article will apply to employees in a confidential role and views years of service in Three Rivers School District.

Confidential employees who complete their 10<sup>th</sup> year of service for the District: \$50.00 per month

Confidential employees who complete their 15<sup>th</sup> year of service for the District: \$150.00 per month

Confidential employees who complete their 20<sup>th</sup> year of service for the District: \$200.00 per month

**3.1.4** New hires will be placed on the salary schedule at the discretion of the Superintendent (or Designee). Years of experience in a Confidential role will be considered when being placed on the salary schedule in Appendix A.

**3.2 Fringe Benefits:** Fringe benefits, including leaves of absence, expense reimbursement, professional dues, insurance, early retirement incentives, and full payment of Public Employees Retirement System benefits, shall be paid at the same rate and in the same fashion as such are paid to or on behalf of other Three Rivers/Josephine County School Administrators.

**3.2.1 Insurance** – Employees insurance coverage shall be:

- Group Health
- Group Vision
- Group Dental
- Long Term Disability
- Employee Group Life
- Employee Group Accidental Death & Dismemberment
- Dependent Group Life

**3.2.2** On September 1<sup>st</sup> of each year, the confidential employee group will inform the Superintendent (or Designee) which employee group insurance and benefit plan they choose to participate in. At no time shall the Confidential Group pay a higher cap than another bargaining group of the District.

**3.2.3 Paid Leave Oregon:**

1. Starting on September 1, 2023, Employer shall pay a maximum amount set by ORS 657B.150 contributions to the Paid Leave Oregon as an employer-provided benefit. Beginning with 2023, the District will contribute the employer portion of .4% of employees' gross wages. Should these percentages increase in subsequent years, the District will continue to pay the required contributions set by ORS 657B.150. Should the District contribute to the .6% employee portion of the 1% Paid Leave Oregon benefit for any other employee group (i.e. administrative, managerial, classified, licensed) for the 2023-2024 contract year, or subsequent years, then the confidential group shall receive the same percentage contribution toward their employee portion of the Paid Leave Oregon obligation.

2. An Employee who receives a benefit under Paid Leave Oregon may elect to use accrued leave to make up the difference between their benefits and their normal salary/wage. Upon receiving written notice of such election, the Employer shall deduct and apply the number of accrued sick leave or any other paid leave types including the use of vacation hours necessary to ensure that the employee receive their normal salary/wages. The requesting employee will provide the necessary information related to the leave granted under Paid Leave Oregon to facilitate the Employer's deduction and application of the appropriate leave hours.

3. While receiving PLO benefits, the District will continue to provide all District-provided insurance benefits (e.g., health insurance) and continue to pay any contributions required by the collective bargaining agreement. Any required employee contributions towards those benefits will

be the responsibility of the employee for remitting their portion pursuant to Payroll requirements for continuation of these benefits.

#### 3.2.4 Gym Membership:

1. Beginning July 1, 2025, to support access to exercise at gyms and facilities, the District will contribute \$10.00 per month for active Confidential employees who have accounts at Club Northwest, Planet Fitness and other gyms with corporate accounts available. The \$10.00 benefit is also available for fitness subscriptions.

## 4.0 CONTRACT TIME

4.1 The parties agree that the number of contract days will be dependent upon a full year calendar (i.e. 259, 260, 261).

## 5.0 ANNUAL VACATION

### 5.1

#### Combined Years of Employment with District    Vacation Days

|          |         |
|----------|---------|
| 0 Years  | 10 Days |
| 1+ Years | 20 Days |

Confidential employees shall be eligible for an annual vacation, with pay, to accrue July 1 of each year. For Confidential employees hired after July 1, Vacation will be pro-rated, based on mid-year start date through June 30<sup>th</sup>.

5.2 Five (5) days of unused vacation may be carried over from one fiscal year into the next at the approval of the Superintendent.

5.2.1 Confidential employees shall be paid at the end of the fiscal year for up to five (5) days/forty (40) hours of unused vacation time based on the chart above. This is computed by multiplying the hourly rate by the number of vacation hours.

5.3 Vacations shall be scheduled by mutual agreement of the employee and the District.

5.4 Employees who wish to take their vacation time prior to completion of an entire year of service may do so provided they sign a waiver allowing the District to deduct the vacation pay from the employee's wages at the time of termination should the employee quit prior to completing the entire year of service.

5.5 When an employee terminates employment with the District, vacation shall be pro-rated based on the amount earned from July 1 through the termination date, and paid out on a final check.

## 6.0 PAID HOLIDAYS

Each Confidential Employee shall receive the following paid holidays:

|                      |                        |                 |
|----------------------|------------------------|-----------------|
| July 4 <sup>th</sup> | Day after Thanksgiving | New Year's Day  |
| Labor Day            | Day before Christmas   | President's Day |
| Veteran's Day        | Christmas Day          | Memorial Day    |
| Thanksgiving         | Day after Christmas    | Juneteenth      |

## 7.0 LEAVES

**7.1 Sick Leave:** Confidential personnel shall accumulate an unlimited number of sick leave days as specified by ORS 342.596-4. Confidential employees will receive 12 days of sick leave on July 1 of each year. The District may request a physician's statement justifying the use of sick leave by a confidential employee following five (5) consecutive days from the job.

**7.1.1 Sick Leave Bank:** Each July 1, Confidential employees can donate one day per year to the sick leave bank. To access the sick leave bank the following conditions will be followed:

- 1) All accrued leave must be exhausted;
- 2) A written letter will be submitted to the HR Dept. requesting use of sick leave from the bank and;
- 3) Documentation supporting a qualified medical condition which meets FMLA/OFLA guidelines must be submitted;
- 4) Following approval, a maximum of twenty (20) days will be permitted.

**7.1.2** Confidential employees who use their sick time prior to the completion of the entire year of service will have their sick time deducted upon termination should they not have accrued sick leave remaining to cover the 12 days front-loaded in July of that year.

**7.1.3** Upon PERS eligible retirement, and not less than seven (7) consecutive years of employment with the District, the District will pay the confidential employee \$1.00 per hour of accumulated unused sick leave. Tier 1 and Tier 2 members may have the option to have the monetary value of one-half (1/2) of the member's accumulated unused sick leave included in the Final Average Salary (AFS) calculation in accordance to (ORS) 238.350 and (OAR) 459-011-0500 in lieu of the \$1.00 per hour payment from Three Rivers School District.

**7.2 PERSONAL LEAVE** – Each confidential employee shall receive three (3) days of personal leave per school year effective July 1<sup>st</sup> of each year. Personal leave will be prorated for any new Confidential employees based on their start date. Personal leave is non-cumulative and is to be approved by immediate supervisor.

**7.3 Bereavement Leave** – Each confidential employee shall be granted five (5) days of leave for the death of a family member. "Family member" will be defined by the Oregon Family Leave Act.

**7.4 Jury Duty** – A confidential employee called for jury duty shall be excused for that purpose without loss of pay, provided that the confidential employee waives the juror's fee in accordance with ORS 10.061. The provision of this section does not affect any claim a juror may have for mileage reimbursement under ORS 10.065.

**7.5 Good Cause** – Other leaves of absence with pay may be granted by the District with approval by the Superintendent.

## **8.0 EARLY RETIREMENT**

Confidential employees who have worked for the District for more than seven (7) years and upon eligibility to retire under PERS shall receive early retirement benefits of seven (7) years of current full-family health insurance benefits or until Medicare eligible, whichever comes first. Upon death of the retiree, spouse insurance coverage shall continue to the date the retiree would have reached age 65, or the surviving spouse reaches age 65, whichever comes first. Early retirement incentives shall be paid at the same rate and in the same fashion as are paid to or on behalf of other Three Rivers/Josephine County School Administrators. Effective August 15, 2007, a newly-hired confidential employee will not be eligible for the benefits described in this article. This Article only applies to Confidential employee, Cynthia Crofoot, and will sunset upon their retirement. This Article is not available to any other Confidential employees or newly hired employees into a Confidential position.

**9.0 CONFIDENTIAL OPENINGS**

In the event of confidential openings among confidential staff, notification will be sent out to all confidential staff of the opening and if interested, they may submit a letter of interest to the TRSD Directors within 3 business days of the notification of the opening.

**10.0 EXECUTION/SIGNATURES**

Executed this 11<sup>th</sup> day of June, 2025 at Murphy, Oregon, by the undersigned:

**CONFIDENTIAL EMPLOYEE:**

**FOR THE BOARD:**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
|--|
|  |
|--|

## Appendix A

| 2025/26 |            |                     |
|---------|------------|---------------------|
| 1.034   | Specialist | Executive Assistant |
| Days    | 260        | 260                 |
| Step 1  | \$31.23    | \$32.67             |
| Step 2  | \$32.29    | \$33.78             |
| Step 3  | \$33.39    | \$34.93             |
| Step 4  | \$34.52    | \$36.12             |
| Step 5  | \$35.70    | \$37.34             |
| Step 6  | \$36.91    | \$38.61             |
| Step 7  | \$38.17    | \$39.93             |
| Step 8  | \$39.47    | \$41.29             |
| Step 9  | \$40.81    | \$42.69             |