

# Confidential Employees Agreement

July 1, 2020 – June 30, 2023

The salaries and benefits noted are for the following confidential employees:

Administrative Assistant	<del>1832</del> 1840 annual hours/ <del>229</del> 230 days
Maintenance Coordinator	<del>2032</del> 2040 annual hours/ <del>254</del> 255 days
Fiscal Services Specialist/AP	<del>2032</del> 2040 annual hours/ <del>254</del> 255 days
Payroll Specialist	<del>2032</del> 2040 annual hours/ <del>254</del> 255 days
Student Services Technician	<del>2032</del> 2040 annual hours/ <del>254</del> 255 days

For accounting purposes, annual days are as noted above. Direct supervisors can determine that the weekly hours may be worked as 4- 9-hour days and 1- 4-hour day.

1. Salaries: Salary schedules are attached to this document as an Appendix. Hours and contract days are noted above. 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.

2. Benefits: Classified staff moving into a confidential position will be will be placed on the salary schedule at 50%. (i.e. 15 years as a classified, will be credited with 8 years as a confidential).

Confidential staff voluntarily reducing annual hours, will have all leave, insurance and retirement benefits pro-rated.

Confidential staff will receive an additional ~~\$337.50~~ \$362 per month to go towards one of the following: insurance or an annuity.

The district will pay for up to nine (9) quarter hours of college/university credit each year for courses germane to the position. Courses must be pre-approved by the employee's direct supervisor. College Credits will be reimbursed when the transcript is filed with the application for reimbursement with the Executive Director of Human Resources.

Three years of service in the District following the receipt of tuition reimbursement is required for all recipients. In the event that an employee voluntarily terminates their employment with the District they will be required to reimburse back to the District on a pro-rated basis any tuition support received within the three-year window.

A confidential employee terminating his/her employment will not be reimbursed for courses taken after the close of the spring quarter of that contractual year.

## A. Paid Leaves

1. Annual Leave ~~2032 hours/254 day~~ 2040 hours/255 day employees:
  - a. Twelve (12) days per year for employees who have worked in a confidential position for five (5) school years or less.
  - b. Eighteen (18) days per year for employees who have worked in a confidential position after completing (5) school years.
  - c. Annual leave dates must have approval from the immediate supervisor prior to using.
  - d. 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.

- e. Employees must notify the payroll department, in writing, if leave is to be paid or carried forward to the next year.

2. Annual Leave ~~1832 hours/229 day~~ **1840 hours/230 day** employees:

- a. Five (5) days per year of annual leave.
- b. Annual leave dates must have approval from the immediate supervisor prior to using.
- c. All leave is noncumulative.
- d. Employees will be paid for all annual leave days not taken in a separate check.

3. Bereavement:

Up to four days' bereavement leave, per event, is granted upon the death of a member of the immediate family or death of a person who, because of close association, is perceived as a member of the immediate family.

~~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.~~

**Members of the immediate family are defined as follows: spouse ("spouse means individuals in a marriage including "common law" marriage and same sex marriage), father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, grandparents, grandchildren and relatives living in the immediate household.**

In the event of a death involving other than those mentioned above, only the superintendent may approve the request for leave.

4. Holidays:

- 1. Holidays - ~~2032 hour/254 day~~ **2040 hours/255 day** employees  
Employees will be paid for the following ~~eleven (11)~~ **twelve (12)** days:  
Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day Following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Years Day, Presidents Day, Memorial Day and **Juneteenth**
- 2. Holidays – ~~1832 hour/229 day~~ **1840 hours/230 day** employees  
Employees will be paid for the following ~~ten (10)~~ **eleven (11)** days:  
Labor Day, Veteran's Day, Thanksgiving Day, Day Following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Presidents Day, Memorial Day and **Juneteenth**

5. Paid Oregon Sick Time

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.

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.

6. Personal Illness:

1. Personal Illness – ~~2032 hour/254 day~~ **2040 hours/255 day** employees  
Twelve (12) days per year, unlimited accumulation, and unused personal illness leave maybe applicable toward retirement, as per PERS.
2. Personal Illness – ~~1832 hour/229 day~~ **1840 hours/230 day** employees  
Eleven (11) days per year, unlimited accumulation, and unused personal illness leave maybe applicable toward retirement, as per PERS.

7. Inclement Weather:

When school is closed or on a 3-hour delay for inclement weather/snow days any confidential, custodial, and maintenance staff who did show up for work will be given trade time for the hours they worked on those days; as other confidential, custodial, and maintenance employees may not have worked due to driving conditions, but still got paid. The building principals/supervisors will need to make sure that the confidential, custodial, and maintenance employees who accrue this type of trade time use it within 1 month of the date of accrual. If custodial staff is called in on a Saturday, Sunday or on a holiday due to weather related conditions, staff will be paid overtime (with prior approval of the superintendent).

8. Inclement Weather Make Up Time:

The first two (2) inclement weather days will not be made up. The 3<sup>rd</sup> and 4<sup>th</sup> day will utilize the remaining Friday Enrichment Days, which will count as instructional time for students. Every day after that will become a virtual school day utilizing the three (3) hour delay. Virtual School Day expectations: complete any/all job requirements remotely.

B. Unpaid Leave

1. The immediate supervisor may grant limited leave without pay for any cause deemed justifiable by the supervisor.
2. Martin Luther King, Jr. Day is an unpaid holiday.

C. Insurance

The cap for confidential will be tied to the negotiated cap for teachers in all future years, currently the cap is ~~\$1625~~ **\$1700** for administrators, teachers and classified employees.

Subject to the rules and regulations of the insurance carrier, OEBB, 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 an HSA Plan – 100% of the difference between the cost of the insurance and the district 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. Less than full time employees covered under the confidential agreement prior to 2000, will not be subject to pro-ration.

The district will provide long-term disability (LTD) coverage and Life Insurance (\$10,000) in accordance for the term of this contract.

E. Early Retirement

1. Upon completion of fifteen (15) years of continuous service in a confidential position in the district, and such time as the employee is eligible for retirement under PERS, an employee is eligible for early retirement insurance coverage. The district shall pay the monthly premiums for the employee’s present insurance programs at the time of retirement for seven (7) years or until the employee qualifies for Medicare, whichever is earlier. The premium will be capped at the amount the district is paying for insurance at the time the employee retires.

In the event of the employee’s death prior to the end of the seven-year period, the district shall pay monthly premiums covering the employee’s spouse under the same insurance coverage until such time as the seven-year period would have ended, or the spouse is covered by Medicare, whichever is earlier. The premium will be capped at the amount the district is paying for insurance at the time the employee retires.

F. PERS

1. The District agrees to continue to pay (pick up) the 6% PERS employee contribution.

This contract was affirmed by the Morrow County School Board on ~~June 14, 2021~~ **June 13, 2022**.

For the Board

_____	_____
Board Chair	Date

For Confidential Employees

_____	_____
Superintendent	Date

Confidential Salary Schedule — 2021-22 with 4% COLA

Step	Payroll Specialist	Fiscal Service Specialist	Student Services Technician	Maintenance Coordinator	Admin Assistant
1	52,775	46,710	49,298	50,430	37,289
2	53,831	47,645	50,283	51,439	38,034
3	54,907	48,598	51,289	52,469	38,794
4	56,005	49,570	52,315	53,517	39,571
5	57,124	50,561	53,361	54,587	40,363
6	58,267	51,573	54,428	55,679	41,170
7	59,432	52,603	55,518	56,793	41,993
8	60,621	53,656	56,627	57,929	42,833
9	61,834	54,730	57,759	59,087	43,689
10	63,070	55,824	58,915	60,268	44,563
11	64,332	56,940	60,092	61,473	45,455
12	65,618	58,079	61,295	62,704	46,364
13	66,932	59,240	62,520	63,957	47,291
14	68,269	60,425	63,771	65,237	48,237
15	69,636	61,634	65,048	66,541	49,201

Confidential Salary Schedule – 2022/23 with 7% COLA +1 day at daily rate for Juneteenth

Step	Payroll Specialist	Fiscal Service Specialist	Student Services Technician	Maintenance Coordinator	Admin Assistant
1	56,691	50,176	52,957	54,172	40,073
2	57,825	51,180	54,015	55,257	40,875
3	58,981	52,205	55,095	56,362	41,691
4	60,161	53,248	56,197	57,488	42,526
5	61,364	54,313	57,321	58,638	43,378
6	62,591	55,400	58,467	59,811	44,245
7	63,843	56,507	59,638	61,008	45,128
8	65,120	57,638	60,829	62,228	46,031
9	66,423	58,791	62,045	63,472	46,951
10	67,751	59,966	63,287	64,741	47,891
11	69,106	61,165	64,552	66,035	48,849
12	70,488	62,389	65,844	67,357	49,826
13	71,899	63,636	67,160	68,703	50,822
14	73,336	64,909	68,504	70,078	51,838
15	74,804	66,208	69,875	71,479	52,875