

Confidential Employees Agreement (Grandfathered)

July 1, 2023 – June 30, 2026

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

Maintenance Coordinator, Accounts Payable Specialist, Student Services Technician

Contract Length: 251 days/2,008 hours

Administrative Assistant	1824 annual hours/16 paid non-work hours/230 days
Maintenance Coordinator	2024 annual hours/16 paid non-work hours/255 days
Fiscal Services Specialist/AP	2024 annual hours/16 paid non-work hours/255 days
Payroll Specialist	2024 annual hours/16 paid non-work hours/255 days
Student Services Technician	2024 annual hours/16 paid non-work hours/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. When licensed and/or classified staff are scheduled to work on a Friday, the confidential employee must also work the scheduled number of hours.

- 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 increases will be identical to the administrator negotiated increase for future fiscal years. Beginning with the 11th year of service to MCS D, the confidential employee will receive a 1% stipend based on their current salary. The longevity stipend will be made to the confidential employee annually with the August payroll.

- Benefits:** Classified staff moving into a confidential position 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 prorated.

Confidential staff will receive an additional \$400 per month to go towards one or both of the following: insurance or an annuity. Designation of this choice must be made prior to the closing of OE B B open enrollment.

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 prorated 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

- ~~Annual Leave 2040 hours/255-day employees:~~

 - Twelve (12) days per year for employees who have worked in a confidential position for five (5) school years or less.
 - 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, and can carry over 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 1840 hours/230-day employees:~~

- ~~a. Eight (8) 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.

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 —2040 hour/255-day employees—~~

Employees will be paid for the following 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 Year's Day, Presidents Day, Memorial Day and
Juneteenth

2. ~~Holidays —1840 hour/230-day employees~~

~~Employees will be paid for the following 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 members 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 —2040 hour/255-day employees~~

Twelve (12) days per year, unlimited accumulation, and unused personal illness leave may be applicable toward retirement, as per PERS.

2. ~~Personal Illness —1840 hour/230-day employees~~

~~Eleven (11) days per year, unlimited accumulation, and unused personal illness leave may be 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 3rd and 4th 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 **employees** will be tied to the negotiated cap for teachers in all future years, currently the cap is ~~\$1825~~ **\$1875** 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

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).

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

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.

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

Last Updated – June 2025

Confidential Salary Schedule – 2024/25 **2025/2026** with 3% COLA

Step	Payroll Specialist	Fiscal Service Specialist	Student Services Technician	Maintenance Coordinator	Admin Assistant
1	\$61,895	\$54,783	\$57,818	\$59,145	\$43,751
2	\$63,134	\$55,879	\$58,974	\$60,329	\$44,628
3	\$64,396	\$56,997	\$60,153	\$61,536	\$45,518
4	\$65,684	\$58,136	\$61,356	\$62,765	\$46,430
5	\$66,997	\$59,299	\$62,583	\$64,021	\$47,360
6	\$68,336	\$60,486	\$63,834	\$65,302	\$48,307
7	\$69,704	\$61,694	\$65,112	\$66,608	\$49,271
8	\$71,098	\$62,929	\$66,413	\$67,941	\$50,257
9	\$72,520	\$64,188	\$67,741	\$69,298	\$51,261
10	\$73,970	\$65,471	\$69,097	\$70,684	\$52,287
11	\$75,450	\$66,780	\$70,478	\$72,097	\$53,333
12	\$76,959	\$68,116	\$71,889	\$73,540	\$54,400
13	\$78,499	\$69,478	\$73,326	\$75,010	\$55,487
14	\$80,068	\$70,868	\$74,792	\$76,511	\$56,596
15	\$81,671	\$72,285	\$76,290	\$78,041	\$57,729

	Maintenance Coordinator	Accounts Payable Specialist	Student Services Technician
1	\$60,919	\$56,426	\$59,553
2	\$62,139	\$57,555	\$60,743
3	\$63,382	\$58,707	\$61,958
4	\$64,648	\$59,880	\$63,197
5	\$65,942	\$61,078	\$64,460
6	\$67,261	\$62,301	\$65,749
7	\$68,606	\$63,545	\$67,065
8	\$69,979	\$64,817	\$68,405
9	\$71,377	\$66,114	\$69,773
10	\$72,805	\$67,435	\$71,170
11	\$74,260	\$68,783	\$72,592
12	\$75,746	\$70,159	\$74,046
13	\$77,260	\$71,562	\$75,526
14	\$78,806	\$72,994	\$77,036
15	\$80,382	\$74,454	\$78,579