CONFIDENTIAL EMPLOYEES AND NON-LICENSED ADMINISTRATORS
CONDITIONS OF EMPLOYMENT
July 1, 2025 - June 30, 2027~~6~~

Sick Leave

Sick leave will be given in accordance with ORS 332.507. Sick leave shall be granted for personal illness or injury, or injury or illness within the employee's immediate family and shall be taken in not less than one-quarter hour increments.

The immediate family is defined as:

> A spouse, child, parent, son- or daughter-in-law, father- or mother-in-law, brother, sister, grandparent, grandchild, brother- or sister-in-law, step-parent, step-children, and any other person living in the home.

Discretionary Leave

Discretionary leave shall be front-loaded to each employee who needs such leave, at the rate of five (5)~~three (3)~~ normal work days per year, and is usable in not less half-hour portions after the first hour. ~~Unused Discretionary Leave as of June 30th may be carried over to the next year to accumulate up to a maximum of four (4) days.~~ If the employee begins employment after July 1, Discretionary Leave will be prorated the first year of employment. Discretionary Leave is prorated by FTE and work calendars of less than 260 days. If an employee leaves employment prior to June 30, the front-loaded leave shall be pro-rated based on the number of days worked during the year.

An employee utilizing discretionary leave provisions shall contact his/her immediate supervisor, the superintendent or his/her designee, in advance, so that the supervisor is aware of the absence.

Employees will not be eligible to take discretionary leave until they have been employed three months.

Bereavement Leave:

1. The District will grant up to five (5) normal work days during the year with full pay for bereavement leave under the following conditions:

    a. Bereavement leave applies in the event of the death of:
        1. A member of the immediate family (spouse, child, parent, son or daughter-in-law, father or mother-in-law, brother, sister, grandparent, grandchild, brother or sister-in-law, step-parent, step-children, aunt, uncle cousin).
        2. Any other person living in the home.

    b. Any leave in excess of five (5) days shall be charged to accrued sick leave and/or vacation leave.

2. Bereavement leave is noncumulative and will be prorated to the employee's start date.

3. For those employees on irregular work schedules, up to 40 hours that employees normally work in their weekly schedule will be available for bereavement, prorated for employees that work less than full time.

4. Upon returning to work following absence, under provisions of bereavement leave, the employee shall sign a form and state the nature of the bereavement.

5. An employee utilizing the bereavement leave provision shall contact his/her immediate supervisor, the superintendent or his designee, in advance, so that the supervisor is aware of the absence.

6. At the employee's supervisor's discretion, employees will be granted sufficient time off with pay to attend a local funeral of a friend, co-worker, or student.

Sabbatical Leave:

1. Eligibility after at least seven years of continuous service to the District.

2. Plan for sabbatical approved by the superintendent and considered worthwhile by the board.

3. Compensation during the sabbatical will be at 50% of regular salary with all regular required deductions, plus the fringe benefit package.

4. Upon returning from the sabbatical leave:
   a. The employee is obligated to serve at least three years in the District.
   b. A position fitting the employee's qualifications will be available.
   c. The employee will receive one-year credit on the salary schedule for the sabbatical year.

Holidays/Office Closure

The following shall be holidays: Martin Luther King Day, Independence Day, Labor Day, Veterans Day (as observed by Oregon schools), Thanksgiving Day, the day after Thanksgiving Day, Christmas Day and the period December 26 through December 31, New Year's Day, two days of Spring Break, Memorial Day, and Juneteenth.

Employees who work less than 260 days shall be paid for holidays that fall during scheduled work days and are not paid for holidays that fall during non-scheduled work days.

Vacation

On July 1, all employees assigned to work 260 days will be frontloaded 20 days of vacation leave per year. Frontloaded vacation time means the employee receives their entire annual leave allowance on July 1st, rather than accruing it over the year. If the licensed administrator leaves before fully earning their frontloaded time (before the end of the year), they will be required to pay back the unearned portion. This repayment will be deducted from their final paycheck. If the employee begins employment after July 1, Vacation Leave will be prorated the first year of employment. Vacation Leave is prorated by FTE and work calendars of less than 260 days. Vacation requests are to be pre-approved by the employee's supervisor.

The employee has until September 1 to use accumulated Vacation Leave so that on September 1 there is no more than 240 hours remaining. Up to 80 hours over the 240 hours on September 1 will be paid at the employees' current rate. Any additional hours shall be forfeited.

Employees who resign or retire before the end of the fiscal year will be paid for any vacation hours accrued.

Legal Leave

An employee called for jury duty, or who has received a subpoena to testify in a court proceeding or at a legislative hearing, will receive full pay for the length of the jury or other service, except those days served on non-scheduled work days. The compensation paid to an employee for the period of leave shall be reduced by the amount of compensation or witness fees received by the employee, excluding mileage reimbursement, for the services referred to above or the employee may turn such compensation directly over to the District without any consequent deduction in the employee's compensation. An employee called under the conditions listed under this paragraph and who is excused from duty, shall immediately return to work. Legal leave will not be provided for any cause of action brought by the employee against the District.

Professional Activities

SOESD administrators may undertake limited consultative work (teaching university classes, speaking engagements, writing and other professional activities) for honoraria and expenses, provided such activities are performed outside the work day or using vacation time and do not interfere with normal administrative duties. Before beginning outside consultative work, administrators will seek prior approval from their immediate supervisor.

If administrators are accepting compensation they will follow the requirements below:

- Will use vacation leave if consultative work occurs during office hours. Personal leave may not be used for consultative work.
- Are not required to use leave if consultative services are performed outside regular office hours.
- Materials used in presentations will be prepared and copied on administrator's own time and expense. Administrative assistant time cannot be used to help prepare materials.
- If materials are the intellectual property of SOESD, administrators will compensate SOESD for their use.

Non-Work Days

Employees assigned to work less than twelve months will be allowed to take their non-paid time off with approval of the supervisor. A leave slip or calendar will be turned in to the supervisor prior to the time off.

Compensation (Salary)

The salary schedule is attached as Appendix A.

Employees who possess a Ph.D. shall receive an annual stipend of $2,500. The stipend shall be prorated for employees working less than 1.0 FTE.

Insurance Benefits

Insurance contributions shall increase 3.4% each year. Insurance benefits will be provided to the employee assigned to work .5 FTE or more as follows:

- On October 1, 2025 through September 30, 2026, the District monthly contribution toward insurance premiums based on the insurance tier selected by the employee will be:
  $ ~~643~~ $680 Employee Only
  ~~$1,241~~ $1,308 Employee and Children
  ~~$1,400~~ $1,478 Employee and Spouse
  ~~$2,003~~ $2,114 Family

- On October 1, 2026 through September 30, 2027 the District monthly contribution toward insurance premiums based on the insurance tier selected by the employee will be:
  ~~$651~~ $703 Employee Only
  ~~$1,253~~ $1,352 Employee and Children
  ~~$1,415~~ $1,528 Employee and Spouse
  ~~$2,025~~ $2,185 Family.
- ~~On October 1, 2024 through September 30, 2025, the District monthly contribution toward insurance premiums based on the insurance tier selected by the employee will be:~~
  ~~$658 Employee Only~~
  ~~$1,266 Employee and Children~~
  ~~$1,430 Employee and Spouse~~
  ~~$2,045 Family~~
- HSA Contributions: $100 per month

- If the employee demonstrates that he/she has health insurance coverage under another employer-sponsored medical plan and does not elect dental and vision plans, he/she may participate in the Opt-out Program. If the employee is eligible and opts out of Medical, Dental and Vision insurance, the district will contribute ~~$385~~$400 a month toward any benefit under the Section 125 plan with a maximum $500 per plan year going towards the Medical Expense Reimbursement plan. The employee may also choose to receive this contribution as taxable compensation. If the opt out language in any way violates the rules under the Affordable Health Care Act, IRS, or the insurance carrier, the parties agree the opt out provision shall be immediately corrected to an allowable amount.

Premium Service Pay

Premium Service Pay will be provided to employees who have experienced one year at the top of the salary schedule with no movement. Premium Service Pay will be calculated as follows:

First year of eligibility:
1.5% of step 1 of employee's column on salary schedule

Second year of eligibility:
2.5% of step 1 of employee's column on salary schedule

Third year of eligibility and thereafter:
3.5% of step 1 of employee's column on salary schedule

The District will pay, as part of premium service benefits, $480 toward the annual insurance benefit.

Early Retirement

The Early Retirement provision will not be applicable to employees hired on or after January 1, 2022.

Early retirement will be available to confidential, licensed administrators, and non-licensed administrators who have a minimum of ten (10) years of experience with the District and are 55 or older, or have ten (10) years' experience with the district and are PERS eligible. Experience with the district will be recognized for a current employee that fills a confidential, licensed administrator, or non-licensed administrator position if the employee was originally hired by the District in a:

- classified position prior to July 1, 2000, or
- licensed position prior to July 1, 2001, or
- confidential, licensed administrator, or non-licensed administrator position prior to January 1, 2022.

The District will pay the employee who opts for early retirement a $325 monthly stipend paid to early retirees for a maximum of ten (10) years or until attainment of full social security eligibility, whichever occurs first, if the employee is willing and available* to return periodically to the ESD to work on curriculum or special projects until age 60. The number of days per year that the employee could be called in to work is determined by dividing total payments for the year (i.e. $3,900) by the daily salary rate of the employee at time of retirement (i.e. yearly salary divided by contract length).

The District will contribute toward insurance premiums for medical, pharmacy, dental, and vision coverage based on the insurance tier selected by the retired employee. The District's contribution toward tiered insurance premiums will be the same as provided to non-retired employees. The District will contribute toward insurance premiums for a maximum of ten (10) years or until the retired employee becomes eligible for Medicare, whichever occurs first, if the District's insurer will provide the coverage.

**The retired employee will be deemed available for work except if:*

1. Ill, injured, or other similar emergency, or;
2. Attendance is required at another function or activity other than social or recreational, or;

3. Temporarily out of the immediate area.

Tax Deferred Savings Contribution

The District shall contribute annually an amount equal to 4.137% of the total salary to a tax deferred savings account beginning on January 1, 2022. The district contribution shall be distributed monthly.

LICENSED ADMINISTRATOR
CONDITIONS OF EMPLOYMENT
July 1, 2025 – June 30, 20~~26~~7

Sick Leave:

Sick leave will be given in accordance with ORS 332.507. Sick leave shall be granted for personal illness or injury, or injury or illness within the employee's immediate family and shall be taken in not less than one-quarter hour increments.

The immediate family is defined as:

> A spouse, child, parent, son- or daughter-in-law, father- or mother-in-law, brother, sister, grandparent, grandchild, brother- or sister-in-law, step-parent, step-children, and any other person living in the home.

Personal/Emergency Leave:

Personal/emergency leave must qualify within one of the following categories:

> *Personal Leave*: To take care of necessary personal business which cannot be taken care of outside of normal working hours.
>
> *Emergency Leave*: In cases of emergency such as:
> 1. Serious illness in the immediate or extended family or serious illness of any other person living in the home.
> 2. Unsafe travel conditions.
> 3. Automobile accident (not personal injury).

Personal/Emergency leave is non-cumulative and shall be front-loaded to each administrator who needs such leave at the rate of ~~four (4)~~Five (5) normal work days per year. Personal/Emergency leave is usable in not less than one-hour portions and may be used in half-hour portions when the half-hour is in conjunction with the use of one or more hours. If the employee begins employment after July 1, Personal/Emergency Leave will be prorated the first year of employment. Personal/Emergency Leave is prorated by FTE and work calendars of less than 260 days. If an employee leaves employment prior to June 30, the front-loaded leave shall be pro-rated based on the number of days worked during the year.

Administrators will not be eligible to take Personal/Emergency leave until they have been employed three months.

Bereavement Leave:

1. The District will grant up to five (5) normal work days during the year with full pay for bereavement leave under the following conditions:

   a. Bereavement leave applies in the event of the death of:
      1. A member of the immediate family (spouse, child, parent, son or daughter-in-law, father or mother-in-law, brother, sister, grandparent, grandchild, brother or sister-in-law, step-parent, step-children, aunt, uncle, cousin).
      2. Any other person living in the home.

   b. Any leave in excess of five (5) days shall be charged to accrued sick leave and/or vacation leave.

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4. Upon returning from the sabbatical leave:
   a. The administrator is obligated to serve at least three years in the District.
   b. A position fitting the administrator's qualifications will be available.
   c. The administrator will receive one-year credit on the salary schedule for the sabbatical year.

Holidays/Office Closures

The following shall be holidays: Martin Luther King Day, Independence Day, Labor Day, Veterans Day (as observed by Oregon schools), Thanksgiving Day, the day after Thanksgiving Day, Christmas Day and the period December 26 through December 31, New Year's Day, two days of Spring Break, Memorial Day, and Juneteenth.

Administrators who work less than 260 days shall be paid for holidays that fall during contracted days and are not paid for holidays that fall during non-contracted days.

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On July 1, licensed administrators contracted for 260 days will be frontloaded 20 days of vacation leave per year. Frontloaded vacation time means the employee receives their entire annual leave allowance on July 1st, rather than accruing it over the year. If the licensed administrator leaves before fully earning their frontloaded time (before the end of the year), they will be required to pay back the unearned portion. This repayment will be deducted from their final paycheck. If the administrator begins employment after July 1, Vacation Leave will be prorated the first year of employment. Vacation Leave is prorated by FTE and work calendars of less than 260 days. Vacation requests are to be pre-approved by the administrator's supervisor.

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- HSA Contributions: $100 per month
- If the employee demonstrates that he/she has health insurance coverage under another

employer-sponsored medical plan and does not elect dental and vision plans, he/she may participate in the Opt-out Program. If the employee is eligible and opts out of Medical, Dental and Vision insurance, the district will contribute ~~$385~~ $400 a month toward any benefit under the Section 125 plan with a maximum $500 per plan year going towards the Medical Expense Reimbursement plan. The employee may also choose to receive this contribution as taxable compensation. If the opt out language in any way violates the rules under the Affordable Health Care Act, IRS, or the insurance carrier, the parties agree the opt out provision shall be immediately corrected to an allowable amount.

Premium Service Pay

Premium Service Pay will be provided to administrators who have experienced one year at the top of the salary schedule with no movement. Premium Service Pay will be calculated as follows:

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1.5% of step 1 of administrator's column on salary schedule

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The District will pay, as part of premium service benefits, $480 toward the annual insurance benefit.

Early Retirement

The Early Retirement provision will not be applicable to employees hired on or after January 1, 2022.

Early retirement will be available to confidential, licensed administrators, and non-licensed administrators who have a minimum of ten (10) years of experience with the District and are 55 or older, or have ten (10) years' experience with the district and are PERS eligible. Experience with the district will be recognized for a current employee that fills a confidential, licensed administrator, or non-licensed administrator position if the employee was originally hired by the District in a:

- classified position prior to July 1, 2000, or
- licensed position prior to July 1, 2001, or
- confidential, licensed administrator, or non-licensed administrator position prior to January 1, 2022.

The District will pay the administrator who opts for early retirement a $325 monthly stipend paid to early retirees for a maximum of ten (10) years or until attainment of full social security eligibility, whichever occurs first, if the administrator is willing and available* to return periodically to the ESD to work on curriculum or special projects until age 60. The number of days per year that the administrator could be called in to work is determined by dividing total payments for the year (i.e. $3,900) by the daily salary rate of the administrator at time of retirement (i.e. yearly salary divided by contract length).

The District will contribute toward insurance premiums for medical, pharmacy, dental, and vision coverage based on the insurance tier selected by the retired employee. The District's contribution toward tiered insurance premiums will be the same as provided to non-retired administrators. The District will contribute toward insurance premiums for a maximum of ten (10) years or until the retired administrator becomes eligible for Medicare, whichever occurs first, if the District's insurer will provide the coverage.

**The retired administrator will be deemed available for work except if:*

1. Ill, injured, or other similar emergency, or;
2. Attendance is required at another function or activity other than social or recreational, or;

3. Temporarily out of the immediate area.

Tax Deferred Savings Contribution

The District shall contribute annually an amount equal to 4.137% of the total salary to a tax-deferred savings account beginning on January 1, 2022. The district contribution shall be distributed monthly.

Southern Oregon ESD

Appendix A – Salary Schedules for Non-Represented Employees

			2025-26 3% COLA Increase from 2024-25 w/$8000Stipend Included										
	0	0	1	2	3	4	5	6	7	8	9	10	11
Step 1	$59,995.15	$64,674.72	$69,775.44	$75,335.23	$81,395.40	$88,000.99	$95,201.08	$103,049.17	$111,603.60	$120,927.92	$131,091.43	$142,169.66	$154,244.93
Step 2	$61,035.05	$65,808.21	$71,010.95	$76,681.93	$82,863.31	$89,601.01	$96,945.10	$104,950.16	$113,675.67	$123,186.48	$133,553.26	$144,853.06	$157,169.83
Step 3	$62,095.76	$66,964.37	$72,271.17	$78,055.57	$84,360.57	$91,233.03	$98,724.00	$106,889.16	$115,789.18	$125,490.21	$136,064.33	$147,590.12	$160,153.23
Step 4	$63,177.67	$68,143.66	$73,556.59	$79,456.68	$85,887.79	$92,897.69	$100,538.48	$108,866.94	$117,944.97	$127,840.01	$138,625.61	$150,381.92	$163,196.29
Step 5	$64,281.22	$69,346.53	$74,867.72	$80,885.82	$87,445.54	$94,595.64	$102,389.25	$110,884.28	$120,143.87	$130,236.81	$141,238.13	$153,229.56	$166,300.22
Step 6	$65,406.85	$70,573.47	$76,205.08	$82,343.53	$89,034.45	$96,327.55	$104,277.03	$112,941.97	$122,386.74	$132,681.55	$143,902.89	$156,134.15	$169,466.22
Step 7	$66,554.99	$71,824.93	$77,569.18	$83,830.41	$90,655.14	$98,094.10	$106,202.57	$115,040.81	$124,674.48	$135,175.18	$146,620.95	$159,096.83	$172,695.55
Step 8	$67,726.09	$73,101.43	$78,960.56	$85,347.01	$92,308.24	$99,895.99	$108,166.63	$117,181.62	$127,007.97	$137,718.68	$149,393.37	$162,118.77	$175,989.46
Step 9	$68,920.61	$74,403.46	$80,379.77	$86,893.95	$93,994.41	$101,733.91	$110,169.96	$119,365.25	$129,388.13	$140,313.06	$152,221.23	$165,201.14	$179,349.25
Step 10	$70,139.02	$75,731.53	$81,827.37	$88,471.83	$95,714.30	$103,608.58	$112,213.36	$121,592.56	$131,815.89	$142,959.32	$155,105.66	$168,345.17	$182,776.23
Step 11	$71,381.80	$77,086.16	$83,303.92	$90,081.27	$97,468.58	$105,520.76	$114,297.62	$123,864.41	$134,292.21	$145,658.51	$158,047.77	$171,552.07	$186,271.76

Column Increment: 9%

Row Increment 2%

Southern Oregon ESD
Appendix A – Salary Schedules for Non-Represented Employees

			2026-27 3% COLA Increase from 2025-26 w/$8000 Stipend Included										
	0	0	1	2	3	4	5	6	7	8	9	10	11
Step 1	$61,555.01	$66,374.96	$71,628.70	$77,355.29	$83,597.26	$90,401.02	$97,817.11	$105,900.65	$114,711.71	$124,315.76	$134,784.18	$146,194.75	$158,632.28
Step 2	$62,626.11	$67,542.46	$72,901.28	$78,742.39	$85,109.21	$92,049.04	$99,613.45	$107,858.66	$116,845.94	$126,642.07	$137,319.86	$148,958.65	$161,644.93
Step 3	$63,718.63	$68,733.31	$74,199.30	$80,157.24	$86,651.39	$93,730.02	$101,445.72	$109,855.83	$119,022.86	$129,014.92	$139,906.26	$151,777.82	$164,717.82
Step 4	$64,833.00	$69,947.97	$75,523.29	$81,600.38	$88,224.42	$95,444.62	$103,314.63	$111,892.95	$121,243.32	$131,435.21	$142,544.38	$154,653.38	$167,852.18
Step 5	$65,969.66	$71,186.93	$76,873.75	$83,072.39	$89,828.91	$97,193.51	$105,220.93	$113,970.81	$123,508.18	$133,903.92	$145,235.27	$157,586.44	$171,049.22
Step 6	$67,129.05	$72,450.67	$78,251.23	$84,573.84	$91,465.49	$98,977.38	$107,165.34	$116,090.22	$125,818.35	$136,422.00	$147,979.98	$160,578.17	$174,310.21
Step 7	$68,311.64	$73,739.68	$79,656.25	$86,105.32	$93,134.80	$100,796.93	$109,148.65	$118,252.03	$128,174.71	$138,990.44	$150,779.58	$163,629.74	$177,636.41
Step 8	$69,517.87	$75,054.48	$81,089.38	$87,667.42	$94,837.49	$102,652.87	$111,171.62	$120,457.07	$130,578.21	$141,610.24	$153,635.17	$166,742.33	$181,029.14
Step 9	$70,748.23	$76,395.57	$82,551.17	$89,260.77	$96,574.24	$104,545.92	$113,235.06	$122,706.21	$133,029.77	$144,282.45	$156,547.87	$169,917.18	$184,489.72
Step 10	$72,003.19	$77,763.48	$84,042.19	$90,885.99	$98,345.73	$106,476.84	$115,339.76	$125,000.34	$135,530.37	$147,008.10	$159,518.83	$173,155.52	$188,019.52
Step 11	$73,283.25	$79,158.75	$85,563.03	$92,543.71	$100,152.64	$108,446.38	$117,486.55	$127,340.34	$138,080.97	$149,788.26	$162,549.20	$176,458.63	$191,619.91

Column Increment: 9%

Row Increment 2%