



Statement of Understanding

between

Central School District 13J

and

Administrative Employees

2015-2018

STATEMENT OF UNDERSTANDING

This agreement is made the first day of July, 2015 by and between the Central School District Administrators, below the rank of superintendent, and the Central School District Board of Directors for the 2015-2018 school years. Members of this group shall be as listed in Appendix A.

I. SALARIES

The chart in Appendix A represents the administrative salary schedule percentage points and the dollar amounts based on the Base Pay Rate.

- Year 1: 1% increase to the administrator salary schedule for the 2015-2016 contract year.
- Year 2: 1% increase to the administrator salary schedule for the 2016-2017 contract year.
 - Percentage of salary increase for years 1 and 2 will be modified based on State Legislature authorization of K-12 funding at the following levels:
 - at or above 7.5 billion, in year 2 raise the percentage increase to 2%.
 - at or above 7.75 billion, raise the percentage increase to 2% each year.

A reopener will occur on economic and benefit provisions for the 2017-2018 contract year.

II. COMPENSATION BENEFITS

A. TSA – The District will contribute an additional three percent (3%) of the administrator's salary, paid monthly, to a district approved TSA. In addition, Administrators will not receive a Monthly Travel Allowance and will have an additional \$150 per month contributed to the same TSA as the 3% contribution.

B. Life Insurance - The District will provide \$100,000 term life insurance for each administrator. The beneficiary to be named by the insured. In addition, administrators will be able to buy life insurance for their spouse at the Group Rate.

C. Disability Insurance – The District will provide disability insurance for each administrator. The insurance will provide 66 2/3% of the administrator's salary after (6) months of disability which prevents the administrator from performing his/her regular assignment.

D. PERS - The District will continue to "pickup" the employee's share of the PERS contribution.

E. Monthly Travel/Public Relations – In lieu of an In-District \$150 travel allowance, Administrators will receive an additional contribution as outlined in A above. Out of district mileage will be paid at the federal rates.

F. Tuition Reimbursement - Tuition reimbursement up to the current rate for three (3) graduate hours at a state university shall be provided to each administrator for courses successfully completed at "C" grade or higher. Graduate hours taken at a private institution will be reimbursed at PSU's rate. If by January 1 of a contract year, 50% or more of eligible administrators have not requested tuition reimbursement, any administrator may apply for additional credit hours to be reimbursed with the approval of the superintendent.

G. Administrative Conference - The administrative team will be divided into three groups of equal size representing elementary, secondary, and district office. Every year, one member of each of these groups will be eligible for travel and expenses to a national conference. As a result, each administrator will be eligible for national travel at least once every three years. The district will pay up to \$1,200 per administrator for travel and expenses directly related to attending a national conference.

H. Health Insurance –

The District will contribute the full cost of the premium under the tiered structure with an HSA contribution for the 2015-17 benefit years for all full time employees working six (6) or more hours per day.

Health Savings Account (HSA):

Full time employees electing to participate in an eligible high deductible health plan as described by IRS codes may be eligible to participate in a Health Savings Account provided all criteria is met under the rules and regulations set forth by the IRS.

Employees eligible to participate in a Health Savings Account will receive an HSA contribution with the following amounts for the 2015-17 benefit years: \$250 per month for a total of \$3,000

Subject to IRS limits, up to an additional \$100 per month, \$1,200 total will be contributed to the HSA account if an employee chooses not to enroll in the Dental and Vision plans. Employees may make additional contributions into such accounts up to the annual maximums allowed by the IRS.

Opt-out:

Employees who are double covered by other group coverage may opt-out of medical insurance or medical, dental and vision insurance. Employees choosing to opt-out shall receive a District contribution to a Health Reimbursement Account (HRA) with the following amounts:

Full Time employees will be eligible for the following amounts:

Medical, Dental and Vision Opt-Out: \$725 per month

Medical Only Opt-Out: \$725 less the family rate for Dental & Vision

I. Professional Dues - The District will provide administrators with full payment of COSA state and national level dues. In addition, the District will provide all principals and Directors ASCD dues at the comprehensive level. Materials and publications will be shared within buildings and job areas.

J. Oregon Savings Growth Plan – The District will provide a \$250 monthly contribution to the Oregon Savings Growth Plan beginning with the 2014-15 benefit year. Future contributions will be subject to budgeted group insurance dollars.

III. LEAVES

All Administrators will be granted leaves as follows and are required to report leave using the District adopted system :

A. Sick Leave - All Administrators employed by the District shall be entitled to one sick leave day per month for each month of their employment with the District, i.e., 220/230 day administrators will receive 11 days per year. Unused sick leave days shall be accumulated from year to year without maximum limitation.

B. Bereavement -Administrators shall be allowed five (5) days leave annually without loss of pay for each death in the immediate family (defined as spouse, domestic partner, parent, parent-in-law, child, grandparent, grandchild, sibling, sibling's child, aunt, uncle or cousin). Bereavement leave is non-accumulative.

C. Family Illness - Two (2) days non cumulative leave with pay will be granted for illness or injury in the administrator's immediate family (defined as spouse, domestic partner, parent, parent-in-law, child, grandparent, grandchild, sibling, sibling's child, aunt, uncle or cousin). Upon request to the Superintendent, additional paid family illness leave may be granted.

D. Court Appearance - Leaves of absence for jury duty or for court appearance as a witness, pursuant to subpoena, shall be granted with pay in the amount of the difference between the administrator's regular pay and any amount he/she receives as a juror or from a witness fee, exclusive of a mileage allowance. In the case of an appearance as a witness, leaves with pay shall not exceed one day. The administrator shall be responsible to the District for the reimbursement of amounts received by him for juror or witness fees within a reasonable time after receipt of the same, which in no event shall exceed thirty (30) days.

Any appearance in a court proceeding whenever the administrator is a party, except in the course of duty with the district, shall be without pay or require use of discretionary leave.

E. Discretionary Leave - Leave with pay may be obtained for personal reasons such as health, family emergencies, business matters and other reasons approved by the superintendent. Personal leave may be granted for three (3) days with pay.

F. Extended Leaves of Absence

1. Personal Business Leave

A contracted administrator who has worked for three consecutive years may be granted a leave of absence without compensation for one year for personal reasons. Request for such a leave shall be submitted prior to May 1, and shall indicate the reasons the request is being submitted. Scheduled increments, adjustments in salary, retirement credit, and sick leave will not be allowed for such leave.

The conditions under which a person may return from a personal leave will be determined by the Board, on recommendation of the superintendent, at the time of approval of the leave. An attempt will be made to return the person to the same position or one of comparable status. An administrator returning from a year's personal leave must work for three consecutive years before applying for another personal leave.

Personal leave of short duration may be granted during the school year by the Superintendent, with a salary deduction being made on a pro-rata basis.

2. Professional Leave

Upon recommendation of the Superintendent, the Board will consider granting a leave of absence without pay for not more than one school year to contracted administrators for purposes of further study or other activity designed to improve the individual professionally. Request for such a leave shall be submitted prior to May 1, and shall indicate the reasons the request is being submitted. Upon return from the leave, the administrator shall be accorded the same consideration with respect to salary placement and position assignment as though she/he had been actively engaged in administration in the District during the year she/he was on leave. When the welfare of the District and the administrator warrants it, consideration shall be given to granting a second year of leave, with but one year applying to advancement on the salary plan.

Whenever possible, the administrator will be given an assignment on his/her return similar to the one held at the time the leave was granted. However, there is no guarantee that it will be exactly the same administrative assignment or in the same building.

While on leave, it is the responsibility of the administrator to keep the Superintendent informed at all times of a mailing address. During the year of leave, the administrator shall notify the Superintendent in writing, not later than March 14, whether or not she/he plans to return to duty the following year.

G. Vacations

All 12 month administrators shall be allowed 21 working days vacation.

Administrators shall be allowed all legal holidays, the Friday following Thanksgiving and December 24, when this falls on a working day.

A request for vacation using the District leave request system shall be submitted to the immediate supervisor prior to the vacation being taken.

If an employee terminates of his/her own choice or is requested to do so, and, has worked for the District for (12) consecutive months, the District shall pay in full all vacation due.

H. Holidays

The following days are paid holidays for administrators when on duty:

- New Year's Day
- President's Day
- Martin Luther King Day if granted to other employees of the district
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

The following non work days will be unpaid days for administrators:

- Friday before Labor Day
- Friday following Thanksgiving
- Winter and Spring Breaks for all 220-230 day administrators.

IV. GRIEVANCE PROCEDURES

The School District approves the following procedures for the orderly resolution of grievances submitted by administrators:

A. Definitions:

Grievance: A "Grievance" is a claim based on the event or condition which affects the conditions under which an administrator works, allegedly caused by inequitable or unfair application of established administrative regulations, written School Board policies, or the interpretation and application of this Agreement.

Day: A "day shall mean a regular work day, excluding Saturdays, Sundays, vacation days and holidays.

Step 1: Informal

Before presenting a written grievance, the administrator shall attempt to resolve the matter by informal conference with his/her immediate supervisor.

Step 2: Supervisor

If the dispute is not resolved at the informal level, the administrator shall present the grievance in writing to his/her immediate supervisor within twenty (20) days of the administrator's knowledge of the act giving rise to the grievance.

This statement shall be a clear, concise statement of the grievance, the decision rendered, if any, at the informal conference, and the specific relief requested. The supervisor to whom the grievance is directed shall communicate his/her decision to the administrator in writing within ten (10) days after receiving the grievance.

Step 2: A: Superintendent

If the immediate supervisor is not the superintendent, and the administrator is not satisfied with the decision at Step 2, he/she may use the procedures in Step 2 to appeal the decision to the superintendent. The superintendent's decision will be made in ten (10) days.

Step 3: Board of Directors

If the administrator is not satisfied with the Superintendent's deposition of the grievance at Step 2, he/she may appeal the grievance to the Board of Directors.

Such an appeal shall be made in writing five (5) days after a decision by the Superintendent; or, if no decision has been rendered by the Superintendent, within ten (ten) days after the Superintendent's hearing.

The appeal shall include a copy of the original grievance, the decisions rendered by the immediate supervisor and/or Superintendent, a clear, concise statement of the reasons for the appeal, and specific relief requested.

The Board shall hold a hearing on the appeal not later than its second regular meeting following the filing of the notice of appeal. The Board shall render its decision in writing to the administrator and Superintendent not later than twenty (20) days after the close of the hearing. The decision shall be final.

V. LENGTH OF CONTRACT

Administrative contracts will follow the fiscal year from July through June. Administrators working less than 12 month contracts shall begin work the first designated day of July or August as referred to in their individual yearly contract and

work through the year, excluding holidays and non-work days specified in Article III Section H, Winter Break and Spring Break, until the working days have been fulfilled.

VI. RECALL OF AMINISTRATORS

If the District determines to fill a vacancy in a licensed administrative position, licensed administrators on the layoff list will be recalled to positions which they held at the time of layoff, with order of recall based on licensure, seniority, competence and merit, as defined in ORS 342.934. The District will consider the laid-off administrator for recall to other administrative vacancies where there is no one on the recall list, but at its discretion, may open those positions as vacancies, in which case any laid-off administrators may apply.

VII. EARLY RETIREMENT

When an administrator reaches the age of fifty-five (55), is eligible for the Oregon Public Employee Retirement, and has a minimum of five (5) years service to the District in administration, the District will offer the option of an early retirement program. This program will be in effect until the retiree is initially eligible for Medicare (65 years of age).

A stipend of 0.5% of the base administrator salary in effect shall be paid monthly to the retiree. Those administrators in service to the District prior to and including 2000-2001 will continue to receive or will be eligible to receive the stipend. No administrators new to the District after 2000-2001 school year will be eligible for this stipend.

The retiree shall remain a member of the District's health insurance plan, and the District will pay the composite insurance at the same level as is deemed in the administrators' agreement. A retiree may choose to receive the District's contribution to the plan in cash in lieu of participating in the medical package.

A \$100,000 term life insurance policy will be provided for the retired administrator until he/she reaches the age of sixty-five (65).

An early retiree agrees, under the program, to perform up to twenty (20) days of administrative assistance to the District per year at no additional cost to the District. The work days will be mutually arranged by the District and the retiree.

Superintendent	Date	Administrative Rep.	Date
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Appendix A

2015-2016					
Base pay rate for the 2015-2016 year		\$ 117,048.72			
POSITION	DAYS	RATIO	0-2 YRS	RATIO	3+ YRS
H.S. Principal	230	0.90	\$ 105,344	0.92	\$ 107,685
M.S. Principal	225	0.85	\$ 99,491	0.87	\$ 101,832
Elem. Principal	220	0.83	\$ 97,150	0.85	\$ 99,491
H.S. Asst. Principal	220	0.75	\$ 87,787	0.77	\$ 90,128
M.S. Asst. Principal	220	0.73	\$ 85,446	0.75	\$ 87,787
Business Manager	12 month	0.83	\$ 97,150	0.85	\$ 99,491
Student Support Director	12 month	0.88	\$ 103,003	0.90	\$ 105,344
HR/Asst. Sup	12 month	0.93	\$ 108,855	0.95	\$ 111,196
*Years of experience will be based on similar appropriate administrative experience in any public school district as determined by the Superintendent.					
*The Superintendent may assign up to a total of ten (10) additional points as s/he deems appropriate for additional days of duty, additional responsibilities and equity of pay increases.					