

**Non-Represented Contract Terms**  
**Administrator/Confidential**

**TERM OF CONTRACT:** The terms of this contract are in effect until a successor agreement is reached and signed by a representative from each party.

- Administrators:
  - Business Manager 260 days
  - Elementary Principal 210 days
  - Middle School Principal 210 days
  - High School Principal 220 days
  - High School AD/VP 210 days
  - Special Education Director +25 days
- Confidential:
  - Accounts Payable/Payroll Clerk 260 days
  - Administrative Secretary 260 days
  - Child Nutrition Director 205 days
  - Maintenance Director 260 days
  - Technology Director 260 days

**COMPENSATION & BENEFITS:** Services shall be provided under this contract for 12 months beginning July 1 of the contract year.

To the extent not specifically stated herein, the parties agree that the individual shall be entitled to those benefits generally provided to and on behalf of all administrators/confidential staff. The salary is based on the Administrative/Confidential Salary Schedule.

It is further understood and agreed that payment of the salary stated in this contract and the obligation of the school district thereunder is subject to the availability of funds.

1. **Insurance:** The administrator/confidential staff member will receive a package equivalent to the highest package offered a bargaining unit. Changes will be discussed prior to their going into effect.

After completion of 20 years' service in the Jefferson School District, Employees that have nine or more years of service with the Jefferson School District as of July 1, 2003, shall receive insurance benefits paid from the time of retirement (according to PERS guidelines) for up to seven (7) years or age 65, whichever comes first. In the event of the employee's death prior to age 65, the following will apply:

If the spouse of the employee is at the time of the employee's death not covered by Medicare, the District shall provide single party hospital-medical, and dental insurance for the spouse until the employee would have reached the end of his/her eligibility, except if the spouse becomes eligible for Medicare during that period of time. This would apply to administrators with 15 or more years of experience in the Jefferson School District.

2. **Merit (Administrators):** In the event of a superior/excellent evaluation, the administrator will have an additional factor of \$720 added. This factor will continue as long as satisfactory or better evaluations are maintained.

If there is an unsatisfactory annual evaluation, the administrator will drop one category in experience. (e.g. If the administrator has ten (10) years' experience (s)he would drop to nine years and remain at that level until an above average evaluation is received; however, in no case will the administrator receive less than the current salary.)

3. **Longevity Pay (Confidential):** Upon completion of 10, 15, 20, 25, and 30 years of service, employees will receive a one-time payment equal to 1% of their annual salary. Payments will be made on the nearest payday period after completion.
4. **TSA:** May participate in a TSA program in which the District will match up to \$100 per month.

#### **OTHER BENEFITS:**

- **Conference/Training:**
  - Fees: Actual costs, including banquets.
  - Three (3) per year (unless additional are approved). The conference/training must be approved in advance by the Superintendent. Attendance at national conferences may be allowed.
- **Meal Allowance:** Up to \$25 per day.
- **Mileage:** Reimbursement based on IRS rate. Individuals using their vehicle *regularly* for in-District business may receive a monthly stipend of \$40 in lieu of the IRS rate.
- **Tuition Reimbursement:** Reimbursement is \$3,000 per year for six or more graduate credits, prorated at \$500 per credit hour.

- **Leave Plans:**
  - Bereavement - 5 days (family members per licensed agreement)
  - Business Days - 2 days (Business Manager & HS Principal)
  - Personal Leave - 3 days
  - Sick Leave - 11 days per year (12 for those with a 260 day contract)
  - Holidays -
    - Labor Day
    - Veterans' Day
    - Thanksgiving Day
    - Christmas Day
    - New Year's Day
    - Martin Luther King Day
    - Presidents' Day
    - Memorial Day
    - Independence Day (for those with a 260 day contract)
  - Vacation -
    1. Granted individuals on a 260 day contract based on hire date:

0-2 years	10 days annually
3-10 years	15 days annually
11-15 years	20 days annually
16 years and above	25 days annually
    2. Should an employee leave the District prior to completing a full year, vacation will be prorated based on time actually worked. If the employee has taken more days than what would have accrued, the amount prepaid will be deducted from the final paycheck.
    3. Vacation time may accrue from year to year. However, a maximum of 200 hours (25 days) may carry over (unless pre-arranged or unavoidable circumstances occur).
    4. Vacations must be approved in advance, in writing, and will normally be no longer than two consecutive weeks.

**ASSIGNMENT/REASSIGNMENT:** The District agrees that, throughout the term of this contract, whenever it has determined in good faith that the best interests of the District require the reassignment of the Administrator, the transfer shall be to a position equivalent in responsibility and comparable in required expertise.

**ADMINISTRATOR NOTICE OF NONEXTENSION:** The parties agree that a new contract shall be issued for a term of three (3) years commencing July 1 at the conclusion of the first year of the contract, unless the following have occurred:

- a. By the preceding April 1, the Administrator has been notified in writing that the District is considering that it may not extend the contract upon grounds that are

described by that notice and has had a full and meaningful opportunity to consult and confer with the responsible supervisor regarding the content of said written notice and, thereafter, has been promptly provided objectively measurable goals for improvement; and

- b. By June 1 of the following year, after providing reasonable support and direction in remediation of identified deficiencies the District has delivered written notice to the Administrator that the contract will not be extended.

**EXPECTATIONS OF DUTIES RELATED TO ASSIGNMENT** The individual's duties are generally stated in the position description which is attached and incorporated by this reference.

**EVALUATION:** Before October 1 of each year of this contract the Administrator/Confidential Staff and the District's designated immediate supervisor shall confer and establish reasonable performance goals for the Administrator/Confidential Staff Member. Before May 15 of each year of this contract, the District shall provide to the Administrator/Confidential member a performance evaluation based upon those goals.

**PROBATIONARY PERIOD:** The Administrator will serve a three (3) year probationary period. Notice will be given by April 1 of each year of extension or non-extension of the probationary contract. Confidential staff serve a six month probationary period.

**TERMINATION CLAUSE:** It is understood and agreed upon that this contract may be terminated by the Board, with cause, so long as the Administrator/Confidential Staff is provided ninety (90) days' written notice of such termination. The Administrator/Confidential Staff shall be entitled to all contractual payments and benefits during the term of the said ninety (90) day notice period. The Administrator/Confidential Staff may terminate this contract with a like ninety (90) days' written notice to the Board stating the reason for such termination (e.g. new position, etc.). Notice shall be by delivery to the Jefferson School District Office, Jefferson, Oregon.


SUPERINTENDENT:



Date

Aug 11, 2015

SCHOOL BOARD CHAIR:



Date

8-10-2015

ADMIN/CONFIDENTIAL REP:



Date

8/12/15

Jefferson School District  
Administrative/Confidential Salary Schedule  
2018-2019

\*\*Licensed  
Maximum Salary 2016-17 \$69,798

Licensed Maximum Per Diem Rate \$367.36

Administrative Daily Base Rate Factors  
Elem Prin 1.09  
Mid Prin 1.09 HS  
VP-AD 1.09 HS  
Prin 1.18  
Fiscal Dir.766  
Tech Dir.58

Administrative Responsibility	Base Rate (1st Year)	2	3	4	5	6	7	8	9	10	11	12	13	14
Elementary Principal (1.09)	\$84,088	\$85,770	\$87,485	\$89,235	\$91,020	\$92,840	\$94,697	\$96,591	\$98,523	\$100,493	\$102,503	\$104,553	\$106,644	\$108,777
Middle School Principal (1.09)	\$84,088	\$85,770	\$87,485	\$89,235	\$91,020	\$92,840	\$94,697	\$96,591	\$98,523	\$100,493	\$102,503	\$104,553	\$106,644	\$108,777
High School VP/AD (1.09)	\$84,088	\$85,770	\$87,485	\$89,235	\$91,020	\$92,840	\$94,697	\$96,591	\$98,523	\$100,493	\$102,503	\$104,553	\$106,644	\$108,777
High School Principal (1.18)	\$95,366	\$97,273	\$99,219	\$101,203	\$103,227	\$105,292	\$107,398	\$109,546	\$111,737	\$113,971	\$116,251	\$118,576	\$120,947	\$123,366
Fiscal Director (.766) - Vacant	\$73,163	\$74,626	\$76,119	\$77,641	\$79,194	\$80,778	\$82,393	\$84,041	\$85,722	\$87,437	\$89,185	\$90,969	\$92,788	\$94,644
Technology Director (.58)	\$55,398	\$56,506	\$57,636	\$58,788	\$59,964	\$61,163	\$62,387	\$63,634	\$64,907	\$66,205	\$67,529	\$68,880	\$70,258	\$71,663

**Responsibility Factor** - The R factor equates out to the level of time beyond the school day an administrator is required to put in.

Sports and other after school activities tend to increase this factor at the secondary levels

R Factors are: Elementary Principal = 9.0%, Middle School Principal = 9.0%, High School VP/AD = 9.0%, High School Principal = 18.0%

**Experience Factor:** The E factor is based on the total Years of Administrative Experience.

The administrator receives a 2% increase for every year of successful administrative experience.

**Bilingual Differential** - 7% increase on the Administrative salary when the district feels it can benefit from their certified bilingual skills

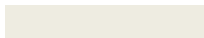
**High School VP** - 2018-2019 will be at below entry level at \$74,088

**SPED Director Factor:** The S factor is based on the maximum teacher salary multiplied by a factor of 12.5

For 2018-2019 School Year the SPED Dir will be at 1.125 % of Max. Licensed Per Diem with a 235 day contract = \$99,063

**Athletic Director:** Working on a year-by-year contract with 2018-2019 salary set at \$39,409 - \$16,200 (health ins.) = \$23,209

COLA = 2.0% - reflects the same COLA as licensed.



Jefferson School District  
Administrative/Confidential Salary Schedule  
2018-2019

District Office Secretary		Dir./Child Nutrition		AP/Payroll Clerk		Supt. Exec. Secretary		Main. Supervisor	
Maximum OSEA Secretary per Hour rate 2016-17	\$18.29	Maximum OSEA Food Ser. Mgr. per Hour rate 2016-17	\$19.96	Maximum OSEA Tech Asst. per Hour rate 2016-17	\$19.61	Maximum OSEA Off. Mgr. per Hour rate 2016-17	\$20.03	Maximum OSEA Lead Custodian per Hour rate 2016-17	\$24.20
Confidential Daily Base Rate (OSEA max group rate X 1.10)	\$20.12	Confidential Daily Base Rate (OSEA max group rate X 1.11)	\$21.96	Confidential Daily Base Rate (OSEA max group rate X 1.10)	\$21.57	Confidential Daily Base Rate (OSEA max group rate X 1.10)	\$22.03	Confidential Daily Base Rate (OSEA max group rate X 1.10)	\$26.62

Confidential Responsibility	Base Rate (1st Year)	Experience Factor	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Dist. Office Secretary	\$20.12	3%	\$20.72	\$21.34	\$21.98	\$22.64	\$23.32	\$24.02	\$24.74	\$25.49	\$26.25	\$27.04	\$27.85	\$28.68	\$29.55	\$30.43
Dir./Child Nutrition	\$21.96	3%	\$22.40	\$22.85	\$23.30	\$23.77	\$24.25	\$24.73	\$25.23	\$25.73	\$26.24	\$26.77	\$27.30	\$27.85	\$28.41	\$28.98
AP/Payroll Clerk	\$21.57	3%	\$22.22	\$22.88	\$23.57	\$24.28	\$25.01	\$25.76	\$26.53	\$27.33	\$28.15	\$28.99	\$29.86	\$30.76	\$31.68	\$32.63
Supt. Exec. Secretary	\$22.03	3%	\$22.69	\$23.37	\$24.08	\$24.80	\$25.54	\$26.31	\$27.10	\$27.91	\$28.75	\$29.61	\$30.50	\$31.41	\$32.36	\$33.33
Head Maintenance	\$26.62	3%	\$27.42	\$28.24	\$29.09	\$29.96	\$30.86	\$31.79	\$32.74	\$33.72	\$34.73	\$35.78	\$36.85	\$37.95	\$39.09	\$40.27

**Task Factor** - The T Factor is a calculation related to the OSEA position that most closely compares to the confidential job assignment

**Bilingual Differential** - 7% increase on the an employees hourly rate for Administrative and Confidential staff the district feels can benefit from their certified bilingual skills

**Experience Factor:** The E factor is based on the total years of experience in a confidential setting.

A confidential employee receives a step across the salary schedule for each year of successful work experience, The E factor is 3%.