

**MEMORANDUM OF AGREEMENT  
REGARDING WAGES AND BENEFITS BETWEEN  
THE NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT  
and  
CONFIDENTIAL STAFF**

**July 1, 2011 – June 30, 2012**

This Agreement shall constitute the understanding between Northwest Regional Education Service District (NWRES D) and the confidential staff regarding wage and benefit provisions for the 2011-12 contract year. Given the nature of the current budgetary issues facing the ESD, the Board reserves the right to alter these policies should the Board determine financial circumstances requires such a change.

**I. Confidential Salary Schedule**

The confidential salary schedule will be set forth as described in Appendix A. Placement on the salary schedule is by scope of responsibilities and requirements as determined by the Superintendent, at the superintendent's discretion. Job title is not necessarily indicative of placement on the salary schedule. The salary schedule for 2010-11 will apply to 2011-12 because a cost of living increase is not authorized by the Superintendent.

**II. Salaries**

- A. All confidential staff will be placed on the salary schedule. The salary schedule is based upon an assumed 250-day contract. Contracts that vary from the 250 days will be pro-rated according to individual contract length.
- B. Confidential Staff shall pay the employee PERS contribution.
- C. Confidential staff will be placed on level and step at the Superintendents discretion.
- D. Confidential staff will normally advance to the next step on the salary schedule if the staff member has a satisfactory annual performance review and the Superintendent determines that advancement is appropriate. However, confidential staff will not receive a step increase for 2011-12.

**III. Fringe Benefits (Full-time)**

**A. Family Medical, Dental, and Vision**

For 2011-12 NWRES D shall contribute up to \$1230.00 per month for medical, dental, and vision insurance.

**B. Additional Benefit – Insurance**

- 1. A District contribution of \$300 in to a qualified VEBA will be available to an eligible employee who “opts out” of insurance (medical, dental vision).
- 2. Part-time employees with an FTE of .50 and above shall have the “opt out” option prorated according to their FTE.
- 3. A participating employee is eligible for a contribution into a qualified VEBA of one half of the difference between the actual cost of their insurance plan and the District contribution of \$1230.00, up to a \$150.00 maximum.

**C. Income Replacement and Disability Insurance**

NWRES D will provide premium payment for income replacement and disability insurance for each confidential employee. The maximum monthly benefit is sixty percent of the confidential employee's monthly salary, following a waiting period of thirty days. Income from other sources, including but not necessarily limited to earnings from NWRES D or other employers,

social security, PERS disability payments, unemployment compensation, or workers' compensation will offset the long-term disability benefits available through this provision. \*

#### **D. Life Insurance**

NWRESD will provide paid group life insurance to each confidential staff. The face value of the policy is \$50,000. This insurance provides accidental death and dismemberment benefits. \*

*\* Benefits A, B, C & D are offered in accordance with and subject to the actual insurance policies and the Rules and Regulations of the underwriter carrier. The terms of the actual insurance plan govern these benefits.*

#### **E. Sick Leave**

NWRESD will provide sick leave in accordance with guidelines provided in ORS 332.507. (One day of such leave per month for each month of employment up to twelve days per year.) Pursuant to ORS 332.507(3), sick leave exceeding five workdays will require certification by a physician that the illness or injury prevented the confidential employee from working.

#### **F. Emergency and Personal Business Leave**

Confidential employees are provided up to three days of personal business leave per year. These days do not accumulate from year to year. At the end of each fiscal year, employees shall be paid for any unused personal business leave. The rate of pay for unused personal business leave shall be at step 1 of the employee's salary schedule/classification and will be included in the final check for the calendar year.

#### **G. Emergency Closure**

Employees will be paid for a maximum of two (2) days for Emergency Closure Pay during the school year. To be eligible for the Emergency Closure Pay, an employee must work either the day before or the day after the closure, if those are regularly scheduled workdays for the employee. A day of vacation, sick leave or other paid authorized day off shall constitute a scheduled workday for this purpose.

#### **H. Bereavement Leave**

1. Confidential employees are provided with up to five days of bereavement leave per occurrence for absence due to a death in the immediate family without deduction from any other allowed leave. Additional paid or unpaid bereavement leave may be granted at the discretion of the Superintendent. Bereavement leave is not cumulative.
2. The "immediate family" shall be defined as mother, father, brother, sister, child, grandchild, mother-in-law, father-in-law, spouse and confidential employee's and spouse's grandparents, or person regularly residing in the confidential employee's residence.

#### **I. Mileage Reimbursement**

NWRESD shall provide mileage reimbursement at the current IRS rate and pursuant to Board policy DLC.

#### **J. Salary Deductions and Options**

Salary deductions and options shall be made available through the Payroll Department and include OnPoint Credit Union, tax shelters, annuities, United Way, and others as deemed appropriate by the Superintendent. Direct payroll deposit is available and payroll draws may be granted in compliance with the Administrative Regulations established by the Superintendent.

#### **K. Vacation**

Confidential employees scheduled to work 250 days per work year shall accrue paid vacation as follows:

1st through 5th year of NWRESD service	10 days per year (80 hours)
6th through 10th year of NWRESD service	15 days per year (120 hours)
11th year and thereafter	20 days per year (160 hours)

#### **L. Holidays**

NWRES D shall provide ten paid holidays per year. The holidays are: Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, and Memorial Day.

**M. Professional Development**

Upon application by employees submitted before the start of the course or class, the ESD may pay educational costs up to \$800 for coursework, training sessions, college classes, or certification classes that are directly related to ESD operations and directly related to the employee's job. Applications must be made in advance on forms provided by the ESD to the immediate supervisor. All applications must have the prior approval of the ESD.

Reimbursements will be based on actual out-of-pocket costs to the employee for tuition and any required texts. Proof of satisfactory completion of the coursework will be required for reimbursement.

**N. Layoff**

Confidential employees shall be subject to layoffs if the Board determines layoffs are necessary subject to Board Policy CPB.

**O. Post-Retirement Employment**

Confidential employees hired as a post-retirement employee shall be subject to Board Policy GCPC/GDPC and Administrative Rule GCPC/GDPC-AR. Confidential staff hired as post-retirement employees will be provided medical, dental, and vision insurance at the value of single-party coverage up to \$1230.00 per month. Post-retirement employees are not eligible for Disability or Life Insurance described in Section III-B&C.

This Agreement shall be effective as of July 1, 2011, and shall remain in effect through June 30, 2012.

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**Confidential 2011-12**

<b>Classification</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Administrative Secretary / HR	39,258	40,178	41,099	41,926	42,987	43,814	44,375	45,631	46,599
Executive Assistant I	45,325	46,231	47,156	48,099	49,061	50,043	51,043	52,064	53,105
Executive Assistant II	50,425	51,433	52,462	53,511	54,582	55,673	56,787	57,922	59,081
Executive Assistant Superintendent	64,768	66,064	67,385	68,732	70,107	71,509	72,940	74,398	75,886
Human Resources Specialist Exempt	64,768	66,064	67,385	68,732	70,107	71,509	72,940	74,398	75,886