Confidential Staff Contract

July 1, 2026 - June 30, 2029

The following conditions and benefits for confidential personnel are hereby approved by the School District Board for the period beginning July 1, 2026 and ending June 30, 2029.

SECTION 1
COMPENSATION

A. **Compensation:** Compensation for Confidential Staff shall be as set forth in Appendix A – Confidential Employees Salary Schedule, which is attached and incorporated into this contract. Cost of living increases will be 3.0% for each of the next three school years (2026-2027, 2027-2028 and 2028-2029). The Superintendent will confer with the Confidential group with respect to COLA if needed. Cost of living increases will be effective July 1 of each year. It is understood and agreed that payment of the salaries and benefits stated in Appendix A – 'Confidential Employees Salary Schedule' in this contract and the obligation of the District is subject to the availability of funds.
   1. Eligible employees shall receive a step advancement per the salary schedule.
   2. New employees may be placed at a higher entry salary, if in the judgment of the Superintendent, such placement is justified.

B. **Longevity:** Longevity will be paid out in 12 equal installments based on the appropriate schedule attached in Appendix A.
   1. Employees hired September 1, 2007-July 1, 2023 will become eligible for longevity on July 1 after 5 full years of continuous employment as described in Appendix A – 'Longevity Schedule for Employees Hired September 1, 2007-July 1, 2023.
   2. Employees hired after July 1, 2023, will become eligible for longevity on July 1 after 9 full years of continuous employment in as described in Appendix A – 'Longevity Schedule for Employees Hired after July 1, 2023.'
   3. Employees hired prior to September 1, 2007 will be paid longevity as described in Appendix A – 'Longevity pay for employees hired prior to September 1, 2007.

C. It is understood and agreed that payment of the salaries stated in this agreement and the obligation of the school district is subject to the availability of funds.

SECTION 2
OVERTIME

A. Confidential employees shall be compensated at the rate of time and one-half (1½) in the form of pay for overtime work in excess of eight (8) hours per day or forty (40) hours in any designated workweek.
B. Overtime shall be computed to the nearest quarter (.25) hour. Overtime pay shall be based on the actual number of hours worked.
C. Except in emergencies, overtime is to be approved by the supervisor in advance.
D. The work week shall begin at 12:01 a.m. on Saturday and end at 12:00 midnight on Friday.

SECTION 3
BENEFITS

Insurance

A confidential employee hired to work thirty (30) hours per week or more and nine (9) months or more per year, shall have access to health insurance benefits as enumerated in Section A for the employee and dependents. The employee and District will pay premium percentages for medical, dental, and visions insurance based on the following table:

Coverage	*Employee Premium %*	*District Premium %*
Employee Only	0%	100%
Employee Plus Child(ren)	9%	91%
Employee Plus Spouse	11%	89%
Employee Plus Family	10%	90%

A. Changes may be made on an annual basis, based on insurance renewal dates. Currently, changes can be made during open enrollment each year, and become effective with the insurance plan year.

B. "Employee only" coverage will be guaranteed at no cost for the duration of this Agreement.

C. Any increase in premiums for these coverages, after the insurance renewal date, in a single insurance year shall be paid by the District. ~~In no case shall the employee be held responsible for any premium increases greater than $25 per month in a given year in any category~~

D. Employees who have medical coverage through another group plan may opt-out of the District-provided medical, prescription, dental, and vision coverage by providing proof of coverage. The District will then provide the employee with a taxable benefit in the amount of $400.00 per month. The employee may opt-out at open enrollment or during a qualifying life event.

Public Employees Retirement System

The DISTRICT will pay the employee contributions, including the "pickup contribution" (6%), to the Oregon Public Employees Retirement System (PERS)/Oregon Public Service Retirement Program (OPSRP).

Holidays

A. Twelve-month employees shall receive the following paid holidays:

- Independence Day
- Labor Day
- Indigenous People's Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Day Prior to or Following Christmas Day at District Discretion
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth

B. Employees must work, or be on pre-approved paid time off, the scheduled workdays before and after the holiday to be eligible for the paid holiday.

Vacation Paid Benefit

Paid vacation leave shall accrue on the following basis for full-time employees who work a twelve (12) month calendar:

Years of Service	Annual Accrual	Maximum Accrual
First year of Employment	11 days (88 hours)	11 days (88 hours)
1 - 8 Years	15 days (120 hours)	22 days (176 hours)
9 - 15 Years	18 days (144 hours)	25 days (200 hours)
16 Years and Over	23 days (184 hours)	30 days (240 hours)

A. Employees working a twelve (12) month calendar who work less than eight (8) hours per day will accrue vacation leave in direct proportion to full-time equivalency. A "day" equals their daily contracted work hours.
B. Vacation leave will be front loaded on July 1 of each year.
C. Except in emergencies, vacations must be scheduled and pre-approved by the supervisor and shall not exceed the employee's vacation leave balance.
D. New employees must successfully complete their six (6)-month probationary period before they may use vacation leave. Any exceptions must be reviewed and approved by the Superintendent.
E. Employees are encouraged to take their vacation in full week or full day increments but may use accrued vacation in one-hour increments.
F. Unused vacation pay will be paid out upon termination of employment, providing the six (6) month probationary period has been completed.
G. Employees hired prior to July 1, 2007 see Appendix A.

Sick Leave

A. The District shall allow up to twelve (12) working days per year, based on the accumulation of one day per month, prorated on an eight hour per day basis, with full pay for each employee as current sick leave. Sick leave shall not be taken in less than one-quarter hour portions. The anniversary date for accumulated sick leave shall be July 1 of each year. Sick leave may be accumulated without limit.
    1. Employees who are laid off as a result of reduction in position and subsequently re-employed shall retain all sick leave accumulated at the time of layoff.
    2. One-half of the value of unused sick leave shall be credited toward retirement benefits in accordance with the procedures of PERS.

B. Employees working a twelve (12) month calendar who work less than eight (8) hours per day will accrue sick leave in direct proportion to full-time equivalency. A "day" equals their daily contracted work hours.

Paid Family Sick Leave

A. Confidential employees shall receive up to three (3) days paid leave per year for the illness of a family member. Paid Family Sick Leave will be loaded on July 1st each year and expire on June 30th.
B. New employees become eligible to begin using Paid Family Sick Leave when they have successfully completed their six (6) month probationary period.
C. Employees working a twelve (12) month calendar who work less than eight (8) hours per day will accrue family sick leave in direct proportion to full-time equivalency. A "day" equals their daily contracted work hours.

Bereavement Leave

Employees shall be entitled to three (3) days bereavement leave with pay each contract year; non- accumulative.

A. Bereavement leave may be used in half-day increments.
B. Upon request, two (2) additional paid bereavement days may be authorized by the Superintendent.
C. Any absence in excess of five (5) work days will be deducted from accrued sick leave or other paid leave.
D. Except in emergencies, the employee will notify their supervisor of the need to use bereavement leave in advance of the absence.
E. The district shall comply with the Oregon Family Leave Act (OFLA) regarding bereavement leave. The paid bereavement leave in this section shall run concurrently with leave under OFLA.

Jury Duty Leave

Confidential employees will be granted leave with pay for jury service. Employees on jury duty should advise the court that they are on paid leave from their employer and should receive no compensation from the court.

Upon being excused from jury service during any day, an employee will immediately contact their supervisor and advise the supervisor of their availability to return to work.

Unpaid Leaves

At the District's discretion, unpaid leaves of up to twelve (12) months may be allowed. Requests for an unpaid leave will be made in writing to the supervisor and will state the amount of time requested and the reason for the request. Employee must exhaust all applicable paid leave prior to requesting unpaid leave, which may or may not be granted.

Upon returning to the District following an unpaid leave, the employee will be placed in an available position for which they qualify, with the same hours and on the same step on the salary schedule. If no available positions qualify, employee will have 60 days to find a role within the District before their employment is terminated.

An employee on unpaid leave is subject to the terms and conditions of employment as stated in this Agreement. An unpaid leave may result in the employee assuming the entire cost of their insurance premium.

Additional Leave

The Superintendent at their discretion may authorize additional paid leave under conditions of emergency, hardship, or benefit to the District.

SECTION 4
TRAVEL

A. District Travel

Any employee required to use their vehicle on District business shall be reimbursed at the current Internal Revenue Service rate, for all miles driven on behalf of the District or they may use their district “P-card” for fuel purchases made during business travel.

B. Lodging, Meals, Registration

Employees will use their district issued "P-card" to pay for registrations, meals, and lodging during business travel. Employees are expected to keep meals and lodging expenses within the rates established by the General Services Administration (GSA) located at www.gsa.gov/perdiem.

SECTION 5

TAX SHELTER ANNUITY PROGRAM

A. 403(b): The DISTRICT provides a Tax-Sheltered Annuity (TSA) Matching Program; 403(b) for employees. The intent of this program is to provide financial assistance during retirement to support medical insurance needs.
   1. Employees may contribute to the 403(b) a minimum of $50 per month and up to the allowable legal minimum.
   2. For employees hired after July 1, 2007 who choose to participate in the program, DISTRICT will contribute to the 403(b) based on the following schedule:

Months of Plan Participation	***Monthly District Contribution***
1-120	$50
121-240	$60
241-360	$180

   3. Employees hired prior to July 1, 2007 may choose to participate in the 403(b), but are not eligible for the DISTRICT contribution.
   4. Employees may adjust their contribution at any time. The 403(b) is portable and will follow employee should they leave employment with DISTRICT. The 403(b) is fully vested after 6 years of participation. All accounts are fully vested at the Normal Retirement Age. The Plan's Normal Retirement Age is the later of age 55 or 6 Years of participation.

SECTION 6

DURATION OF AGREEMENT

This Agreement shall be effective upon execution and shall remain in full force and effective through June 30, 2029.

Board Representative		Date

Confidential Employee Representative		Date

APPENDIX A

CONFIDENTIAL EMPLOYEES SALARY SCHEDULE

~~2023-2024~~ 2026-27
STEP Increment=3.25%

New ~~23-24~~ 26-27 schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Executive Secretary	$31.19	$32.20	$33.25	$34.33	$35.44	$36.60	$37.79	$39.01
Payroll & Benefits Specialist	$31.19	$32.20	$33.25	$34.33	$35.41	$36.60	$37.79	$39.01
AP Specialist	$26.81	$27.68	$28.58	$29.51	$30.47	$31.46	$32.48	$33.54
AP Specialist w/Longevity (Yr 30)								$ 39.04
Administrative Assistant	$20.58	$21.25	$21.94	$22.65	$23.39	$24.15	$24.93	$25.74
Program Assistant	$24.48	$25.28	$26.10	$26.95	$27.82	$28.73	$29.66	$30.63

Longevity schedule for employees hired September 1, 2007-July 2023

Longevity Schedule	
Years of Service	Annual Bonus
Year 6-10	$1,500.00
Year 11-15	$3,000.00
Year 16-20	$4,500.00
Year 21+	$6,000.00

Longevity schedule for employees hired after July 2023

Year 9	Year 15
$1,500.00	$2,500.00

For employees working a twelve (12) month calendar, but less than eight (8) hours per day longevity will be prorated based on actual hours worked

Longevity pay for employees hired prior to September 1, 2007:

- Renae Rogers (30 years of service) $5.00/hour

Longevity pay will be an annual hourly wage increase of $.25 and will be capped at 30 years of service or $5.00/ hour.

Confidential Grandfathered Supplemental Retirement Benefits:

- Renae Rogers - Hire Date 09/27/1993

A Supplemental retirement provides for the continuation of medical insurance benefits for those employees choosing to retire. Employees listed above will be Grandfathered into eligibility for benefits within this Article under the following conditions:

1. The employee must have averaged (1/2) one-half time (20 hours a week) or more throughout their employment with the district in meeting the years ' requirement listed below.
2. Employees hired on or after July 1, 1993, must have been a continuous employee (inclusive of approved leaves) of the District for twenty (20) years or more.
3. The employee must be eligible for retirement under the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Program at the time of retirement.

B. If an employee meets all of the qualifiers described above in Section A, and decides to retire, the following retirement benefits will be provided by the Ashland School District.

1. The District will provide "medical only" insurance coverage for the retiree, their spouse/partner and dependent children, if any, until the retiree is eligible for Medicare or for a maximum of 10 years, whichever comes first. Such medical coverage shall be the same as that provided to current employees. Payment for such coverage shall be as follows:
   a. The District will pay for the “Medical Only” coverage for the retiree. Confidential Employees will not have an expense for Medical/Dental/Vision insurance greater than that of the classified or certified employees.
   b. Retirees choosing to purchase medical coverage for their spouse/partner and dependent children, if any, shall contribute no more than twice the out – of – pocket amount that active confidential employees pay for the insurance benefit coverage.
2. An additional monthly stipend will be provided under the stipulations listed in Section A for all employees who have the following accumulated number of sick leave days upon retirement:

Accumulated Sick Leave Days	***Monthly Stipend***
150 - 199	$ 50.00
200 - 249	$ 75.00
250 +	$ 100.00

3. The stipend and insurance coverage shall cease upon re-employment or upon the death of the retiree (spousal/dependent insurance eligibility shall continue to the date the retiree would have reached age 65 or until the spouse becomes Medicare eligible/dependent reaches age 26, whichever comes first).
4. The employees wishing to take advantage of the supplemental retirement benefit must give the district at least four (4) months of notice of intent to retire.

5. Those employees receiving supplemental retirement benefits as of July 1, 2004, will continue to receive those supplemental retirement benefits at the same level, as the

contract language specified at the time of their retirement from the District.

C. This program shall remain in effect throughout the duration of this Agreement providing funding is available.

Vacation Payout for Employees Hired Prior to July 1, 2015

- Renae Rogers

Confidential employees may be reimbursed up to 10 days of unused vacation at their daily rate at the end of the fiscal year.

Confidential employees may not carry over more than 10 vacation days per fiscal year. The anniversary date for the vacation year is the first day of July.