Ashland School District
inspiring learning for life

This CONTRACT made and entered into between JACKSON COUNTY SCHOOL DISTRICT 5, hereinafter called "DISTRICT", and NAME, hereinafter referred to as "DIRECTOR", to perform the duties of POSITION.

WITNESSETH:

WHEREAS, DIRECTOR is fully qualified and certified to perform the duties outlined in DIRECTOR's job description in and for DISTRICT, and as may be from time to time assigned by the Superintendent, under the control and general supervision of the DISTRICT School Board.

NOW, THEREFORE, for and in consideration of the mutual promises and Contracts hereinafter contained and for other valuable consideration, DISTRICT hereby employs DIRECTOR and DIRECTOR hereby accepts employment with DISTRICT upon the terms and conditions following, to wit:

1. DUTIES:
   DIRECTOR shall well, faithfully, and fully perform the duties of the position assigned according to the law and the rules now or hereafter in effect relating to the performance of such position, including but not limited to such duties as the DISTRICT School Board and Superintendent may lawfully require. Any consultative or other professional activities performed by the DIRECTOR will not conflict or interfere with the performance of DIRECTOR's duties to DISTRICT.

2. TERM:
   The term of this contract shall be for three contract year, beginning on July 1, 2026 through June 30, 2029.

3. VACANCIES:
   DISTRICT recognizes that when vacancies occur it is desirable to consider the interests, aspirations and qualifications of its own directors in filling such vacancies. Therefore, DISTRICT declares its support of giving first consideration to DIRECTOR when filling vacancies for which DIRECTOR may be qualified and apply.

4. WORK SCHEDULE:
   DIRECTOR'S annual working days will be set forth in the DISTRICT adopted calendar. The calendar of work days may be adjusted by the Superintendent based on DISTRICT needs. As of the date of this Agreement, the number of contracted days for the position assigned to DIRECTOR, and the beginning and ending days of each contract year, is as follows: **260 days (July 1 – June 30)**

5. EVALUATION:
   Each year, DIRECTOR and DIRECTOR's supervisor shall confer and establish reasonable performance goals for DIRECTOR. DIRECTOR will maintain satisfactory performance in assigned role as evidenced by an annual evaluation, based upon the performance standards of their role, to be completed no later than June 30th of each year.

6. COMPENSATION:
   A. Compensation for DIRECTOR shall be as set forth in Appendix A – Director Salary Schedule, which is attached and incorporated into this contract. The cost of living increase will be 3.00% for each of the following three school years (26/27, 27/28, 28/29). The Superintendent will confer with the DIRECTOR with respect to COLA annually 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 – Director Salary Schedule in this contract and the obligation of DISTRICT is subject to the availability of funds. New directors, may be placed at a higher entry salary, if in the judgment of the Superintendent, such placement is justified.

7. **Longevity:** Longevity will be paid out in 12 equal installments based on the appropriate schedule attached in Appendix A.
   A. Employees hired July 1, 2014-June 30, 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 July 1, 2014-June 30, 2023.

B. Employees hired on or 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 on or after July 1, 2023.'

8. BENEFITS:
In addition to the compensation, set forth in Section 6 above, DIRECTOR shall be entitled to the following benefits:
Health Insurance: DIRECTOR will pay premium percentages for medical, dental, and vision 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.
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.

9. PERS/OPSRP: 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).

10. CELL PHONE: Based on the preference of the DIRECTOR, DIRECTOR will receive a cell phone stipend of $65 per month from the DISTRICT or DISTRICT will provide a work cell phone with paid service plan for DIRECTOR.

11. AUTO ALLOWANCE: DIRECTOR will receive a monthly auto stipend of $100 to cover mileage in and around Ashland and the Rogue Valley. D*irectors who do not have a district vehicle available for day to day driving are eligible for auto allowance.*

12. HOLIDAYS: DIRECTOR shall receive the following paid holidays:
Labor Day, Veterans Day, Indigenous Peoples' Day, Thanksgiving & the day after, Christmas & either the day before or after, New Year's Day, MLK Day, President's Day, Memorial Day, Juneteenth & Independence Day.
A. Directors 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.

13. PAID LEAVE:
A. Vacation: Up to half of DIRECTOR's annual vacation time may be reimbursed at their daily rate if not used*, and any unused time beyond that can be rolled over up to a maximum accrual of 28 days (224 hours).* The anniversary date for the vacation year is the first day of July and Directors who earn vacation will be able to utilize earned vacation days beginning July 1. Schedules for vacations shall be coordinated with DIRECTORS immediate supervisor.

DIRECTORS who work year-round (12 months) shall receive paid vacation days in accordance with the following schedule:

Yrs of District Service	**Annual Vacation**	**Maximum Accrual**
0-11 months	Accrual of 1.5 days/full mo. worked	18 days (144 hrs)
1 year – 5 years	18 days (144 hours)	28 days (224 hrs)
6 years plus	23 days (184 hours)	28 days (224 hrs)

DIRECTORS who work less than a 12-month calendar will not be entitled to earn vacation days. However, they will be entitled to three (3) paid days per year (formerly known as "personal days") at their discretion, coordinated with the immediate supervisor. These three (3) days will not be paid out if not used prior to June 30.

B. Sick Leave: DIRECTOR shall be entitled to twelve (12) days of sick leave each contract year. Sick leave not used in a contract year will carry over to the next contract year.
   - Once sick leave is exhausted, in the event DIRECTOR cannot perform their scheduled duties due to extended illness or injury, DIRECTOR may request from the District School Board an extended leave of absence for a period of up to one (1) year without pay.

C. Family Sick Leave: DIRECTOR shall be entitled to three (3) days of family sick leave each contract year (non-accumulative).

D. Bereavement Leave: DIRECTOR shall be entitled to three (3) bereavement leave days with pay each contract year; Non-accumulative. 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.

E. Jury Duty: DIRECTOR will receive leave with pay for jury service. DIRECTOR should advise the court that they are on paid leave and should receive no compensation from the court. If excused from jury service during any day, DIRECTOR will return to work.

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

14. EXPENSES: DIRECTOR will use their district issued "P-card" to pay business expenses. Business expenses include, but are not limited to travel-related expenses, professional dues, registrations and publications. All P-card expenses will be reviewed and approved by the DIRECTOR's supervisor.

A. Travel: All travel outside the Rogue Valley will be reviewed with and approved by the Superintendent prior to booking.
   - Mileage will be reimbursed at the current IRS rate for miles driven on behalf of DISTRICT or DIRECTOR may choose to use their P-card for fuel purchases made during business travel.
   - Meal and lodging expenses are expected to be kept within the rates established by the General Services Administration (GSA) located at www.gsa.gov/perdiem.

15. RETIREMENT BENEFITS:

A. Legacy Supplemental Benefits:

If at retirement, he meets the following qualifications, Steve Mitzel, will be eligible for the Supplemental Benefits described below in "i" & "ii":

- Hired with the DISTRICT on or before July 1, 2004.
- Continuous DISTRICT employment at least 20 hrs/wk for 20 years or more.
- Employed full-time with the DISTRICT at the time of retirement.
- Eligible for retirement benefits under PERS at the time of retirement from the District.
- Provided DISTRICT Four (4) months notice of intent to retire.

i Health Insurance: The District will provide "medical only" insurance coverage for the retiree and their spouse and dependent children, if any, until the retiree is Medicare eligible or a maximum of ten (10) years, whichever comes first. DIRECTOR will be responsible for a portion of the month premiums as noted below:

Retiree Only: 0%

Dependents: No more than twice the out-of-pocket premium as current actively employed DIRECTORS.

ii Sick Leave Stipend: based on the number of accumulated unused sick leave days at time of retirement.

Accumulated Sick Leave Days	Monthly Stipend
150-199	$50
200-249	$75
250+	$100

**Note: All legacied supplemental benefits listed above cease upon re-employment or the death of the retiree. 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.*

B. Retiree Benefits:

i Health Insurance: The District will make "medical only" insurance coverage available for retiree to purchase at the full monthly premium. Retiree and spouse are eligible to remain on the plan until they each become Medicare eligible, dependent children, if any, are eligible until age of majority.

C. 403(b): The DISTRICT provides a Tax Sheltered Annuity (TSA) Matching Program; 403(b) for DIRECTOR. The intent of this program is to provide financial assistance during retirement to support medical insurance needs.

i DIRECTORs may contribute to the 403(b) a minimum of $50 per month and up to the allowable legal minimum.

ii For DIRECTORs 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

iii DIRECTORs hired prior to July 1, 2007 may choose to participate in the 403(b), but are not eligible for the DISTRICT contribution, unless they also choose to give up the legacy health insurance described above in section 15i.

iv DIRECTOR may adjust their contribution at any time. The 403(b) is portable and will follow DIRECTOR should DIRECTOR 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.

16. INDEMNIFICATION:

DISTRICT agrees that except for intentional, wanton or reckless acts, it shall defend, hold harmless and indemnify DIRECTOR from any and all demands, claims, suits, actions and legal proceedings brought against them in their individual capacity, or in their official capacity as agent and employee of DISTRICT, provided the incident arose while DIRECTOR was acting *in good faith* and within the scope of DIRECTOR's employment.

IN WITNESS WHEREOF, this contract has been executed effective as of the date last set forth below.

By: ______________________________________ ________________

Superintendent Date

By: ______________________________________ ________________

Director Date

Appendix A – Director/Supervisor Salary Schedule

2026-27 (actual amounts to be verified by payroll)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Transportation Supervisor	$82,101	$84,974	$87,948	$91,027	$94,212	$97,510	$100,923	$104,455
Nutrition Services Supervisor	$82,101	$84,974	$87,948	$91,027	$94,212	$97,510	$100,923	$104,455
Maintenance Supervisor	$91,476	$94,677	$97,990	$101,421	$104,969	$108,644	$112,447	$116,382

Student Services Director	$133,965	$136,243	$138,559	$141,330.	$144,157	$147,040	$150,716	$155,237
Business Services Director	$133,965	$136,243	$138,559	$141,330.	$144,157	$147,040	$150,716	$155,237

Longevity Schedule

Staff hired 7/1/2014-6/30/2023

*Nutrition Services Director will transition to this longevity schedule.

Year 5 - 7	$1,500.00
Year 8 - 10	$2,500.00
Year 11 - 13	$3,500.00
Year 14 - 16	$4,500.00
Year 17-19	$5,500.00
More than 20 years	$6,500.00

Staff hired on or after 7/1/23

Year 9	Year 15
$2,500.00	$3,750.00