

**SUMMARY OF BENEFITS AND ASSURANCES BETWEEN  
SPRINGFIELD SCHOOL DISTRICT #19 BOARD OF DIRECTORS  
AND  
SPRINGFIELD SCHOOL DISTRICT LICENSED AND NON-LICENSED ADMINISTRATORS,  
SUPERVISORY AND CONFIDENTIAL EMPLOYEES**

**JULY 1, 2017 – JUNE 30, 2019**

**RECOGNITION**

This agreement made and entered into effective the first day of July 1, 2017 to and including June 30, 2019 by and between School District No. 19 Board of Directors' representatives and Springfield Association of Administrators and Confidential employees (SAAC). Specifically included in this agreement are all licensed and non-licensed administrators. The Springfield School District No. 19 Association of Administrators and Confidential (SAAC) employees consults for all administrators in the District except the Superintendent, Assistant Superintendent, Chief Operations Officer and Director of Human Resources.

WITNESS TO: The parties hereby agree as follows:

**I. APPLICATION**

This administrative procedure governs salaries, benefits and working conditions for licensed and non-licensed, supervisory and confidential employees who are not included in a District bargaining unit. Specifically excluded from coverage by this procedure are the Superintendent, Assistant Superintendent, Chief Operations Officer and Director of Human Resources.

**II. MANAGEMENT RIGHTS**

Except as expressly modified or restricted by a specified provision of this agreement all statutory and inherent management rights, prerogatives and functions are retained and vested exclusively in the District. These rights include, but are not limited to, the rights in accordance with its sole and exclusive judgment and discretion to determine the number of employees to be employed; to hire employees, determine their qualifications and assign and direct their work; to promote, demote, discharge, transfer, lay off, recall to work, and retire employees; to determine the amount and forms of compensation for employees; and to determine personnel, methods, means, and facilities by which operations are conducted. The District will follow Oregon Revised Statutes and Administrative Rules in determining disciplinary action for licensed employees. Non-licensed, supervisory and confidential employees covered under this agreement are at-will employees. The District retains the right to unilaterally change the terms and conditions of this agreement at any time by written notice to employees.

### III. COMPENSATION

The salary schedule will be computed as follows:

- A. Supervisory, Administrative and Confidential (SAAC) employees will be paid based on the Board adopted salary schedule in Appendix A.
  - 1. Effective July 1, 2017 all eligible SAAC employees will be awarded step advancement and a 2% Cost of Living Adjustment (COLA) for the 2017-2018 fiscal year.
  - 2. Effective July 1, 2018 all eligible SAAC employees will be awarded step advancement and a 2% Cost of Living Adjustment (COLA) for the 2018-2019 fiscal year.
  - 3. 2017-2018 Cost of Living Adjustment Recovery: 1.0%
  - 4. 2018-2019 Cost of Living Adjustment Recovery: 1.0%
  - 5. For the 2017-2018 work year all 12-month SAAC employees will be working a full work year calendar of 261 days. All work year calendars are identified on the Human Resources website.
  - 6. Longevity, as an automatic rollover for members after ten years in the same position, was phased out beginning with the 2013-2014 year. The district agreed to work with SAAC leadership to identify criteria for opportunities for additional compensation, using a similar concept that is being developed for teachers, which is based on the four components of CLASS: Evaluation, Professional Development, Career Pathways, and Compensation.
  
- B. Longevity: SAAC employees will be eligible for a 3.75% longevity increment, subject to the following conditions: **(The 2012-2013 year was the last time longevity was awarded as identified below. See number 3 above).**
  - 1. Effective July 1, 2008, SAAC employees who qualify for a longevity increment must have served ten (10) full-time years, or the equivalent, in the same position in the District.
  - 2. The 3.75% increment is a one-time increase during the term of the placement on a pay range. In the event of promotion, the employee will be placed on the appropriate step of the higher pay range. Longevity pay will be earned on the higher pay range when the administrator has once again met the requirements of Section A.

3. The 3.75% increment will be applied to the salary at the top step of the pay range for the current employee position held, without PERS or salary enhancements resulting from election of reduced insurance benefits under the Section 125 benefit options program figured into the formula.
- C. Stipend: Salary, Section 125 or Tax Sheltered Annuity Options
1. All SAAC members will be provided a monthly stipend of \$425.
  2. TSA Contribution: No change from 2018-19. Remains at \$425 per month.
  3. Stipend Options: Members may expend their monthly stipend, in whole or in part, under any of the options described below. Each member will designate in writing to the District's finance department how their stipend is to be expended.
    - a. Option 1: The monthly stipend may be deposited, in whole or in part, into a Tax Sheltered Annuity (TSA) account selected by the member from a list of carriers available to District employees.
    - b. Option 2: The monthly stipend may be directed, in whole or in part, to an account within the Section 125 plan.
    - c. Option 3: The monthly stipend may be taken, in whole or in part, as additional salary.

#### **IV. MILEAGE/CELL PHONE STIPENDS**

- A. Each SAAC member will receive the state-approved rate per mile for District approved use of personal vehicles.
- B. High School Principals, Directors, Information Services Managers and twelve-month Coordinators will be paid a mileage stipend of \$100.00 per month as compensation for the use of personal vehicles to perform District duties. All other SAAC employees will receive a \$75.00 mileage stipend. Any member assigned to use a district vehicle as part of their job assignment will not receive this stipend.
- C. Designated SAAC members will receive a \$40.00 stipend for use of personal cell phones to perform District duties.

#### **V. HEALTH INSURANCE**

- A. The District agrees to provide \$1090 per month for SAAC member insurance plus an increase of up to twenty-five dollars (\$25) based on increases to the out-of-pocket costs to employees incurred during the 2018-2019 school year. The District and the employees represented in this agreement agree to consult and confer each year to determine insurance contributions. Benefit option plans will

be periodically reviewed and modified as appropriate, including carriers, plan designs and other changes approved by the Superintendent or designee.

- B. The District agrees to provide a Section 125 Cafeteria Plan for each employee covered under this contract during the life of the agreement. Employees will have optional benefit programs to choose among, and a flexible spending account will be established for each employee upon request.
- C. Members who retire on full PERS benefits from Springfield Schools may purchase medical, dental and vision insurance at District rates for themselves and their spouses. In addition, term life insurance for the employee only may be purchased. The right to purchase medical, dental and/or vision insurance coverage for dependent children may be granted by the District. Insurance coverage purchased under this provision will have the same plan design and carriers each year as insurance for active employees. Payment for insurance coverage must be made in accord with District procedures and time lines. Failure to comply with District procedures and time lines for insurance payments may result in loss of the right to purchase insurance coverage. The right to purchase coverage expires for employee and spouse at age 65 or Medicare eligibility, whichever occurs earliest.

#### **VI. LONG TERM DISABILITY INSURANCE**

- A. Members included in this agreement working a minimum of six (6) hours per day (.75 FTE) will be covered by the District's long-term disability plan. Coverage will be at 66.7% of the member's monthly salary, up to maximum earnings of \$8,000 per month.
- B. Members included in this agreement will pay their own long-term disability insurance.

#### **VII. PHYSICAL EXAMINATION**

The District encourages staff members to seek routine physical examinations. Reimbursement for routine physical examinations is subject to the contract with insurance carriers. The District may, at its discretion, require an employee to undergo physical examination including psychiatric examination. When the District requires such examination, the District will pay the full cost of the examination.

#### **VIII. WORK SCHEDULE/YEAR & HOLIDAYS**

Work hours may vary from school to school as determined by the district. To foster building a culture of trust, internally and externally, site administrators shall be visible to staff, students and patrons during school hours, after-school activities, and district-sponsored events that occur outside the normal school day and/or non-student days. It is the expectation of the district that at least one site administrator will be in attendance at school-sponsored, evening

events that they schedule in their buildings, for example, music programs, drama performances, parent nights, etc. In addition, each year the superintendent or designee will identify a list of events that require administrative attendance.

A. Work Year

1. The contract year for all SAAC members will be July 1 through June 30.
2. Central Office licensed and non-licensed employees and high school principals will work 261-day contracts, and 262-day contracts on leap years.
3. Other building administrators will work the following days during the 2017-2019 school years, depending upon assignment:

Elementary School Principal	225 days
Middle School Principal	227 days
Middle School Assistant Principals	225 days
High School Assistant Principals	225 days
A3 and Gateways Principals	227 days
4. Building administrators will generally schedule non-work days when students or teachers are not in the building except during the two (2) weeks immediately prior to and the one (1) week immediately after the school year.
5. Central Office Administrative staff will schedule non-work days outside the above listed time periods immediately prior to and after the school year.
6. All non-work days will be scheduled with the supervisor.

B. Paid Holidays

1. For the 2017-2019 fiscal years SAAC members contracted for 225 to 262 days will have eight (8) paid holidays per year.

New Year's Day	Labor Day	Day After Thanksgiving
Memorial Day	Veteran's Day	Christmas Day
Independence Day	Thanksgiving Day	
2. For the 2017-2019 fiscal years SAAC employees contracted for less than 225 days will be paid for the holidays that occur during their assigned work schedule.

C. Vacation and Compensation

1. Twelve-month employees (Central Office licensed and non-licensed employees and High School Principals) will work 261-day contracts that include eight (8) paid holidays and twenty-eight (28) non-work (vacation) days.
2. Twelve-month employees covered under this agreement may carry over a maximum of ten (10) vacation days to be used between July 1 and June 30 of the following year with supervisor approval. Twelve-month employees may choose to “cash out” up to four (4) vacation days carried over from the previous year.
3. Less than twelve-month employees may either carry over or “cash out” a maximum of two (2) non-contract days carried over from the previous year.
4. Given the health benefits of time away from work, vacation-eligible employees are strongly encouraged to schedule vacation at times approved by supervisors.
5. Salaries for less-than-twelve-month employees covered under this agreement are paid according to position and its established work year. Salaries are not pro-rated and do not include paid vacation days.
6. Vacation and non-contract days are subject to approval by the member’s supervisor.

**IX. FURLOUGH DAYS AND GRANT WORK**

Any administrator, who is scheduled to work on a furlough day as the result of a grant, and, where all attendees are compensated through the grant, may receive the same hourly compensation rate that other grant attendees are receiving. Prior approval is required to ensure budgeted funds are available. Time sheets should be filled out and submitted with all other grant attendee time sheets. Only hours worked will be paid and they are not subject to overtime.

**X. PAID LEAVE**

A. Sick Leave

1. Sick leave means absence from duty because of a school administrator’s illness or injury. Members covered by this agreement will be entitled to one (1) day of sick leave for each 20 days worked. All fractional sick days shall be rounded off so as to provide the employee a larger number of sick leave days.

2. Absence due to serious illness or accident of spouse or any of the following persons who have relationship to either the employee or the employee's spouse: son, daughter, mother, father, sister, brother, aunt, uncle, grandparent, grandchild or the spouse of any of the above or residents of the employee's home such as foster children, exchange students and roommates, to enable the employee to be near the immediate families during such emergency period. Leave for other than serious illness of a member of the family is not covered.
3. Sick leave may be used to provide care for members of the immediate family listed (Article X.A.2. above) under the Family Medical Leave Act, only if the administrator is the sole provider of care for the serious ill family member.
4. Members new to the District may transfer in up to 600 hours (75 days) of sick leave from a previous PERS employer for use in Springfield School District (ORS 332.507).<sup>1</sup>
5. Members returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination at the expense of the Board or furnish a medical doctor's certificate of health prior to returning to work in order to safeguard the health of students and employees.
6. When the reason for sick time under Senate Bill 454 is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

B. Bereavement Leave

All SAAC members covered by this agreement are eligible for leave due to mental anguish caused by the death of anyone covered in Article X.A.2, to enable the employee to be near members of the immediate family during such emergency. Up to a maximum of three (3) days paid leave may be used by members for bereavement for in-state deaths. Two additional days may be used for in state simultaneous multiple deaths in the immediate family. Five (5) days may be used for out-of-state death in the immediate family. Should simultaneous, multiple deaths occur out of state, an additional three days may be used. This leave is not charged against the employee's sick leave, nor is it accumulative.

In cases where additional time is needed for bereavement, employees may request additional bereavement leave through OFLA and use their accumulated sick leave to create a total block of 10 days. These additional days would only qualify for family members defined in OFLA.

C. Paid Personal Leave

Employees who work less-than-twelve-months will receive two (2) paid personal leave days for use at such time and for such reasons as deemed appropriate by each individual employee with supervisor approval.

D. Emergency Paid Leave

Employees who have exhausted all applicable leave may apply to the Director of Human Resources for paid emergency leave, as referenced in administrative regulation GCBDE-AR. This leave is intended for use in emergency situations and requires approval by the Board of Education for leave in excess of ten (10) days.

**XI. UNPAID LEAVE**

Unpaid Personal Leave: SAAC members who have successfully completed their probationary period may qualify for unpaid personal leave for up to one (1) year in any three (3) year period of time.

The awarding of this leave is at the sole discretion of the District based upon the following criteria:

- A. The employee must apply in writing to the Superintendent or designee(s).
- B. The leave is non-paid and there will be no accrual of seniority or of benefits while on leave.
- C. The District must be able to find a qualified replacement.
- D. No leave will be granted under this section for the employee to assume other employment unless such leave is judged by the District to be of benefit to the District.
- E. Employees requesting unpaid leave will give the District at least thirty (30) days notice in writing in advance of the desired date the leave would begin if approved by the District.
- F. The employee granted such leave will notify the District by April 1 of their intent to return.
- G. Upon return from leave, the employee will be assigned to a position similar to the one the employee left, if one is available. If one is not available, the employee will be subject to the provision of Article XVII, reduction in administrative staff.

- H. The employee may resume employment in the District at the beginning of the employee's work year, except by mutual agreement of the employee and the District that an earlier return would be in the best interest of the employee and the District.

## **XII. TUITION REIMBURSEMENT**

Beginning July 1, 2010, the District will provide tuition reimbursement to SAAC employees at the rate of 75% to assist staff to offset the costs for obtaining additional education related to their District position. Reimbursement is limited to the tuition costs. Late fees, and costs incurred for books and fees associated with coursework are the responsibility of the employee.

Tuition reimbursement for all SAAC employees for continuing professional development and/or advanced degrees is limited to 15 credit hours during the duration of employment and must be relevant to employment within Springfield Public Schools. Requests for reimbursement must be submitted to Human Resources on a district expense reimbursement form. An itemized, current term invoice, which details the number of credits and the cost associated with those credits from the educational institution, must be attached.

In addition to the tuition reimbursement identified in the existing SAAC agreement, members may apply for additional funds by following the mini-grant application process. Eligible members may use these funds for tuition reimbursement.

## **XIII. SAAC MEMBER TRAINING FUND**

The District will maintain a SAAC training fund sufficient to provide each full-time SAAC member with up to \$400 per year for individual professional development. An approved plan must be established prior to expenditure of funds. The Superintendent or designee in accordance with Administrative Procedure will administer the fund.

Administrators with initial licensure will be provided up to \$500 per year for a maximum of five (5) years or until the administrator receives their Continuing Administrator license, whichever comes first.

Employees may pool SAAC training funds for three (3) years and a maximum of \$1500.00. Individual employee funds that remain after three (3) years will be diverted to a District Administrative Pool for the purpose of providing SAAC employees with staff development and additional training related to District goals. Applications will be submitted using the following procedure:

1. Applications will be submitted to the SAAC President
2. Applications will be reviewed by the executive committee
3. Distribution of pooled funds will have the approval of the Superintendent or designee.

#### **XIV. PROFESSIONAL DUES**

Each year, for all administrators, the District will pay full Confederation of Oregon School Administrators (COSA) dues, and one (1) individual department dues. For all other SAAC members the District will pay dues to a professional organization affiliated with their district position during the life of the contract.

#### **XV. COSA/PROFESSIONAL CONFERENCES**

SAAC members covered by this agreement, who have an approved application, may attend one COSA conference each year, or an in-state conference that is associated with their professional, work-related affiliation and will be reimbursed for expenses at the District rate. Guidelines for expense reimbursement can be found on the intranet under Business Operations.

#### **XVI. EVALUATION**

The purpose of the evaluation cycle is to receive specific feedback from supervisors about individual performance as measured against the standards, and to build a collection of evidence toward the standards identified through an individual's goal setting process.

All licensed and non-licensed probationary administrators will be evaluated yearly for their first three years of employment. All licensed and non-licensed contract administrators will be on a two-year cycle that complies with the requirements as outlined in Senate Bill 290. Building staff may be surveyed during the "OFF" year of the evaluation cycle in order for administrators to receive feedback and to inform the goal setting process.

All other SAAC members covered by this agreement will be evaluated on a yearly basis as determined by their supervisor.

#### **XVII. REDUCTION IN STAFF**

- A. Licensed Administrative Staff
  - 1. When making reductions in licensed administrative staff, the District will adhere to Section 15, Senate Bill 880, as amended in ORS 342.934. For the purpose of this article, "administrator" will be substituted for "teacher" when applicable. The District agrees to follow the guidelines set forth in Board Policy CPA and Administrative Procedure CPA-AR once approved by the Board.
  
- B. Non-Licensed Employees
  - 1. In the event an employee's position is eliminated, the employee will receive notice and two weeks (10 days) of severance pay at the employee's regular rate of pay. The employee's pay will be pro-rated based upon the number of days worked through their termination date and the severance pay will be for the 10 days immediately following the employee's separation date from the District.

- C. The District or employee may terminate their employment with the District by giving two weeks' notice. If the District terminates the employee, he or she will be entitled to two weeks (10 days) severance pay at the employee's regular rate of pay, which will commence the day following the employee's termination date.

**XVIII. PERS RETIREMENT**

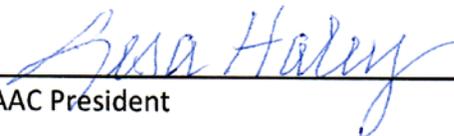
During the term of this Agreement, the District will participate in the Public Employees Retirement System (PERS) as required in ORS 238 and 238A. The District will contribute six percent (6%) of each employee's salary in addition to the District's contribution as defined by ORS 238 and 238A to the public employee retirement plan. To the extent allowed by law, retiring employees will receive credit for unused sick leave for the purpose of calculating final average salary for PERS retirement benefits. The District does not agree to provide employees any particular level or type of PERS/OPSRP retirement benefit, but only to participate in the public employees' retirement plans and make contributions as required by law.

**XIX. AMENDMENTS**

This agreement may be amended by mutual agreement of the Springfield Association of Administrators and Confidential employees (SAAC) and the Springfield School District Board of Directors. Such amendment(s) will be in writing.

SPRINGFIELD SCHOOL DISTRICT #19  
ASSOCIATION of ADMINISTRATORS  
and CONFIDENTIALS

SPRINGFIELD SCHOOL DISTRICT #19  
BOARD OF DIRECTORS

  
\_\_\_\_\_  
SAAC President

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

12/7/17  
\_\_\_\_\_  
Date

12/11/17  
\_\_\_\_\_  
Date

APPENDIX A: Salary Schedules



	Days	Column	Level One	Level Two	Level Three	Level Four	Level Five	Level Six	Longevity
Directors	260	16	99,367	104,887	110,408	114,491	118,728	123,121	127,738
High School	260	15	98,677	104,159	109,640	113,695	117,901	122,265	126,848
Mid School Principal/Alt Ed Principal	227	14	89,350	94,313	99,277	102,950	106,762	110,710	114,863
Assistant Directors	260	13	88,981	93,924	98,867	102,524	106,319	110,252	114,386
Grant Coord, Curriculum Coordinator	260	12	85,403	90,148	94,893	98,404	102,045	105,821	109,789
Special Programs Coordinator	260	11	85,205	89,939	94,673	98,174	101,807	105,574	109,532
Elementary Principal	225	10	85,404	90,150	94,893	98,405	102,046	105,821	109,788
High School Assistant Principal	225	9	80,626	85,106	89,585	92,899	96,336	99,902	103,646
Middle School Assistant Principal	225	8	78,213	82,558	86,904	90,118	93,451	96,912	100,546
Network Services Manager/ Senior Program Analyst	260	7	77,404	81,703	86,004	89,185	92,484	95,907	99,502
Title 1 Coord, Prof Tech Coordinator	227	6	76,394	80,638	84,882	88,023	91,281	94,659	98,209
Purchasing/Print Services Superv, Nutrition Services Supervisor, Transportation Supervisor	260	5	67,229	70,963	74,698	77,463	80,329	83,302	86,426
Payroll Superv, Accounting Superv, Budget/Audit Analyst, Finance Supervisor/Treasury Manager, Foreman	260	5	67,229	70,963	74,698	77,463	80,329	83,302	86,426
Network/Server Support Analyst, Database Analyst	260	4	61,167	64,564	67,962	70,477	73,085	75,788	78,632
Executive Secretary	260	3	60,274	63,622	66,972	69,450	72,020	74,684	77,485
Confidential Specialist	260	2	53,949	56,945	59,943	62,160	64,461	66,845	69,352
Custodial Supervisor	260	1	43,806	46,239	48,673	50,474	52,343	54,279	56,314
Confidential Assistant	260	0	43,170	45,569	47,967	49,744	51,583	53,490	55,498

6/28/2017



**2018-2019 SAAC Salary Schedule**

	Days	Column	Level One	Level Two	Level Three	Level Four	Level Five	Level Six	Longevity
Directors	260	16	102,348	108,034	113,720	117,926	122,290	126,815	131,570
High School	260	15	101,627	107,284	112,929	117,106	121,438	125,933	130,653
Mid School Principal/Alt Ed Principal	227	14	92,031	97,142	102,255	106,039	109,965	114,031	118,309
Assistant Directors	260	13	91,650	96,742	101,833	105,600	109,509	113,560	117,818
Grant Coord, Curriculum Coordinator	260	12	87,965	92,852	97,740	101,356	105,106	108,995	113,083
Special Programs Coordinator	260	11	87,761	92,637	97,513	101,119	104,861	108,741	112,818
Elementary Principal	225	10	87,966	92,855	97,740	101,357	105,107	108,996	113,082
High School Assistant Principal	225	9	83,045	87,659	92,273	95,686	99,226	102,899	106,755
Middle School Assistant Principal	225	8	80,559	85,035	89,511	92,822	96,255	99,819	103,562
Network Services Manager/ Senior Program Analyst	260	7	79,726	84,154	88,584	91,861	95,259	98,784	102,487
Title 1 Coord, Prof Tech Coordinator	227	6	78,686	83,057	87,428	90,664	94,019	97,499	101,155
Purchasing/Print Services Superv, Nutrition Services Supervisor, Transportation Supervisor	260	5	69,246	73,092	76,939	79,787	82,739	85,801	89,019
Payroll Superv, Accounting Superv, Budget/Audit Analyst, Finance Supervisor/Treasury Manager, Foreman	260	5	69,246	73,092	76,939	79,787	82,739	85,801	89,019
Network/Server Support Analyst, Database Analyst	260	4	63,002	66,501	70,001	72,591	75,278	78,062	80,991
Executive Secretary	260	3	62,082	65,531	68,981	71,534	74,181	76,925	79,810
Confidential Specialist	260	2	55,567	58,653	61,741	64,025	66,395	68,850	71,433
Custodial Supervisor	260	1	45,120	47,626	50,133	51,988	53,913	55,907	58,003
Confidential Assistant	260	0	44,465	46,936	49,406	51,236	53,130	55,095	57,163

8/3/2017