

Bargaining Agreement
between the
GLENDAL ADMINISTRATIVE TEAM
And
BOARD OF EDUCATION
2020-2023

Table of Contents

Article 1 – Recognition	2
Article 2 – Duration of Agreement.....	3
Article 3 – Job Descriptions and Assignments	4
Article 4 – District Expectations of Individual Employees within this Group	5
Article 5 – Conditions of Employment.....	6-9
Article 6 – Salary Chart.....	9
Article 7 – Dues.....	9
Signatures	10

ARTICLE 1 – RECOGNITION

POSITIONS COVERED BY THIS MASTER CONTRACT:

1. Building Principals
2. District Business Manager
3. Transportation Director

ARTICLE 2 – DURATION OF AGREEMENT

Contract Duration:

This contract language shall be in effect for three (3) year from the date of signing.

ARTICLE 3 – JOB DESCRIPTIONS AND ASSIGNMENTS

Each position included in the above group will have a Board adopted job description to define the general expectations of the assignment.

ARTICLE 4 – DISTRICT EXPECTATIONS OF INDIVIDUAL EMPLOYEES WITHIN THIS GROUP:

The Board Expects:

1. Each employee will at all times fulfill his/her job assignment to the best of his/her ability in a strict confidential manner.
2. Each employee will support and uphold all District policies, State board of Education rules and regulations, and laws of the State of Oregon and the United States of America.
3. Each employee will render support and assistance in the furtherance of District goals.
4. Each employee will assist interpretation of the School District's programs to the community.
5. Each employee will cooperate with and support others in the District and work in harmony with their fellow employees and the community at large.

Employees can expect that they will:

1. Be evaluated fairly based on job performance
2. Have the opportunity to present their concerns to the Superintendent and the Board of Education.
3. Be treated with the respect and consideration due skilled professional personnel.

ARTICLE 5 – CONDITIONS OF EMPLOYMENT

1. Salaries:

- A. Employees filling positions covered by this contract will receive salary as presented on the salary chart (Article 6) for the duration of this contract.
 - a) The District will pay the employer's and employee's contribution to the Public Employees' Retirement System for the duration of this contract as long as the district is not specifically prohibited from honoring this contract.
 - b) A less than satisfactory yearly evaluation will result in, at the least, a plan of assistance to cause improved performance.
 - c) Longevity (Retirement Stipend): To ensure long term district administrative employees receiving fair competitive compensation through PERS the District agrees to pay a severance stipend in addition to said regular salary in the amount of \$3,000 per year for the last three years of employment with the District. An administrator who has completed three (3) years of continuous services within the District, and who will retire in either one, two, or three years will receive a \$3,000 stipend for each year remaining until retirement. An administrator wishing to invoke the benefit must declare, in writing by January 30, his or her retirement date one, two or three years prior to retirement. The District will include a line item in the ensuing budget to cover this expense. The stipend will be paid monthly. In the event that the administrator changes his/her intention to retire during the severance eligibility period, along with the District agreement to extend employment, all stipend monies previously awarded will be withheld from said employees balance of contract compensation.
 - d) Retirement: If a person chooses they will be entitled to receive payment on unused sick leave. The payment amount will be \$25.00 per day up to a maximum of 100 days. These days will not be reported to PERS upon their retirement nor would the employee be able to request that these days be transferred for any other use.

2. Insurance:

- A. The district shall pay insurance in accordance to the language in the Glendale collective bargaining agreement for licensed employees.

3. Holidays:

- A. Employees shall be paid for all holidays which fall during their period of employment – e.g.: Independence Day, Labor, Veterans, Thanksgiving, the day after, Christmas, the day before or after, New Year’s, the day before or after, Martin Luther King Day, President’s Day and Memorial Day.

4. Vacation:

- A. All 12 month employees in this group will be entitled to paid vacation.
 - a) The vacation entitlement will be as follows:
 - 1. 0-4 years – 10 days/year
 - 2. 5-10 years 15 days/year
 - 3. 11-14 years 18 days/year
 - 4. 15- over 20 days/year
 - b) All requests for vacation must be approved by the Superintendent, but he/she shall make efforts to see that the employee utilizes their earned vacation.
 - c) Vacation time is to be computed from the day of employment and the employee may take accrued vacation after six (6) months of continuous employment. Exceptions may be granted by the Superintendent.
 - d) Not more than ten (10) unused vacation days may be carried forward from any prior fiscal year. When days are carried forward, they will be used during the year they are carried into. Exceptions may be granted by the Superintendent and School Board.

5. Family Illness:

- A. Each employee shall be entitled to use accumulated sick leave in order to care for a verified illness of family members. These days will be charged against the employee’s sick leave.

6. Bereavement Leave:

- A. Five (5) days bereavement leave may be allowed for a death in the employee’s family and/or as approved by the Superintendent.

7. Personal Leave:

- A. Three (3) days personal leave will be allowed for employees. Any employee not using all of his/her personal leave during the school year may have the remaining leave rolled in sick leave.

8. Sick Leave:

- A. Sick leave for employees in this group will be granted on a one day per month worked basis. Unlimited sick leave may be accumulated.

9. Emergency Leave:

- A. The Superintendent is authorized to grant up to five (5) days non accumulative administrative approved leave to supplement the personal leave of an employee whose absence from work is required for emergencies of a serious personal nature. Emergency leave can be accessed after the third personal leave day has been used. This leave is non-accumulative and must be approved in advance if possible, or as soon as possible thereafter. Emergency leave shall be defined as absence from duty for personal emergencies, illness or injury of one or more members of the employee's household other than the employee or other unavoidable circumstances.

10. Court Appearance and Jury Duty:

Upon the approval of the Superintendent, any employee in this group shall be granted a leave of absence with pay for:

- A. Service upon a jury, provided that the salary paid to such employees by the court shall be reimbursed to the School District.
- B. Court appearance before a court, legislative committee or other judicial body, as witness in response to a subpoena or other directive by proper authority provided that the stipend paid to such employees shall be reimbursed to the District.
- C. Employees who are named as defendant in legal proceedings as a result of their District assignment.

11. Evaluation:

All employees in this group will be evaluated annually by the District Superintendent.

12. Travel Expense:

When employees into his group travel on behalf of the District, they shall be reimbursed at the current IRS rate; and for their actual reasonable expenses,

including registration fees, meals and lodging. An accurate accounting for expenses is expected, and receipts must accompany the expense voucher.

13. Professional Growth:

Employees within this group may be reimbursed in full up to the prevailing quarter hour tuition rate of the Oregon State System of Higher Education. Approved hours are those that are part of an advanced degree program, administrative recommendations for professional growth, endorsement completion for a standard license or license renewal. *Maximum tuition reimbursement available is \$3,000 per year to be distributed among members of this Bargaining Unit.* Each employee in this group is required to complete at least twenty (20) seat hours/year in training and/or skill development related to their assignment.

ARTICLE 6 – SALARY CHART

Position	Work Year	Step 1	Step 2	Step 3
Building Principal	11 month	81,383	83,011	84,670
Business Manager	12 month	69,336	70,722	72,136
Transportation Director	12 month	52,318	53,364	54,431

ARTICLE 7 – DUES

The District shall pay the administrator's dues to the Confederation of Oregon School Administrators and the State and National due in one appropriate administrative organization.

Signatures

Signature for the Superintendent: DocuSigned by:
David Hanson
290850BC1B744B4...

Signature for the Board: DocuSigned by:
Caroline Lydon
24535B74063140C...

Date: 11/13/2020 11/24/2020