

**WORKING AGREEMENT BETWEEN**

**DIRECTORS & SUPERVISORY EMPLOYEES**

**AND**

**GLENDALE SCHOOL DISTRICT**

**2023-2026**

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## **ARTICLE 1 – RECOGNITION**

### POSITIONS COVERED BY THIS AGREEMENT:

1. Transportation Director
2. Maintenance Director / Project Manager
3. IT Director
4. Food Services Supervisor

## **ARTICLE 2 – DISTRICT EXPECTATIONS OF INDIVIDUAL EMPLOYEES WITHIN THIS GROUP**

The Board Expects:

1. Each employee will at all times fulfill their job assignment to the best of their ability in a strict Director/Supervisory 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.
3. Be treated with the respect and consideration due skilled professional personnel.

## ARTICLE 3 – CONDITIONS OF EMPLOYMENT

### 1. Probationary Period

The probationary period for Director/Supervisory Employees shall be defined as a six (6) month period beginning on the first actual workday.

### 2. Duties

Duties shall be as assigned by the district superintendent. A Director/Supervisory employee shall devote full time, skill, labor and attention to district assignments. A Director/Supervisory employee must obtain prior (superintendent) approval before accepting any outside employment or consulting work. Director/Supervisory employees shall perform assigned responsibilities in accordance with the laws of the state of Oregon, the Oregon Administrative Rules and written district policies and district administrative regulations, procedures and directives. Director/Supervisory employees may be assigned or transferred at any time.

### 3. Hours

Director/Supervisory employees shall maintain work hours consistent with the needs of the particular programs and general operations of the district. Director/Supervisory may be required to attend district board, budget committee and other meetings and activities at the direction of the superintendent.

### 4. Work Year

The work year for Director/Supervisory employees will consist of those defined in Article 4. If the Director/Supervisory employee does not complete their work year with the district, the employee's final check shall be prorated to account for actual days worked, or on approved paid leave.

### 5. Salaries

Salaries will be in accordance with Article 4. Movement on the salary scale shall occur at the recommendation and approval of the superintendent.

The District will pay the employer's and employee's contribution to the Public Employees' Retirement System (PERS) for the duration of this contract as long as the district is not specifically prohibited from honoring this contract.

### 6. Insurance

Insurance benefits will follow the language in the Glendale collective bargaining agreement for licensed employees.

Director/Supervisory employees may opt out of insurance coverage if they qualify under the opt-out provisions of OEBB and provide proof of other insurance. Those choosing to opt out will be eligible for a monthly payment. The eligible monthly payment to opt-out will be in accordance with that of the

licensed employee's collective bargaining agreement.

Employees entitled to less than full coverage insurance will be paid at the *commensurate rate, i.e. 75% or 50%*.

7. TSA Match:

The district will provide up to \$20.00 per month matching funds towards the employee's contribution in a district approved 403B plan.

8. Holidays:

Employees shall be paid for the following holidays which fall during their period of employment:

Independence Day (*if they are regularly scheduled to work*)

Labor Day

Veteran's Day

Martin Luther King Jr.

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

New Year's Day

Memorial Day

Juneteenth

9. Vacation

Director/Supervisory employees who work ten (10) months or less shall not be eligible for vacation.

Director/Supervisory employees who work twelve (12) months be awarded vacation as follows:

- a. They shall be awarded twelve (12) days of vacation for the first fiscal year employed if employment begins July 1<sup>st</sup>. Employment occurring after July 1<sup>st</sup>, vacation days will accumulate on an accrual basis.
- b. Director/Supervisory employees employed a second fiscal year and afterwards shall be awarded sixteen (16) days of vacation each fiscal year.
- c. Earned vacation days may be accumulated up to a maximum of twenty (20) days total, per fiscal year; otherwise, it shall either be used or forfeited.
- d. **The IT Director** will be eligible for vacation as mentioned in Article 9a, 9b and 9c above, however, vacation days may only be taken in July and during assigned breaks which are Christmas Break and Spring Break.

A Director/Supervisory employee who is separated from the District shall be entitled, upon the date of such separation, to cash compensation for unused vacation at the rate to be determined during the fiscal year employed.

**All requests for vacation must be approved in advance, by the Superintendent.**

10. Family Illness:

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.

11. Bereavement Leave:

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

12. Personal Leave

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.

13. Sick Leave

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

14. Notification/Verification/Misuse of Sick Leave

- A. When a Director/Supervisory employee will be absent from work, they shall give notice to the supervisor or the person designated by the Superintendent to receive such notice. For sick leave in excess of five (5) consecutive days, the Superintendent, or designee may require a certificate from the school employee's attending physician that the illness or injury prevents the employee from working. Notwithstanding the above, an employee may request and use earned vacation and/or leave in accordance with state statutes. Such leave shall be used only to provide assistance for those identified in state statutes, and shall not be used for non-medical-related child care purposes.
- B. A Director/Supervisory employee will be required to use any accrued paid leaves concurrently with OFLA/FLMA leaves.
- C. Willful misuse of this provision shall be cause for discipline.
- D. Termination of employment - all sick leave benefits shall terminate and/or be forfeited upon termination of employment for any reason, except that transferrable sick leave shall be granted.
- E. Retirement: Upon retirement, unused sick leave shall be reported to PERS.

15. Emergency Leave:

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 circumstances.

16. Court Appearance and Jury Duty

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

17. Evaluation

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

18. Layoff

Should the need arise to initiate a layoff within the Director/Supervisory employee group, the superintendent shall determine which employee(s) will be laid off. The decision will be made based on the needs of the District and the necessary skills needed for the remaining positions.

19. Dismissal

The superintendent may dismiss a Director/Supervisory employee at any time during this contract for any reason deemed in good faith sufficient by the board. The dismissal process shall be the same as that provided in state law for classified employees.

20. Payroll deductions

The deductions permitted other employees shall also be available to Director/Supervisory employees.

21. Travel Expense:

When employees into this 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.



**ARTICLE 4 – SALARY CHART**

<b>2023-2024</b> <i>Represents a 3% increase</i>				
	<b>Work Year</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Transportation Director	12 month	\$53,888	\$55,504	\$57,169
Maintenance Director/Project Manager	12 month	\$53,888	\$55,504	\$57,169
IT Director	12 month	\$52,530	\$54,106	\$55,729
Food Services Manager <i>*5 hours per day</i>	10 month (199 days)	\$25,750	\$26,523	\$27,318

<b>2024-2025</b> <i>Represents a 3% increase</i>				
<b>Position</b>	<b>Work Year</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Transportation Director	12 month	\$55,504	\$57,169	\$58,884
Maintenance Director/Project Manager	12 month	\$55,504	\$57,169	\$58,884
IT Director	12 month	\$54,106	\$55,729	\$57,401
Food Services Manager <i>*5 hours per day</i>	10 month (199 days)	\$26,523	\$27,318	\$28,138

<b>2025-2026</b> <i>Represents a 3% increase</i>				
<b>Position</b>	<b>Work Year</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Transportation Director	12 month	\$57,169	\$58,884	\$60,651
Maintenance Director/Project Manager	12 month	\$57,169	\$58,884	\$60,651
IT Director	12 month	\$55,729	\$57,401	\$59,123
Food Services Manager <i>*5 hours per day</i>	10 month (199 days)	\$27,318	\$28,138	\$28,982

## ARTICLE 5 – DURATION OF AGREEMENT

### Duration of working agreement

This agreement shall be in effect as of July 1, 2023 and shall continue in effect until June 30, 2025.

The purpose of this agreement is to define the relationship between Glendale School District and its Director/Supervisory employees and to assemble salary and related benefits.

DocuSigned by:  
*Bridget McMillen* 9/21/2023  
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\_\_\_\_\_  
Superintendent Date

DocuSigned by:  
*Tom Chavez* 9/21/2023  
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Board Chairman Date