

Woodburn School District 2020-2021

SALARIES AND WORKING CONDITIONS FOR DIRECTORS ADMINISTRATORS SUPERVISORS CONFIDENTIAL AND OTHER NON-REPRESENTED

The Woodburn School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Woodburn School District to comply with state and federal laws and promote nondiscrimination and an environment free of harassment of individuals or groups based on race, color, religion, gender, sexual orientation, national origin, marital status, age, or disability in any educational programs, activities or employment.

Additionally, the Woodburn School District 103 complies with provisions of the various civil rights laws, such as the Fair Employment Practices Act, the Americans with Disabilities Act, Title IX Regulations and section 504 of PL 93.112 in employment, educational programs and activities.

Note: Employees with a separate employment contract with the District will be governed by the provisions of that contract to the extent that they conflict with provisions herein. Otherwise, all provisions herein shall apply. These provisions do not apply to the positions of Assistant Superintendent or Superintendent.

1. **Definitions**

a. Administrator

- i. Administrator positions are *exempt positions which either by the rules of the Teacher Standards and Practices Commission (TSPC) or District decision require an Oregon administrative license. For all administrator positions, the Administrator and/or Superintendent endorsement is acceptable.
- ii. The following positions are considered “Administrators”: Director of Business, Director of Human Resources, Director of Instructional Services, Director of Teaching and Proficiency Learning, Director of Student Services, High School Principal, Middle School Principal, Elementary Principal, Athletic Director, Co-Principal, Middle School Assistant Principal, Elementary Associate Principal, Elementary Assistant Principal.

b. Supervisor/Coordinators

- i. Supervisor/Coordinators positions are *exempt positions that include various supervisory, coordinator, professional and other positions which do not require an administrative license. For some positions, a specific professional license or degree may be required by the District.
- ii. The following positions are considered “Supervisors/Coordinators”: Technology Coordinator, Special Education Coordinator, Maintenance Supervisor, Assistant Maintenance Supervisor, Nutrition Services Supervisor, 21st Century Program Coordinator, 21st Century Assistant Program Coordinator-Year Round, and 21st Century Assistant Program Coordinator.

c. Confidential

- i. Confidential positions are *non-exempt positions which have been determined to meet the legal definition of confidential employee. The District shall determine any specific qualifications for these positions.

d. Other Non-Represented

- i. Other Non-Represented positions are usually but not always *exempt positions that include various coordinator, professional and other positions which do not require an administrative license. For some positions, a specific professional license or degree may be required by the District.
- ii. The terms Exempt and Non-Exempt refer to the determination that a position meets the legal qualification to be exempt or not exempt from the Fair Labor Standards Act and the Oregon wage and hour laws and rules.

2. Positions/Salary Schedule/ for Directors, Administrators, and Supervisors.

a. Salary Schedule- COLA increase of 4.5% for 20/21

Position	Days		Level 1	Level 2	Level 3	Level 4	Level 5
Director of Business	260		\$122,348	\$123,571	\$124,807	\$126,055	
Director of Human Resources	260		\$122,348	\$123,571	\$124,807	\$126,055	
Director of Instructional Services	260		\$122,348	\$123,571	\$124,807	\$126,055	
Director of School Performance	260		\$122,348	\$123,571	\$124,807	\$126,055	
Director of Student Services	260		\$122,348	\$123,571	\$124,807	\$126,055	
Director of Teaching, Learning & Assessment	260		\$122,348	\$123,571	\$124,807	\$126,055	
HS Post-Secondary Pathways Program Admin	260		\$118,748	\$119,935	\$121,134	\$122,345	
High School Principal (Small Schools)	260		\$118,748	\$119,935	\$121,134	\$122,345	
Middle School Principal	260		\$115,289	\$116,442	\$117,606	\$118,782	
Elementary Principal	260		\$111,931	\$113,050	\$114,181	\$115,323	
Assistant Director of Student Services	260		\$107,232	\$108,304	\$109,387	\$110,481	
Assistant Director of Teaching, Learning & Assessment	260		\$107,232	\$108,304	\$109,387	\$110,481	
District Athletic Director	260		\$107,232	\$108,304	\$109,387	\$110,481	
High School Assistant Principal	260		\$107,232	\$108,304	\$109,387	\$110,481	
Technology Coordinator	260		\$103,226	\$104,258	\$105,301	\$106,354	
Middle School Assistant Principal	260		\$102,508	\$103,533	\$104,568	\$105,614	
Elementary Associate Principal	260		\$101,844	\$102,862	\$103,891	\$104,930	
Program Admin of Title & Special Programs	260		\$94,738	\$95,685	\$96,642	\$97,608	
Program Administrator of Talent Acquisition & Staff Retention	260		\$94,738	\$95,685	\$96,642	\$97,608	
Elementary Assistant Principal	260		\$94,738	\$95,685	\$96,642	\$97,608	
High School CTE Program Coordinator	260		\$94,738	\$95,685	\$96,642	\$97,608	
Facilities Supervisor	260		\$78,220	\$79,002	\$79,792	\$80,590	
Nutrition Services Supervisor	260		\$75,180	\$75,932	\$76,691	\$77,458	
Facilities Assistant Supervisor	260		\$61,468	\$62,083	\$62,704	\$63,331	
Communications and Community Outreach Coordinator	260		\$61,468	\$62,083	\$62,704	\$63,331	
*21st Cent. Asst. Prog. Coord.-Year Round	235		\$41,271	\$41,684	\$42,101	\$42,522	
*21st Cent. Asst. Prog. Coord.	195		\$34,205	\$34,547	\$34,892	\$35,241	
*These positions will receive three (3) personal days and may use them in accordance with the working conditions found							

- i. Placement on the salary schedule will be at the discretion of the Superintendent. Level 5 is to be determined and used at the discretion of the Superintendent for various circumstances including market demand, exceptional performance, "grandfathering" when changing positions, etc.
- ii. All salaries are subject to reduction due to resignation, termination, or layoff.

3. Working Conditions for Directors, Administrators, and Supervisors

a. Memberships

- i. Memberships to state and national professional organizations related to the position shall be paid by the District as approved by the Superintendent.

b. Conferences

- i. Attendance at conferences related to the position shall be determined by the Superintendent and within budget limitations.

c. Sick Leave

- i. Employees shall annually receive one (1) paid day per month worked which shall be accumulative for an unlimited number of days. The District will accept a maximum of 75 days of unused accumulated sick leave transferred in from the most recent Oregon employing school district.
- ii. Sick leave shall be administered in accordance with state and federal law.

d. Bereavement Leave

- i. Up to three (3) paid days per occurrence upon the death of an employee's immediate family member will be allowed. Immediate family shall be as determined by the supervisor. Additional days may be allowed by the supervisor, but must be taken as vacation, or unpaid leave (if paid leave is exhausted). Additional bereavement leave may be taken in accordance with Oregon law.

e. Leave of Absence

- i. A short term leave of up to thirty (30) unpaid days may be granted by prior approval of the Superintendent. A request for unpaid leave of more than thirty days may be granted by the Board.

f. Emergency School Closure

- i. When school is cancelled by the Superintendent due to inclement weather or other emergency, staff will report as described in the Emergency School Closure manual, unless directed otherwise by the Superintendent.

g. PERS Pickup

- i. The District shall pay the District contribution and the employee contribution to PERS/OPSRP.

h. Work Year

- i. The work year for employees at 260 contract days shall be July 1-June 30. This will include the following:

Twelve (12) Holidays:

Independence Day	Labor Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve	New Year's Day
Martin Luther King Day	Presidents Day	Memorial Day

- ii. Any employee with a listed contract year of less than 260 days will determine the work days and non-work days in consultation and with approval of the supervisor. Paid days will include eight (8) holidays as follows:

Eight (8) Holidays

Labor Day	Veterans Day	Thanksgiving Day
Christmas Day	New Year's Day	Martin Luther King Day
Presidents Day	Memorial Day	

i. Vacation

- i. **Twelve-month** administrators/directors/supervisors receive paid vacation annually based on the fiscal year. Vacation time must be requested in advance and be pre-approved by the supervisor. Approval is subject to district peak work periods and every effort should be made to use vacation during student non-contact days. This shall not preclude the Superintendent from designating specific days as work days or meeting days for any employee. You have been allocated 25 vacation days. Accrued vacation leave cannot exceed 25 days. All unused vacation will not be carried over to the following year. The district will not compensate an employee for accumulated unused vacation leave that exceeds the allowable level of accrued vacation days. With Superintendent approval, additional vacation days may be requested.
- ii. Upon resignation all accumulated and unused vacation time will be paid in a final check after any applicable pro-rating.

j. Insurance Program

- i. For those employees electing Plan H, or any other qualified High Deductible Health Plan offered by the District, the District shall contribute into an approved HSA (Health Savings Account) on the employee's behalf up to the current IRS limit, prorated monthly.
- ii. The District insurance contribution shall be \$1,368 per month per fulltime employee.
- iii. Retirees from the District may participate in the District insurance program at their own expense to the extent allowed by law, underwriter rules, and OEGB rules.

k. Tuition

- i. Employees may request reimbursement of tuition for coursework that is job related. Approval of requests shall be at the sole discretion of the District. Tuition reimbursement must be approved in advance of the coursework.
- ii. Approved tuition will be reimbursed upon proof of payment and successful course completion.

l. Probationary Period

- i. Probationary administrators will serve a probationary period of three (3) years. That period, however, may be shortened to no less than one year by the agreement of the Superintendent and the administrator. Any such agreement shall be in writing and will be placed in the administrator's personnel file. In accordance with Oregon law, during the probationary period an administrator may be dismissed or non-renewed for any reason deemed in good faith sufficient by the board.
- ii. All other supervisors shall be considered at will employees and may be terminated by the District at any time and for any reason. Should termination occur, the District will be under no obligation to compensate the employee for any amounts not earned as of the time of termination.
- iii. At the conclusion of any contract period, a contract shall terminate automatically, unless both parties mutually agree to extend the employment relationship by entering into a newly executed contract of employment. Should a contract not be extended, the employee shall have no further obligation to perform services for the District, and the District shall have no further obligation to offer employment or compensation to the employee.

m. Evaluation and Contracts

- i. All administrators will be evaluated in accordance with the District evaluation procedure.
- ii. All other supervisors will be evaluated in accordance with District policy and regulations. Termination of employment of such employees may occur at any time at the discretion of the District regardless of the status or completion of an evaluation.

n. Position Funding

- i. Employment with the District is subject to the limitations imposed by the provisions of local budget law, as well as the District receiving adequate funding to continue the position. The District shall have sole discretion to determine whether adequate funding exists to continue any position, and whether to modify or reduce the paid work year for any or all positions. The reduction of force for administrators shall be governed by ORS 342.934

o. Salary Payments and Pro-Rating Salary

- i. Employees who begin work prior to July 10 will receive 12 salary payments per year.
- ii. Employees who begin work on July 10 or later will receive the pro-rated salary in equal installments for the remaining pay periods of the year.
- iii. Employees who separate from the District before completing the work year will be subject to salary pro-rating based on their total Contract Days.

p. Employment Following Retirement

- i. Employees who retire may request to continue to work for the District by submitting a written request to the Superintendent that includes the length of time and FTE requested.
- ii. Continued employment must be approved by the Superintendent in advance.
- iii. If approved, a written agreement will be developed outlining the specific terms of the employment, and approved by the Board.

q. Right of Assignment

- i. The Superintendent shall have the right of assignment of all administrators, directors, supervisors and other non-represented staff, including work tasks and assigned building/site.

**4. Positions/Pay Rates For Confidential Employees - Salary Schedule- COLA
increase of 4.5% for 20/21**

a. Pay Rates

	Exec Sec. Board/Supt	HR Specialist	Accounting Specialist	Payroll/Benefits Specialist	Acct. Payable Spec./Payroll Asst.
Step 1	\$28.38	\$27.49	\$27.49	\$27.49	\$27.49
Step 2	\$28.94	\$28.05	\$28.05	\$28.05	\$28.05
Step 3	\$29.54	\$28.60	\$28.60	\$28.60	\$28.60
Step 4	\$30.13	\$29.18	\$29.18	\$29.18	\$29.18
Step 5	\$30.72	\$29.76	\$29.76	\$29.76	\$29.76
Step 6	\$31.34	\$30.35	\$30.35	\$30.35	\$30.35
Step 7	\$32.12	\$31.11	\$31.11	\$31.11	\$31.11

- i. The paid work year shall be July 1-June 30.
- ii. Placement on the pay rate schedule will be at the discretion of the Superintendent.
- iii. Employees who demonstrate adequate or above performance as determined by the supervisor will move one step each year, beginning July 1, provided the employee has actually worked a minimum of 135 days the previous year.
- iv. Employees who have been employed for at least eight (8) years as a confidential employee without a break in service and who are at the top step of the salary schedule shall receive an additional 2.5% increase to their pay rate.

v. Overtime shall be paid or compensatory time accrued according to BOLI standards in the same manner as that received by the classified unit employees.

5. Working Conditions for Confidential Employees

b. Paid Holidays – Twelve (12)

Independence Day	Labor Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve
Christmas Day	New Year’s Eve	New Year’s Day
Martin Luther King Day	Presidents Day	Memorial Day

To receive a paid holiday, the employee must be employed on both the day before and the day after the holiday.

c. Personal Leave

- i. Three (3) paid days per year may be used for personal, legal, business, household, or family matters which require absence during work hours. Personal leave may be taken in hourly increments. Personal leave should be requested at least one (1) day in advance and must have prior approval of the supervisor unless an emergency precludes such approval. The reason for the leave need not be stated.
- ii. Personal leave is non-accumulative and any balance remaining shall be paid as of June 30 at the individual employee's rate of pay.
- iii. Personal leave for employees working less than a full year shall be pro-rated. If an employee has used in excess of that earned, the applicable amount will be deducted from final pay.

d. Vacation

- i. Vacation shall be awarded for the year on July 1 or on the date of first service as indicated below. These amounts are for a full year and will be pro-rated for less than a full year.

0-5 Years of Continuous Service	12 Days’ Vacation
6 Years of Continuous Service	13 Days’ Vacation
7 Years of Continuous Service	14 Days’ Vacation
8 Years of Continuous Service	15 Days’ Vacation
9 Years of Continuous Service	16 Days’ Vacation
10-15 Years of Continuous Service	17 Days’ Vacation
16 Years of Continuous Service	18 Days’ Vacation
17 Years of Continuous Service	19 Days’ Vacation
18 Years of Continuous Service	20 Days’ Vacation

- ii. Vacation may be taken in hourly increments
- iii. Vacation time must be requested in advance and be pre-approved by the supervisor. Approval is subject to district peak work periods. This shall not preclude the Superintendent from designating specific days as work days or meeting days for any employee.
- iv. Up to 5 days may be carried over from year to year.
- v. Upon resignation all accumulated and unused vacation time will be paid in a final check after any applicable pro-rating.

e. Sick Leave

- i. An employee shall be awarded twelve (12) days sick leave per work year on

July 1. A pro-rated amount equal to one day per month worked shall be awarded to employees working less than a full year. This leave shall accumulate from year to year. No compensation will be paid for any accumulated sick leave at the time of resignation or retirement.

- ii. The District will accept a maximum of 75 days of unused accumulated sick leave transferred in from the most recent Oregon employing school district.
- iii. Sick leave shall be administered in accordance with state and federal law.

f. Bereavement Leave

- i. Up to three (3) paid days per occurrence upon the death of an employee's immediate family member will be allowed. Immediate family shall be as determined by the supervisor. Additional days may be allowed by the supervisor, but must be taken as personal leave, vacation, or unpaid leave (if paid leave is exhausted).

g. Emergency School Closure

- i. When school is cancelled by the Superintendent due to inclement weather or other emergency, staff will report as described in the Emergency School Closure manual, unless directed otherwise by the Superintendent.

h. PERS Pickup

- i. The District shall pay the District contribution and the employee contribution to PERS/OPSRP.

i. Insurance Program

- i. For those employees electing Plan H, or any other qualified High Deductible Health Plan offered by the District, the District shall contribute into an approved HSA (Health Savings Account) on the employee's behalf up to the current IRS limit, prorated monthly.
- ii. The District insurance contribution shall be \$1,293 a month per fulltime employee.
- iii. Retirees from the District may participate in the District insurance program at their own expense to the extent allowed by law, underwriter rules, and OEGB rules.

j. Employment Status

- i. All confidential employees shall be considered at will employees and may be terminated by the District at any time and for any reason. Should termination occur, the District will be under no obligation to compensate the employee for any amounts not earned as of the time of termination.

k. Evaluation

- i. Confidential employees will be evaluated in accordance with District policy and regulations. Termination of employment may occur at any time at the discretion of the District regardless of the status or completion of an evaluation.

l. Position Funding

- i. Employment with the District is subject to the limitations imposed by the provisions of local budget law, as well as the District receiving adequate funding to continue the position. The District shall have sole discretion to determine whether adequate funding exists to continue

any position, and whether to modify or reduce the paid work year for any or all positions.

m. Employment Following Retirement

- i. Employees who retire may request to continue to work for the District by submitting a written request to the Superintendent that includes the length of time and FTE requested.
- ii. Continued employment must be approved by the Superintendent in advance.
- iii. If approved, a written agreement will be developed outlining the specific terms of the employment, and approved by the Board.

n. Right of Assignment

- i. The Superintendent shall have the right of assignment of all confidential employees, including work tasks and assigned building/site.

6. Positions/Pay Rates for Other Non-Represented - Salary Schedule increase 4.5% for 20/21

a. Salary Schedule

Position	Contract Days	Level 1	Level 2	Level 3	Level 4	Level 5
Health Services Program Coord	195	\$60,115	\$60,716	\$61,323	\$61,937	
Kinder Readiness Coordinator	191	\$45,187				
Kinder Readiness Coordinator (Migrant)	191	\$45,187				

7. Working Conditions for Other Non-Represented

a. Memberships

- i. Memberships to state and national professional organizations related to the position shall be paid by the District as approved by the Superintendent.

b. Conferences

- i. Attendance at conferences related to the position shall be determined by the Superintendent and within budget limitations.

c. Sick Leave

- i. Employees shall annually receive one (1) paid day per month worked which shall be accumulative for an unlimited number of days. The District will accept a maximum of 75 days of unused accumulated sick leave transferred in from the most recent Oregon employing school district.
- ii. Sick leave shall be administered in accordance with state and federal law.

d. Bereavement Leave

- i. Up to three (3) paid days per occurrence upon the death of an employee's immediate family member will be allowed. Immediate family shall be as determined by the supervisor. Additional days may be allowed by the supervisor, but must be taken as personal leave, vacation, or unpaid leave (if paid leave is exhausted).

e. Personal Leave

- i. Three (3) paid days per year may be used for personal, legal, business, household, or family matters which require absence during work hours. Personal leave may be taken in hourly increments. Personal leave should be requested at least one (1) day in advance and must have prior approval of the supervisor unless an emergency precludes such approval. The reason for the leave need not be stated.
- ii. Personal leave is non-accumulative and any balance remaining shall be paid as of June 30 at the individual employee's rate of pay.
- iii. Personal leave for employees working less than a full year shall be pro-rated. If an employee has used in excess of that earned, the applicable amount will be deducted from final pay.

f. Leave of Absence

- i. A short term leave of up to thirty (30) unpaid days may be granted by prior approval of the Superintendent. A request for unpaid leave of more than thirty days may be granted by the Board.

g. Emergency School Closure

- i. When school is cancelled by the Superintendent due to inclement weather or other emergency, staff will report as described in the Emergency School Closure manual, unless directed otherwise by the Superintendent.

h. PERS Pickup

- i. The District shall pay the District contribution and the employee contribution to PERS/OPSRP.

i. Work Year

- i. The work year for employees shall be July 1-June 30. This will include the following:

	<u>Eight (8) Holidays</u>	
Labor Day	Veterans Day	Thanksgiving Day
Christmas Day	New Year's Day	Martin Luther King's Day
Presidents Day	Memorial Day	

- ii. No leave of any kind except accumulated sick leave may be carried over from year to year.
- iii. Upon resignation all accumulated and unused personal time will be paid in a final check after any applicable pro-rating.

- iv. Any employee with a listed contract year of less than 260 days will receive a calendar listing work days and non-work days.

j. Travel

- i. Approved in-district and out-of-district travel will be reimbursed at the current IRS rate for travel as of the travel date(s) as per Board Policy.

k. Insurance Program

- i. For those employees electing Plan H, or any other qualified High Deductible Health Plan offered by the District, the District shall contribute into an approved HSA (Health Savings Account) on the employee's behalf up to the current IRS limit, prorated monthly.
- ii. The District insurance contribution shall be \$1,293 per month per fulltime employee.
- iii. Retirees from the District may participate in the District insurance program at their own expense to the extent allowed by law, underwriter rules, and OEGB rules.

l. Tuition

- i. Employees may request reimbursement of tuition for coursework that is job related. Approval of requests shall be at the sole discretion of the District. Tuition reimbursement must be approved in advance of the coursework.
- ii. Approved tuition will be reimbursed upon proof of payment and successful course completion.

m. Employment Status

- i. All non-represented employees shall be considered at will employees and may be terminated by the District at any time and for any reason. Should termination occur, the District will be under no obligation to compensate the employee for any amounts not earned as of the time of termination.
- ii. At the conclusion of any contract period, a contract shall terminate automatically, unless both parties mutually agree to extend the employment relationship by entering into a newly executed contract of employment. Should a contract not be extended, the employee shall have no further obligation to perform services for the District, and the District shall have no further obligation to offer employment or compensation to the employee.
- iii. All non-represented employees will be evaluated in accordance with District policy and regulations. Termination of employment of such employees may occur at any time at the discretion of the District regardless of the status or completion of an evaluation.

n. Position Funding

- i. Employment with the District is subject to the limitations imposed by the provisions of local budget law, as well as the District receiving adequate funding to continue the position. The District shall have sole discretion to determine whether adequate funding exists to continue any position, and whether to modify or reduce the paid work year for any or all positions.

o. Right of Assignment

- i. The Superintendent shall have the right of assignment of all other non-represented staff, including work tasks and assigned building/site. Add salary schedule below

8. 21st Century Program

- a. Recreation Leader Pay Rate –increase of minimum wage to \$12.00 everything else stayed the same amount.**

Step (Experience)	In High School	High School Graduate	Two Years College	Bachelors or Higher
0	12.00	12.00	12.00	12.00
1		12.00	12.00	12.00
2		12.00	12.00	12.00
3		12.00	12.00	12.00
4		12.00	12.00	12.00
5		12.00	12.00	12.25
6		12.00	12.00	12.50

b. Program Enrichment Leader (Non-Unit) Pay Rate.

- i. Pay rate is \$12.00 per hour**
- ii. These positions are at will positions with no additional benefits beyond hourly pay.
- iii. No other provisions in this document apply to these positions.
The listed hourly wage is subject to change based on current Minimum Wage requirements.