



**JSD 14J Non-Represented Employees
Compensation & Benefits Overview
Administrator/Confidential**

- Administrators:
 - Business Manager 260 days
 - Elementary Principal 210 days
 - Middle School Principal 210 days
 - High School Principal 210 days
 - High School AD/VP 210 days
 - Special Education Director 210 days

- Confidential:
 - Accounts Payable/Payroll Clerk 260 days
 - Administrative Secretary 260 days
 - Child Nutrition Director 225 days
 - Maintenance Director 260 days
 - Technology Director 260 days

COMPENSATION & BENEFITS: Services shall be provided under this contract for 12 months beginning July 1 of the contract year.

To the extent not specifically stated herein, the parties agree that the individual shall be entitled to those benefits generally provided to and on behalf of all administrator/confidential staff. The salary is based on the Administrative/Confidential Salary Schedule.

It is further understood and agreed that payment of the salary stated in this contract and the obligation of the school district thereunder is subject to the availability of funds.

1. **Insurance:** The administrator/confidential staff member shall receive a package equivalent to the highest package offered a bargaining unit. Changes will be discussed prior to their going into effect.

2. **Merit (Administrators):** In the event of a superior/excellent evaluation, the administrator will have an additional factor of \$720.00 added to their annual salary. This factor will continue as long as satisfactory or better evaluations are maintained.

If there is an unsatisfactory annual evaluation, the administrator will drop one category in experience. (e.g. If the administrator has ten (10) years' experience (s)he would drop to nine years and remain at that level until an above average evaluation is received; however, in no case will the administrator receive less than the current salary.)

3. **Longevity Pay (Confidential):** Upon completion of 10, 15, 20, 25, and 30 years of service, employees will receive a one-time payment equal to 1% of their annual salary. Payments will be made on the nearest payday period after completion.
4. **TSA:** May participate in a TSA program in which the District will match up to \$50 per month.

OTHER BENEFITS:

CONFERENCES/TRAININGS: Fees: Actual costs, including banquets.

Three (3) per year (unless additional are approved). The conference/training must be approved in advance by the Superintendent. Attendance at national conferences may be allowed.

MEAL ALLOWANCE: Up to \$35 per day.

MILEAGE: Reimbursement based on IRS rate. Individuals using their vehicle *regularly* for in-district business may receive a monthly stipend of \$40 in lieu of the IRS rate.

TUITION REIMBURSEMENT: Reimbursement is \$3,000 per year for six or more graduate credits, prorated at \$500 per credit hour.

LEAVE PLANS:

Bereavement - 5 days (family members per licensed agreement)

Personal Leave - 3 days

Personal Leave – 4 days (for those with a 260 day contract)

Sick Leave - 11 days per year (12 for those with a 260 day contract)

Holidays:

- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day (for those with a 260-day contract)

VACATION:

1. Granted individuals on a 260-day contract based on hire date:

0-2 years	10 days annually
3-10 years	15 days annually
11-15 years	20 days annually
16 years and above	25 days annually

2. Should an employee leave the District prior to completing a full year, vacation will be prorated based on time actually worked. If the employee has taken more days than what would have accrued, the amount prepaid will be deducted from the final paycheck.
3. Vacation time may accrue from year to year. However, a maximum of 200 hours (25 days) may carry over (unless pre-arranged or unavoidable circumstances occur).
4. Vacations must be approved in advance, in writing, and will normally be no longer than two consecutive weeks.

EVALUATION: Before October 1 of each year of this contract the Administrator/Confidential Staff and the District's designated immediate supervisor shall confer and establish reasonable performance goals for the Administrator/Confidential Staff. Before May 15 of each year of this contract, the District shall provide to the Administrator a performance evaluation based upon those goals.

EXPECTATIONS OF DUTIES RELATED TO ASSIGNMENT: The individual's duties are generally stated in the position description which is attached and incorporated by this reference.

PROBATIONARY PERIOD: The Administrator will serve a three (3) year probationary period. Notice will be given by April 1 of each year of extension or non-extension of the probationary contract. Confidential staff serve a six-month probationary period.

ASSIGNMENT/REASSIGNMENT: The District agrees that, throughout the term of this contract, whenever it has determined in good faith that the best interests of the District require the reassignment of the Administrator, the transfer shall be to a position equivalent in responsibility and comparable in required expertise.

ADMINISTRATOR NOTICE OF NONEXTENSION: The parties agree that a new contract shall be issued for a term of three (3) years commencing July 1 at the conclusion of the first year of the contract, unless the following have occurred:

- a. By the preceding April 1, the Administrator has been notified in writing that the District is considering that it may not extend the contract upon grounds that are described by that notice and has had a full and meaningful opportunity to consult and confer with the responsible supervisor regarding the content of said written notice and, thereafter, has been promptly provided objectively measurable goals for improvement; and
- b. By June 1 of the following year, after providing reasonable support and direction in remediation of identified deficiencies the District has delivered written notice to the Administrator that the contract will not be extended.

TERMINATION CLAUSE: It is understood and agreed upon that this contract may be terminated by the Board, with cause, so long as the Administrator/Confidential Staff is provided ninety (90) days' written notice of such termination. The Administrator/ Confidential Staff shall

be entitled to all contractual payments and benefits during the term of the said ninety (90) day notice period. The Administrator/Confidential Staff may terminate this contract with a like ninety (90) days' written notice to the Board stating the reason for such termination (e.g. new position, etc.). Notice shall be by delivery to the Jefferson School District Office, Jefferson, Oregon.

SUPERINTENDENT:  _____ DATE: 5.8.24

SCHOOL BOARD CHAIR:  _____ DATE: 05.08.24

Jefferson School District 14J

Admin Salary Schedule

Effective 07/01/23

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
JES Principal	\$94,610.00	\$96,504.00	\$98,433.00	\$100,401.00	\$102,409.00	\$104,458.00	\$106,547.00	\$108,678.00	\$110,853.00	\$113,069.00	\$115,330.00	\$117,636.00	\$119,989.00	\$122,390.00
JMS Principal	\$94,610.00	\$96,504.00	\$98,433.00	\$100,401.00	\$102,409.00	\$104,458.00	\$106,547.00	\$108,678.00	\$110,853.00	\$113,069.00	\$115,330.00	\$117,636.00	\$119,989.00	\$122,390.00
JHS Vice Principal	\$94,610.00	\$96,504.00	\$98,433.00	\$100,401.00	\$102,409.00	\$104,458.00	\$106,547.00	\$108,678.00	\$110,853.00	\$113,069.00	\$115,330.00	\$117,636.00	\$119,989.00	\$122,390.00
JHS Principal	\$107,300.00	\$109,445.00	\$111,635.00	\$113,868.00	\$116,145.00	\$118,467.00	\$120,838.00	\$123,254.00	\$125,719.00	\$128,234.00	\$130,798.00	\$133,414.00	\$136,083.00	\$138,804.00
Fiscal Director	\$82,318.00	\$83,964.00	\$85,645.00	\$87,356.00	\$89,104.00	\$90,887.00	\$92,702.00	\$94,557.00	\$96,451.00	\$98,378.00	\$100,345.00	\$102,353.00	\$104,399.00	\$106,488.00
Technology Director	\$82,135.00	\$83,777.00	\$85,454.00	\$87,161.00	\$88,905.00	\$90,684.00	\$92,498.00	\$94,346.00	\$96,235.00	\$98,157.00	\$100,123.00	\$102,125.00	\$104,167.00	\$106,251.00
Student Services Director	\$101,256.00	\$103,281.00	\$105,347.00	\$107,454.00	\$109,604.00	\$111,795.00	\$114,032.00	\$116,312.00	\$118,638.00	\$121,011.00	\$123,431.00	\$125,899.00	\$128,417.00	\$130,987.00

Jefferson School District 14J
Confidential Salary Schedule
Effective 07/01/23

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Supt Exec Secretary	\$24.79	\$25.52	\$26.30	\$27.09	\$27.90	\$28.75	\$29.60	\$30.49	\$31.40	\$32.34	\$33.32	\$34.31	\$35.34	\$36.41	\$37.50
AP/Payroll Clerk	\$24.26	\$25.00	\$25.74	\$26.53	\$27.31	\$28.15	\$28.98	\$29.85	\$30.75	\$31.67	\$32.61	\$33.59	\$34.60	\$35.65	\$36.71
Head Maintenance	\$29.94	\$30.86	\$31.77	\$32.74	\$33.72	\$34.73	\$35.77	\$36.84	\$37.94	\$39.07	\$40.26	\$41.46	\$42.70	\$43.99	\$45.31
Director Child Nutrition	\$24.70	\$25.44	\$26.20	\$27.00	\$27.80	\$28.64	\$29.49	\$30.39	\$31.29	\$32.23	\$33.20	\$34.20	\$35.22	\$36.28	\$37.37
Student Services Secretary	\$22.08	\$22.73	\$23.43	\$24.13	\$24.85	\$25.60	\$26.36	\$27.14	\$27.99	\$28.81	\$29.69	\$30.58	\$31.47	\$32.44	\$33.42
HR Assistant	\$24.78	\$25.52	\$26.30	\$27.09	\$27.90	\$28.75	\$29.60	\$30.49	\$31.40	\$32.34	\$33.32	\$34.31	\$35.34	\$36.41	\$37.50