

**SCAPPOOSE SCHOOL DISTRICT
ADMINISTRATOR COMPENSATION PLAN
2024-2026**

This document sets forth the salary and benefits compensation plan the District shall use to enter into an employment contract with an Administrator. Throughout this document, please note that a full-time employee/administrator is defined as an employee/administrator with an annual contract of 260 days.

I. SALARY

The salary for all administrators shall be based on contract days, as indicated in Attachment A, during the contract period from July 1 through June 30. Effective July 1, 2020, salary guides are listed in Attachment A, Administrator Salary Ranges. The district Board of Directors shall approve each administrator's annual salary, specified in the administrator's employment contract.

Administrators shall pay their own Oregon Public Employees Retirement System (PERS) employee contributions.

II. INSURANCE

- A. The District will provide medical, dental, and vision insurance premiums based on plans provided by OEBC up to the maximum contribution provided to classified employees at tiered rates.

Family - \$1820
Employee/Spouse - \$1461
Employee/Child - \$1461
Employee Only - \$666

Subject to carrier rules and regulations and as allowed by law, employees have the option to decline medical insurance and participate in an HRA VEBA plan as follows.

- Subject to carrier rules and regulations, and as allowed by law, employees have the option to decline medical insurance and have 50% of the remaining funds go into an HRA VEBA Account

OR

- For married couples/domestic partners who are both employed by the District, the District will allocate both employees' maximum contribution amounts toward purchasing one insurance plan. 50% of any remaining funds from the two amounts will go into an HRA VEBA Account. All contributions shall be subject to the rules and regulations of OEBC and the IRS. The District shall not be responsible for amounts above those allowed by law.

Administrators who are married to another District employee may elect either of the options described above.

- B. The district will pay premiums for an administrator's \$50,000 term life insurance policy.

III. TAX SHELTER ANNUITY

The District will contribute six hundred dollars (\$600.00) per month for 11 months (August - June) to a tax shelter annuity for the administrator and 12 months (July – June) for a full-time administrator.

IV. TRAVEL REIMBURSEMENT

District-level administrators required to travel to multiple school sites within the District will be reimbursed upon request at the most current state-approved mileage rate.

V. DISCRETIONARY LEAVE

The administrator will be allowed three (3) days of discretionary leave per year. Two discretionary leave days may be carried over each year for a maximum of five discretionary days to be used in any one year.

Administrators electing this option shall notify the District business office by May 15. If discretionary days are not used or carried over within the school year, they will be compensated at half the employee's usual daily salary. Limitations on the use of discretionary leave, as to specific dates or number of administrators to be absent on any given date, shall be at the discretion of the Superintendent, except in emergencies.

VI. HOLIDAYS

The following six (6) holidays will be included as part of the Building Administrator's contracted days of service: Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, Memorial Day, and Martin Luther King Jr Day.

The following eleven (11) holidays will be included as part of a full-time administrator's contracted days of service: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving, the Day before Christmas, Christmas Day, New Year's Day, Presidents' Day, Memorial Day, and Martin Luther King Jr Day.

VII. SICK LEAVE

Sick leave entitlement for Building Administrators will accrue at 11 days each year and may accumulate without limit, as provided by Oregon Revised Statutes. Sick leave entitlement for full-time administrators will accrue at one day per month, or 12 days each year, and may accumulate without limit, as provided by Oregon Revised Statutes.

VIII. VACATION LEAVE

Full-time administrators will only be allowed twenty (20) days of vacation. After twenty (20) years of employment, full-time administrators will be allowed twenty-five (25) days of vacation.

Employees shall be encouraged to utilize accumulated vacation consistent with District operational needs.

A maximum of ten (10) vacation days will be carried over on December 31st of each year.

IX. BEREAVEMENT LEAVE

Five (5) days leave with pay will be authorized by the District in the event of death per

immediate family member.

For the purposes of this section, immediate family is defined as follows:

- a) Spouse, domestic partner (opposite sex or same-sex domestic partner);
- b) Mother or father of the member or spouse/domestic partner;
- c) Children, grandchildren, or grandparents of member or spouse/domestic partner;
- d) Brother or sister of the member or spouse/domestic partner;
- e) Step relatives or in-laws for any listed above of the member or spouse/partner;
- f) Aunt or uncle of the member or spouse/domestic/partner;
- g) Any other individual member of the same household.

X. EMERGENCY CLOSURE

- 1. In the event of unusual circumstances resulting from inclement weather, natural disaster, fire, or other emergencies, the District may delay opening and/or close some or all school operations.
- 2. In the event of an emergency closure or delayed opening, Administrators are expected to report to their regular assignments as soon as possible, consistent with safety. If unable to safely report to work as expected, Administrators will not be docked for time lost due to emergency closure or delayed opening.

XI. CONTINUING EDUCATION

Subject to budgeted funds and superintendent approval, the District will reimburse the administrator tuition costs for up to four (4) accredited credit hours per year. The hours may accumulate up to a maximum of 12 hours.

XII. NATIONAL CONVENTION ATTENDANCE

Support for attendance at national education/association meetings will be as specified in District policy number CO, National Convention Attendance.

XIII. DUES FOR PROFESSIONAL MEMBERSHIPS

The District will pay the annual dues for membership in the Confederation of Oregon School Administrators (COSA) and the applicable COSA Departmental annual dues.

XIV. PERFORMANCE EVALUATION NOTIFICATION

Performance evaluations will comply with the current Oregon statute.

**ATTACHMENT A ADMINISTRATOR'S SALARY RANGES
EFFECTIVE JULY 1, 2024**

3.5% COLA July 1, 2024

<u>3% Steps</u>	<u>Contract</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
<u>Human Resources</u>	<u>260</u>	\$110,132	\$113,436	\$116,839	\$120,344	\$123,955	\$127,673	\$131,503	\$135,448
<u>Business Manager</u>	<u>260</u>	\$125,949	\$129,728	\$133,620	\$137,628	\$141,757	\$146,010	\$150,390	\$154,902
<u>SpEd/SAD</u>	<u>260</u>	\$125,949	\$129,728	\$133,620	\$137,628	\$141,757	\$146,010	\$150,390	\$154,902
<u>HS Principal</u>	<u>225</u>	\$132,485	\$136,460	\$140,553	\$144,770	\$149,112	\$153,586	\$158,194	\$162,939
<u>MS Principal</u>	<u>225</u>	\$119,012	\$122,581	\$126,259	\$130,047	\$133,948	\$137,967	\$142,106	\$146,369
<u>Elementary Principal</u>	<u>225</u>	\$115,744	\$119,216	\$122,793	\$126,477	\$130,271	\$134,179	\$138,205	\$142,351
<u>HS VP</u>	<u>225</u>	\$111,301	\$114,640	\$118,079	\$121,622	\$125,270	\$129,028	\$132,899	\$136,886
<u>Elementary VP</u>	<u>225</u>	\$98,442	\$101,395	\$104,437	\$107,570	\$110,797	\$114,121	\$117,544	\$121,070

5% COLA July 1, 2025

<u>3% Steps</u>	<u>Contract</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
<u>Human Resources</u>	<u>260</u>	\$115,639	\$119,108	\$122,681	\$126,361	\$130,152	\$134,057	\$138,078	\$142,221
<u>Business Manager</u>	<u>260</u>	\$132,247	\$136,214	\$140,301	\$144,509	\$148,845	\$153,310	\$157,909	\$162,647
<u>SpEd/SAD</u>	<u>260</u>	\$132,247	\$136,214	\$140,301	\$144,509	\$148,845	\$153,310	\$157,909	\$162,647
<u>HS Principal</u>	<u>225</u>	\$139,109	\$143,283	\$147,581	\$152,008	\$156,568	\$161,265	\$166,103	\$171,086
<u>MS Principal</u>	<u>225</u>	\$124,962	\$128,710	\$132,572	\$136,549	\$140,645	\$144,865	\$149,211	\$153,687
<u>Elementary Principal</u>	<u>225</u>	\$121,531	\$125,177	\$128,933	\$132,801	\$136,785	\$140,888	\$145,115	\$149,468
<u>HS VP</u>	<u>225</u>	\$116,866	\$120,372	\$123,983	\$127,703	\$131,534	\$135,480	\$139,544	\$143,730
<u>Elementary VP</u>	<u>225</u>	\$103,364	\$106,465	\$109,659	\$112,948	\$116,337	\$119,827	\$123,421	\$127,124

New administrators enter on STEP 1; the Superintendent is authorized to approve steps other than STEP 1 based on prior experience or other factors.