

**SCAPPOOSE SCHOOL DISTRICT**  
**CONFIDENTIAL EMPLOYEE COMPENSATION PLAN**  
**2024-2026**

This document sets forth the salary and benefits compensation plan for Confidential Employees excluded from collective bargaining (hereafter called employees). Throughout this document, please note that a full-time employee is defined as an employee with an annual contract of no less than 260 days.

**I. SALARY**

The salary for employees, except for the District Nurse, Nutrition Services Supervisor, Early Learning Director, and Technology Services Director, shall be based on a twelve (12) month work period from July 1 through June 30. The District Nurse's and Early Learning Director's salary shall be based on 205 contract days, and the Nutrition Services Supervisor's salary shall be based on a 225-day contract. Effective July 1, 2015, current employee salaries are listed in the Confidential Employees Salary Schedule. The salary range for a vacant position will be determined by the District and posted with the notice of the job opening. Employees 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 OEGB up to the maximum contribution provided to classified employees.

Full Family \$1820 per month	Employee Only \$666 per month
Employee/Spouse \$1461 per month	Employee/Child \$1461 per month

Subject to carrier rules and regulations, and as allowed by law, employees have the option to decline medical insurance and receive a \$550 per month benefit as follows:

- **Individual Opt-Out:** Subject to carrier rules and regulations, and as allowed by law, an employee who opts out of health insurance will receive a \$550.00 per month contribution into a Standard Health Reimbursement Arrangement Voluntary Employee's Benefit Association (**HRA VEBA**) Trust. Any OEGB or IRS fees/penalties associated with a member opting out are the member's responsibility and will reduce the contribution amount.
- **Married couples/Domestic partners:** Subject to carrier rules and regulations, and as allowed by law for married/domestic partner couples where the District employs both, the District will allocate up to the maximum contribution towards one insurance premium. 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 OEGB and the IRS. The District shall not be responsible for amounts above those allowed by law.
- Should a member choose a plan with a premium amount less than the negotiated Maximum Contribution amount, the District will deposit 75% of the difference between the health insurance premium and the negotiated Maximum Contribution into a Health Savings Account for members choosing a health savings account compatible plan. All contributions shall be subject to the rules and regulations of OEGB and the IRS. The District shall not be responsible for amounts above those allowed by law.
- Should a member choose a plan that is not HSA compatible, with a premium amount less than the negotiated Maximum Contribution amount, the District will deposit 50% of the difference between the

health insurance premium and the negotiated Maximum Contribution into a Health Reimbursement Account. The HRA shall remain with the member unless they leave the District prior to retirement. The District shall not be responsible for amounts above those allowed by law.

B. The District will pay premiums for the employee's \$50,000 term life insurance policy.

### **III. DISCRETIONARY LEAVE**

Full-time employees will be allowed three (3) days of discretionary leave per year. For employees working less than full-time, discretionary leave day(s) will be prorated. Discretionary leave shall be taken in minimum increments of two hours. Two discretionary leave days may be carried over each year for a maximum of five discretionary days to be used in any year. An employee 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 employees to be absent on any given date, shall be at the discretion of the Superintendent.

### **IV. HOLIDAYS**

Holidays for full-time employees shall be Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, and Memorial Day. Only those above days that fall within the inclusive dates of active employment shall be paid holidays for employees working less than full-time. Employees shall be compensated for a holiday as though that employee had worked a regular schedule for the day.

### **V. VACATION LEAVE**

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

A maximum of ten (10) vacation days may be carried over on December 31st of each year. Any unused vacation days in excess of ten (10) will be permanently forfeited.

### **VI. SICK LEAVE**

Sick leave entitlement will accrue one day per month for full-time employees and, as provided by Oregon Revised Statutes, for employees working less than full-time. Sick leave accrued in other Oregon school districts shall be credited to new employees for a maximum of 75 days.

### **VII. BEREAVEMENT LEAVE**

A. Five (5) days' leave with pay will be authorized in the event of death in the immediate family.

B. For this section, immediate family is defined as follows:

- a) Spouse, a 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 a 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.

## **VIII. 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, Confidential employees are expected to report to their regular assignments as soon as possible, consistent with safety. If unable to safely report to work as expected, the Confidential employee's salary will not be docked for time lost due to emergency closure or delayed opening.

## **IX. FLEX TIME**

With prior Superintendent approval, flex time will be granted for hours/days worked outside of the contract when compensation time is not approved.

## **X. TAX-SHELTERED ANNUITY**

The District will contribute three hundred fifty dollars (\$350) per month of the contract to a Tax Shelter Annuity for confidential employees. 260 days = 12 month; less than 260 days = 11 month.

## **XI. LONGEVITY PAY**

Effective July 1, 2024, employees who have been in the same position and at the top step for at least a year will receive a 5% longevity increase in their base salary at years 10, 15, and 20. Employees who have exceeded 10, 15, or 20 years as of July 1, 2024, will be placed on step 10 and will move to the next step after five additional years employed in the same position.

**CONFIDENTIAL EMPLOYEE'S SALARY SCHEDULE  
EFFECTIVE JULY 1, 2024-2026**

24-25 3.50%	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 10	Step 15	Step 20
Payroll and Benefits Specialist	\$71,661	\$73,811	\$76,026	\$78,306	\$80,655	\$83,075	\$85,567	\$88,134	\$92,5401	\$97,168	\$102,027
Facilities Manager	\$84,459	\$86,993	\$89,603	\$92,291	\$95,059	\$97,911	\$100,849	\$103,874	\$109,068	\$114,521	\$120,247
District Nurse	\$67,834	\$69,869	\$71,965	\$74,124	\$76,348	\$78,638	\$80,997	\$83,427	\$87,598	\$91,978	\$96,577
Nutrition Services Supervisor	\$61,579	\$63,427	\$65,330	\$67,289	\$69,308	\$71,387	\$73,529	\$75,735	\$79,522	\$83,498	\$87,673
Executive Assistant to Superintendent	\$65,979	\$67,959	\$69,997	\$72,097	\$74,260	\$76,488	\$78,783	\$81,146	\$85,203	\$89,464	\$93,937
Early Learning Director	\$65,979	\$67,959	\$69,997	\$72,097	\$74,260	\$76,488	\$78,783	\$81,146	\$85,203	\$89,464	\$93,937

25-26 5.00%	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 10	Step 15	Step 20
Payroll and Benefits Specialist	\$75,244	\$77,502	\$79,827	\$82,222	\$84,688	\$87,229	\$89,846	\$92,541	\$97,168	\$102,027	\$107,128
Facilities Manager	\$88,682	\$91,343	\$94,083	\$96,905	\$99,812	\$102,807	\$105,891	\$109,068	\$114,521	\$120,247	\$126,260
District Nurse	\$71,226	\$73,362	\$75,563	\$77,830	\$80,165	\$82,570	\$85,047	\$87,598	\$91,987	\$96,577	\$101,406
Nutrition Services Supervisor	\$64,658	\$66,598	\$68,596	\$70,654	\$72,774	\$74,957	\$77,205	\$79,522	\$83,498	\$87,673	\$92,056
Executive Assistant to Superintendent	\$69,278	\$71,356	\$73,497	\$75,702	\$77,973	\$80,312	\$82,722	\$85,203	\$89,464	\$93,937	\$98,634
Early Learning Director	\$69,278	\$71,356	\$73,497	\$75,702	\$77,973	\$80,312	\$82,722	\$85,203	\$89,464	\$93,937	\$98,634