



**JSD 14J Non-Represented Employees  
Compensation & Benefits Overview  
July 1, 2025 – June 30, 2027**

**CONTRACT DAYS**

- Administrators:
  - 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:
  - Accounting Specialist 260 days
  - Exec. Assistant/Board Secretary 260 days
  - HR Assistant 260 days
  - Student Services Secretary 220 days
  
- Professional/Technical:
  - Business Manager 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 Non-Represented employees. The salary is based on the Non-Represented Salary Schedules.

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.

**Salary**

All cells in the 2024-25 salary schedules will be increased by 2.5% for the 2025-26 school year.

All cells in the 2025-26 salary schedules will be increased by 3.5% for the 2026-27 school year.

## Steps

2025-26: Non-Represented employees will receive an experience step.

2026-27: Non-Represented employees will receive an experience step.

1. **Insurance**: The district contribution toward medical, dental and vision insurance for Non-Represented employees shall be equivalent to the contribution amount received by the licensed bargaining unit. Changes will be discussed prior to their going into effect.
  - a. Opt-Out: For eligible Non-Represented employees who qualify and choose to opt-out of District provided medical, dental and vision benefits, they shall receive an opt-out payment of five hundred (\$500) dollars, prorated based on hours worked, paid on their monthly paychecks, subject to payroll taxes.
2. **Longevity Pay (Confidential Employees)**: 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.
3. **TSA**: Non-Represented employees may participate in a TSA program in which the District will match up to \$50 per month.

## **OTHER BENEFITS**

1. **CONFERENCES/TRAININGS**:
  - a. Fees: Actual costs
  - b. 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.
  - c. Meal Allowance: Reimbursement based on GSA rates and district policy.
2. **MILEAGE**: Reimbursement based on IRS rate. Non-Represented employees using their vehicle **regularly** for in-district business may receive a monthly stipend of \$40 in lieu of the IRS rate.
3. **TUITION REIMBURSEMENT**: Reimbursement is \$3,000 per year for six or more graduate credits, pro-rated at \$500 per credit hour.
4. **CELL PHONE STIPEND**: Non-Represented employees whose position requires the use of a cell phone as part of the job requirements will be issued a district provided cell phone or may choose to receive a stipend in the amount of \$40/month for the use of a personal cell phone, subject to payroll taxes.

5. PAID LEAVE:

- a. Bereavement - 5 days (family members per licensed agreement)
- b. Personal Leave - 3 days (4 days for those with a 260-day contract)
  - i. The Non-Represented employee shall receive unused personal leave payout as outlined in the licensed collective bargaining agreement.
- c. Sick Leave - 11 days per year (12 for those with a 260-day contract)

6. PAID HOLIDAYS:

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

7. VACATION:

- a. Granted to 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	25 days annually
- b. Should a Non-Represented 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.
- c. 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).
- d. 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 Non-Represented employees and the District's designated immediate supervisor shall confer and establish reasonable performance goals for the Non-Represented employees. Before May 15 of each year of this contract, the District shall provide to the Non-Represented employees 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**: Administrators will serve a three (3) year probationary period. Notice will be given by March 15 of each year of extension or non-extension of the probationary contract. Confidential and Professional/Technical employees will 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 March 15, 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 Non-Represented Employee is provided ninety (90) days' written notice of such termination. The Non-Represented Employee shall be entitled to all contractual payments and benefits during the term of the said ninety (90) day notice period. The Non-Represented Employee 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: Dawn Moorfield DATE: 12/9/25

SCHOOL BOARD CHAIR: Teresa [Signature] DATE: 12/10/25

**Jefferson School District 14J  
Admin Salary Schedule  
Effective 07/01/25**

**2025-26 COLA Increase 2.5%**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
El Principal	\$99,884.20	\$101,883.98	\$103,920.65	\$105,998.33	\$108,118.03	\$110,281.80	\$112,486.58	\$114,736.45	\$117,033.48	\$119,372.53	\$121,759.75	\$124,194.13	\$126,678.73	\$129,213.55
MS Principal	\$99,884.20	\$101,883.98	\$103,920.65	\$105,998.33	\$108,118.03	\$110,281.80	\$112,486.58	\$114,736.45	\$117,033.48	\$119,372.53	\$121,759.75	\$124,194.13	\$126,678.73	\$129,213.55
HS Vice Principal	\$99,884.20	\$101,883.98	\$103,920.65	\$105,998.33	\$108,118.03	\$110,281.80	\$112,486.58	\$114,736.45	\$117,033.48	\$119,372.53	\$121,759.75	\$124,194.13	\$126,678.73	\$129,213.55
HS Principal	\$113,281.98	\$115,546.20	\$117,858.60	\$120,216.10	\$122,619.73	\$125,071.53	\$127,574.58	\$130,125.80	\$132,728.28	\$135,383.03	\$138,090.05	\$140,851.40	\$143,669.13	\$146,542.20
Student Services Director	\$106,901.35	\$109,038.48	\$111,219.68	\$113,444.95	\$115,714.30	\$118,028.75	\$120,389.33	\$122,796.03	\$125,251.93	\$127,757.03	\$130,312.35	\$132,917.90	\$135,576.75	\$138,289.93

**2026-27 COLA Increase 3.5%**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
El Principal	\$103,380.15	\$105,449.91	\$107,557.87	\$109,708.27	\$111,902.16	\$114,141.66	\$116,423.61	\$118,752.23	\$121,129.65	\$123,550.56	\$126,021.34	\$128,540.92	\$131,112.48	\$133,736.02
MS Principal	\$103,380.15	\$105,449.91	\$107,557.87	\$109,708.27	\$111,902.16	\$114,141.66	\$116,423.61	\$118,752.23	\$121,129.65	\$123,550.56	\$126,021.34	\$128,540.92	\$131,112.48	\$133,736.02
HS Vice Principal	\$103,380.15	\$105,449.91	\$107,557.87	\$109,708.27	\$111,902.16	\$114,141.66	\$116,423.61	\$118,752.23	\$121,129.65	\$123,550.56	\$126,021.34	\$128,540.92	\$131,112.48	\$133,736.02
HS Principal	\$117,246.84	\$119,590.32	\$121,983.65	\$124,423.66	\$126,911.42	\$129,449.03	\$132,039.69	\$134,680.20	\$137,373.76	\$140,121.43	\$142,923.20	\$145,781.20	\$148,697.54	\$151,671.18
Student Services Director	\$110,642.90	\$112,854.82	\$115,112.36	\$117,415.52	\$119,764.30	\$122,159.76	\$124,602.95	\$127,093.89	\$129,635.74	\$132,228.52	\$134,873.28	\$137,570.03	\$140,321.94	\$143,130.07

**Jefferson School District 14J  
Confidential Salary Schedule  
Effective 07/01/25**

**COLA Increase 2.5%**

<b>07/01/25 - 06/30/26</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>	<b>Step 13</b>	<b>Step 14</b>	<b>Step 15</b>	<b>Step 16</b>	<b>Step 17</b>	<b>Step 18</b>	<b>Step 19</b>
Exec Ass't/Board Secretary	\$26.17	\$26.95	\$27.77	\$28.60	\$29.46	\$30.35	\$31.25	\$32.19	\$33.15	\$34.14	\$35.18	\$36.22	\$37.31	\$38.44	\$39.60	\$40.77	\$42.00	\$43.26	\$44.56
Accounting Specialist	\$26.17	\$26.95	\$27.77	\$28.60	\$29.46	\$30.35	\$31.25	\$32.19	\$33.15	\$34.14	\$35.18	\$36.22	\$37.31	\$38.44	\$39.60	\$40.77	\$42.00	\$43.26	\$44.56
Student Services Secretary	\$23.31	\$24.00	\$24.73	\$25.47	\$26.24	\$27.03	\$27.83	\$28.65	\$29.55	\$30.41	\$31.34	\$32.29	\$33.22	\$34.25	\$35.28	\$36.35	\$37.44	\$38.56	\$39.72
HR Assistant	\$26.16	\$26.95	\$27.77	\$28.60	\$29.46	\$30.35	\$31.25	\$32.19	\$33.15	\$34.14	\$35.18	\$36.22	\$37.31	\$38.44	\$39.60	\$40.77	\$42.00	\$43.26	\$44.56

**COLA Increase 3.5%**

<b>07/01/26 - 06/30/27</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>	<b>Step 13</b>	<b>Step 14</b>	<b>Step 15</b>	<b>Step 16</b>	<b>Step 17</b>	<b>Step 18</b>	<b>Step 19</b>
Exec Ass't/Board Secretary	\$27.08	\$27.89	\$28.74	\$29.60	\$30.49	\$31.41	\$32.35	\$33.31	\$34.31	\$35.34	\$36.41	\$37.49	\$38.62	\$39.78	\$40.98	\$42.20	\$43.47	\$44.77	\$46.11
Accounting Specialist	\$27.08	\$27.89	\$28.74	\$29.60	\$30.49	\$31.41	\$32.35	\$33.31	\$34.31	\$35.34	\$36.41	\$37.49	\$38.62	\$39.78	\$40.98	\$42.20	\$43.47	\$44.77	\$46.11
Student Services Secretary	\$24.12	\$24.84	\$25.60	\$26.36	\$27.16	\$27.98	\$28.80	\$29.65	\$30.59	\$31.48	\$32.44	\$33.42	\$34.38	\$35.44	\$36.52	\$37.62	\$38.75	\$39.91	\$41.11
HR Assistant	\$27.07	\$27.89	\$28.74	\$29.60	\$30.49	\$31.41	\$32.35	\$33.31	\$34.31	\$35.34	\$36.41	\$37.49	\$38.62	\$39.78	\$40.98	\$42.20	\$43.47	\$44.77	\$46.11

Jefferson School District 14J																			
Professional/Technical Salary Schedule																			
Effective 07/01/25																			
<b>COLA Increase 2.5%</b>																			
07/01/25 - 06/30/26	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	Step 16	Step 17	Step 18	Step 19
Maintenance Director	\$65,750.88	\$67,776.28	\$69,759.04	\$71,891.04	\$74,044.36	\$76,261.64	\$78,542.88	\$80,909.40	\$83,318.56	\$85,791.68	\$88,414.04	\$91,036.40	\$93,765.36	\$96,600.92	\$99,500.44	\$102,485.24	\$105,559.80	\$108,726.59	\$111,988.39
Director Child Nutrition	\$46,936.80	\$48,339.00	\$49,796.55	\$51,309.45	\$52,822.35	\$54,427.50	\$56,032.65	\$57,748.50	\$59,464.35	\$61,254.00	\$63,099.00	\$64,999.35	\$66,936.60	\$68,947.65	\$71,014.05	\$73,154.25	\$75,348.88	\$77,609.34	\$79,937.62
<b>COLA Increase 3.5%</b>																			
07/01/26 - 06/30/27	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	Step 16	Step 17	Step 18	Step 19
Maintenance Director	\$68,052.16	\$70,148.45	\$72,200.61	\$74,407.23	\$76,635.91	\$78,930.80	\$81,291.88	\$83,741.23	\$86,234.71	\$88,794.39	\$91,508.53	\$94,222.67	\$97,047.15	\$99,981.95	\$102,982.96	\$106,072.22	\$109,254.39	\$112,532.02	\$115,907.98
Director Child Nutrition	\$48,579.59	\$50,030.87	\$51,539.43	\$53,105.28	\$54,671.13	\$56,332.46	\$57,993.79	\$59,769.70	\$61,545.60	\$63,397.89	\$65,307.47	\$67,274.33	\$69,279.38	\$71,360.82	\$73,499.54	\$75,714.65	\$77,986.09	\$80,325.67	\$82,735.44
<b>2025-26 COLA Increase 2.5%</b>																			
	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					
Business Manager	\$86,907.70	\$88,645.08	\$90,419.35	\$92,226.43	\$94,071.43	\$95,954.35	\$97,870.08	\$99,828.85	\$101,828.63	\$103,862.23	\$105,938.88	\$108,059.60	\$110,219.28	\$112,425.08					
Technology Director	\$86,713.98	\$88,447.25	\$90,218.45	\$92,020.40	\$93,861.30	\$95,740.13	\$97,654.83	\$99,605.40	\$101,600.05	\$103,629.55	\$105,705.18	\$107,818.73	\$109,974.30	\$112,174.98					
<b>2026-27 COLA Increase 3.5%</b>																			
	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					
Business Manager	\$89,949.47	\$91,747.65	\$93,584.03	\$95,454.35	\$97,363.92	\$99,312.75	\$101,295.53	\$103,322.86	\$105,392.63	\$107,497.40	\$109,646.74	\$111,841.69	\$114,076.95	\$116,359.95					
Technology Director	\$89,748.96	\$91,542.90	\$93,376.10	\$95,241.11	\$97,146.45	\$99,091.03	\$101,072.74	\$103,091.59	\$105,156.05	\$107,256.58	\$109,404.86	\$111,592.38	\$113,823.40	\$116,101.10					