SUMMARY OF BENEFITS AND ASSURANCES BETWEEN
SPRINGFIELD PUBLIC SCHOOLS #19
AND
SPRINGFIELD SCHOOL DISTRICT LICENSED AND NON-LICENSED ADMINISTRATORS, SUPERVISORY AND CONFIDENTIAL EMPLOYEES

JULY 1, 2026 – JUNE 30, 2027

RECOGNITION

This agreement made and entered into effective the first day of July 1, 2026 to and including June 30, 2027 by and between School District No. 19 and Springfield Association of Administrators and Confidential employees (SAAC). Specifically included in this agreement are all licensed and non-licensed administrators. The Springfield School District No. 19 Association of Administrators and Confidential (SAAC) employees consults for all administrators in the District except the Superintendent, Assistant Superintendent, Chief Operations Officer and Executive Director of Human Resources.

WITNESS TO: The parties hereby agree as follows:

I. APPLICATION

This administrative procedure governs salaries, benefits and working conditions for licensed and non- licensed, supervisory and confidential employees who are not included in a District bargaining unit. Specifically excluded from coverage by this procedure are the Superintendent, Assistant Superintendent, Chief Operations Officer and Director of Human Resources.

II. MANAGEMENT RIGHTS

Except as expressly modified or restricted by a specified provision of this agreement all statutory and inherent management rights, prerogatives and functions are retained and vested exclusively in the District. These rights include, but are not limited to, the rights in accordance with its sole and exclusive judgment and discretion to determine the number of employees to be employed; to hire employees, determine their qualifications and assign and direct their work; to promote, demote, discharge, transfer, lay off, recall to work, and retire employees; to determine the amount and forms of compensation for employees; and to determine personnel, methods, means,

and facilities by which operations are conducted. The District will follow Oregon Revised Statutes and Administrative Rules in determining disciplinary action for licensed employees. Non-licensed, supervisory and confidential employees covered under this agreement are at-will employees. The District retains the right to unilaterally change the terms and conditions of this agreement at any time by written notice to employees.

III. INTERNAL TRANSFERS AND PROMOTIONAL OPPORTUNITIES

Whenever a vacancy exists within the SAAC employee group, the District may consider applications from interested SAAC employees for the purpose of a lateral transfer and/or a promotional opportunity prior to considering application materials from external (non-SAAC) applicants.

IV. COMPENSATION

The salary schedule will be computed as follows:

A. Supervisory, Administrative and Confidential (SAAC) employees will be paid based on the Board adopted salary schedules in Appendix A.

   1. Effective July 1, 2026 all eligible SAAC employees will be awarded step advancement and a four percent (4.0%) Cost of Living Adjustment (COLA) for the 2026-2027 fiscal year.

B. Longevity: SAAC employees will be eligible for a three- and three-quarter percent (3.75%) longevity stipend, subject to the following conditions:

   1. Effective July 1, 2019, SAAC employees who qualify for a longevity increment must have served ten (10) consecutive years in the SAAC employee group.

   2. The longevity stipend will be applied to the SAAC employee's current column and step of the pay range for the current employee position held, without PERS or salary enhancements resulting from election of reduced insurance benefits under the Section 125 benefit options program figured into the formula.

C. Stipend: Salary, Section 125 or Tax-Sheltered Annuity Options

1. All SAAC members will be provided a monthly stipend of $425. Members may expend their monthly stipend, in whole or in part, under any of the options described below. Each member will designate in writing to the District's finance department how their stipend is to be expended.

   a. Option 1: The monthly stipend may be deposited, in whole or in part, into a Tax-Sheltered Annuity (TSA) account selected by the member from a list of carriers available to District employees.

   b. Option 2: The monthly stipend may be directed, in whole or in part, to an account within the Section 125 plan.

   c. Option 3: The monthly stipend may be taken, in whole or in part, as additional salary.

V. MILEAGE/CELL PHONE STIPENDS

A. Each SAAC member will receive the IRS rate per mile for District approved use of personal vehicles.

B. High School Principals, Directors, Information Services Managers and twelve-month Coordinators will be paid a mileage stipend of $100.00 per month as compensation for the use of personal vehicles to perform District duties. All other SAAC employees will receive a $75.00 mileage stipend. Any member assigned to use a district vehicle as part of their job assignment will not receive this stipend.

C. Designated SAAC members will receive a $40.00 stipend for use of personal cell phones to perform District duties.

VI. HEALTH INSURANCE

A. The District agrees to provide one thousand four hundred fifteen dollars ($1,415) per month for SAAC member insurance during the 2026-2027 school year. The District and the employees represented in this agreement agree to consult and confer each year to determine insurance contributions. Benefit option plans will be periodically reviewed and modified as appropriate,

including carriers, plan designs and other changes approved by the Superintendent or designee.

B. The District agrees to provide a Section 125 Plan for each employee covered under this contract during the life of the agreement. Employees will have optional benefit programs to choose among, and a flexible spending account will be established for each employee upon request.

C. Members who retire on full PERS benefits from Springfield Schools may purchase medical, dental and vision insurance at District rates for themselves and their spouses. In addition, term life insurance for the employee only may be purchased. The right to purchase medical, dental and/or vision insurance coverage for dependent children may be granted by the District. Insurance coverage purchased under this provision will have the same plan design and carriers each year as insurance for active employees. Payment for insurance coverage must be made in accord with District procedures and time lines. Failure to comply with District procedures and time lines for insurance payments may result in loss of the right to purchase insurance coverage. The right to purchase coverage expires for employee and spouse at age 65 or Medicare eligibility, whichever occurs earliest.

VII. LONG-TERM DISABILITY INSURANCE

A. Members included in this agreement working a minimum of six (6) hours per day (.75 FTE) will be covered by the District's long-term disability plan. Coverage will be at 66.7% of the member's monthly salary, up to maximum earnings of $8,000 per month.

B. Members included in this agreement will pay their own long-term disability insurance.

VIII. PHYSICAL EXAMINATION

The District encourages staff members to seek routine physical examinations. Reimbursement for routine physical examinations is subject to the contract with insurance carriers. The District may, at its discretion, require an employee to undergo physical examination including psychiatric examination. When the District requires such examination, the District will pay the full cost of the examination.

IX. WORK SCHEDULE/YEAR & HOLIDAYS

Work hours may vary from school to school as determined by the district. To foster building a culture of trust, internally and externally, site administrators shall be visible to staff, students and patrons during school hours, after-school activities, and district-sponsored events that occur outside the normal school day and/or non-student days. It is the expectation of the district that at least one site administrator will be in attendance at school-sponsored, evening events that they schedule in their buildings, for example, music programs, drama performances, parent nights, etc. In addition, each year the superintendent or designee will identify a list of events that require administrative attendance.

A. Work Year

1. The contract year for all SAAC members will be July 1 through June 30.

2. Central Office licensed and non-licensed employees and high school principals will work 261-day contracts, and 262-day contracts on leap years.

3. Other building administrators will work the following days during the 2026-2027 school year, depending upon assignment:

Elementary School Principal	225 days
Elementary School Assistant Principals	225 days
Middle School Principal	227 days
Middle School Assistant Principals	225 days
High School Assistant Principals	225 days
A3 Principal	227 days

B. Paid Holidays

1. For the 2026-2027 fiscal year, SAAC members contracted for 225 to 262 days will have eight (8) paid holidays per year.

New Year's Day	Labor Day	Day After Thanksgiving
Memorial Day	Veteran's Day	Christmas Day
Independence Day	Thanksgiving Day	

2. SAAC employees contracted for less than 225 days will be paid for the above holidays that occur during their assigned work schedule.

3. SAAC employees contracted for 261 days or 262 days will be paid for the Juneteenth holiday in addition to the above holidays.

C. Vacation and Paid Personal Leave

1. Twelve-month employees (Central Office licensed and non-licensed employees and High School Principals) will work 261-day contracts that include nine (9) paid holidays and twenty-eight (28) non-work (vacation) days.

2. Twelve-month employees covered under this agreement may retain a total of up to ten (10) unused vacation days through a combination of carryover and cash out. Of those ten (10) days, no more than four (4) days may be cashed out. Any remaining retained days may be carried over for use between July 1 and June 30 of the following year with supervisor approval.

3. Employees who work less-than-twelve-months will receive three (3) paid personal leave days for use at such time and for such reasons as deemed appropriate by each individual employee.

4. Building administrators will generally schedule personal leave days when students or teachers are not in the building except during the two (2) weeks immediately prior to and the one (1) week immediately after the school year.

5. Given the health benefits of time away from work, vacation-eligible employees are strongly encouraged to schedule vacation at times approved by supervisors

6. Salaries for less-than-twelve-month employees covered under this agreement are paid according to position and its established work year. Salaries are not pro-rated and do not include paid vacation days.

7. Vacation and paid personal leave days are subject to approval by the member's supervisor.

X. FURLOUGH DAYS AND GRANT WORK

Any administrator, who is scheduled to work on a furlough day as the result of a grant, and, where all attendees are compensated through the grant, may receive the same hourly compensation rate that other grant attendees are receiving. Prior approval is required to ensure budgeted funds are available. Time sheets should be filled out and submitted with all other grant attendee time sheets. Only hours worked will be paid and they are not subject to overtime.

XI. PAID LEAVE

A. Sick Leave

1. Sick leave means absence from duty because of a school administrator's illness or injury. Members covered by this agreement will be entitled to one (1) day of sick leave for each twenty (20) days worked. All fractional sick days shall be rounded off so as to provide the employee a larger number of sick leave days.

2. Absence due to serious enough illness or accident of spouse/same-sex domestic partner or any of the following persons who have relationship to either the employee or the employee's spouse, such as: son, daughter, mother, father, sister, brother, aunt, uncle, niece, nephew, grandparent, grandchild or the spouse of any of the above or residents of the employee's home such as foster children, exchange students and roommates, to enable the employee to be near the immediate families during such emergency period. Leave for other than serious enough illness of a member of the family is not covered.
3. Sick leave may be used to provide care for members of the immediate family listed (Article XI.A.2. above) under the Family Medical Leave Act, only if the administrator is the sole provider of care for the serious ill family member.

4. Members new to the District may transfer in up to 600 hours (75 days) of sick leave from a previous PERS employer for use in Springfield School District (ORS 332.507).

5. Members returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination at the expense of the Board or furnish a medical doctor's certificate of health prior to returning to work in order to safeguard the health of students and

employees.

6. When the reason for sick time under Senate Bill 454 is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

B. Bereavement Leave

1. All SAAC members covered by this agreement are eligible for leave due to mental anguish caused by the death of anyone covered in Article X.A.2, to enable the employee to be near members of the immediate family during such emergency. Up to a maximum of three (3) days paid leave may be used by members for bereavement for in-state deaths. Two additional days may be used for in state simultaneous multiple deaths in the immediate family. Five (5) days may be used for out-of-state death in the immediate family. Should simultaneous, multiple deaths occur out of state, an additional three days may be used. This leave is not charged against the employee's sick leave, nor is it accumulative.

2. In cases where additional time is needed for bereavement, employees may request additional bereavement leave through OFLA and use their accumulated sick leave to create a total block of ten (10) days. These additional days would only qualify for family members defined in OFLA.

XII. UNPAID LEAVE

A. Short-Term Unpaid Personal Leave

1. All SAAC members, including probationary employees, may request unpaid personal leave of up to five (5) consecutive workdays within a fiscal year.

2. Short-term unpaid leave requests require prior written approval from the employee's immediate supervisor.

3. Approval will be based on operational needs and the ability to ensure appropriate coverage of duties.

4. Short-term unpaid leave may not be used for the purpose of accepting other employment, unless approved by the District as being of benefit to the

District.

B. Long-Term Unpaid Personal Leave

1. SAAC members who have successfully completed their probationary period may request long-term unpaid personal leave exceeding five (5) consecutive workdays and up to a maximum of one (1) year in any three (3) year period.

2. Long-term unpaid leave requests are subject to the following provisions and conditions:

   a. SAAC members must apply in writing to the Superintendent or designee.

   b. The leave is non-paid and there will be no accrual of seniority or of benefits while on leave.

   c. The District must be able to find a qualified replacement.

   d. No leave will be granted under this section for the employee to assume other employment unless such leave is judged by the District to be of benefit to the District.

   e. Employees requesting leave will give the District at least thirty (30) days' notice in writing in advance of the desired date the leave would begin if approved by the Superintendent or designee.

   f. The employee granted such leave will notify the Human Resources Department by April 1 of their intent to return the following school year. Failure to provide such notice will constitute resignation by the employee.

   g. Upon return from leave, the employee will be assigned to a position similar to the one the employee left, if one is available. If one is not available, the employee will be subject to the provision of Article XVII, reduction in administrative staff.

   h. If the approved leave is for the remainder of a work year, the employee may resume employment in the District at the beginning of the employee's next work year, except by mutual agreement of the employee and the District in that an earlier return would be in the best interest of

the employee and the District.

3. Probationary employees are not eligible for long-term unpaid personal leave.

XIII. TUITION REIMBURSEMENT

A. Beginning July 1, 2010, the District will provide tuition reimbursement to SAAC employees at the rate of 75% to assist staff to offset the costs for obtaining additional education related to their District position. Reimbursement is limited to the tuition costs. Late fees, and costs incurred for books and fees associated with coursework are the responsibility of the employee.

B. Tuition reimbursement for all SAAC employees for continuing professional development and/or advanced degrees is limited to 15 credit hours during the duration of employment and must be relevant to employment within Springfield Public Schools. Requests for reimbursement must be submitted to Human Resources on a district expense reimbursement form. An itemized, current term invoice, which details the number of credits and the cost associated with those credits from the educational institution, must be attached.

C. In addition to the tuition reimbursement identified in the existing SAAC agreement, members may apply for additional funds by following the mini-grant application process. Eligible members may use these funds for tuition reimbursement.

XIV. SAAC MEMBER PROFESSIONAL DEVELOPMENT FUND

A. The District will maintain a SAAC professional development fund sufficient to provide each full-time SAAC member with up to $400 per year for individual professional development. An approved plan must be established prior to expenditure of funds. The Superintendent or designee in accordance with Administrative Procedure will administer the fund.

B. Administrators with a Principal License will be provided up to $500 per year for a maximum of five (5) years or until the administrator receives their Professional Administrator License, whichever comes first. Employees may pool SAAC training funds for three (3) years and a maximum of $1,500.00. The District will maintain a budget not to exceed fifty thousand dollars ($50,000) for the purpose of providing SAAC members with professional development and additional

training related to District goals. Applications will be submitted using the following procedure:

1. Applications will be submitted to the SAAC President.

2. Applications will be reviewed by the executive committee.

3. Distribution of pooled funds will have the approval of the Superintendent or designee.

XV. PROFESSIONAL DUES

Each year, for all administrators, the District will pay full Confederation of Oregon School Administrators (COSA) dues, and one (1) individual department dues. For all other SAAC members the District will pay dues to a professional organization affiliated with their district position during the life of the contract.

XVI. COSA/PROFESSIONAL CONFERENCES

SAAC members covered by this agreement, who have an approved application, may attend one COSA conference each year, or an in-state conference that is associated with their professional, work-related affiliation and will be reimbursed for expenses at the

District rate. Guidelines for expense reimbursement can be found on the intranet under Business Operations.

XVII. EVALUATION

A. The purpose of the evaluation cycle is to receive specific feedback from supervisors about individual performance as measured against the standards, and to build a collection of evidence toward the standards identified through an individual's goal setting process.

B. All licensed and non-licensed probationary administrators will be evaluated yearly for their first three years of employment. All licensed contract administrators will be on a two-year cycle that complies with the requirements as outlined in Senate Bill 290. Building staff may be surveyed during the "OFF" year of the evaluation cycle in order for administrators to receive feedback and

to inform the goal setting process.

C. All other SAAC members covered by this agreement will be evaluated on a yearly basis as determined by their supervisor.

XVIII. REDUCTION IN STAFF

A. Licensed Administrative Staff

1. When making reductions in licensed administrative staff, the District will adhere to Section 15, Senate Bill 880, as amended in ORS 342.934. For the purpose of this article, "administrator" will be substituted for "teacher" when applicable.

B. Non-Licensed Employees

1. In the event an employee's position is eliminated, the employee will receive notice and two weeks (10 days) of severance pay at the employee's regular rate of pay. The employee's pay will be pro-rated based upon the number of days worked through their termination date and the severance pay will be for the 10 days immediately following the employee's separation date from the District.

2. The District or employee may terminate their employment with the District by giving two weeks' notice. If the District terminates the employee, he or she will be entitled to two weeks (10 days) severance pay at the employee's regular rate of pay, which will commence the day following the employee's termination date.

XIX. PERS RETIREMENT

During the term of this Agreement, the District will participate in the Public Employees Retirement System (PERS) as required in ORS 238 and 238A. The District will contribute six percent (6%) of each employee's salary in addition to the District's contribution as defined by ORS 238 and 238A to the public employee retirement plan. To the extent allowed by law, retiring employees will receive credit for unused sick leave for the purpose of calculating final average salary for PERS retirement benefits.

The District does not agree to provide employees any particular level or type of

PERS/OPSRP retirement benefit, but only to participate in the public employees' retirement plans and make contributions as required by law.

XX. AMENDMENTS

This agreement may be amended by mutual agreement of the Springfield Association of Administrators and Confidential employees (SAAC) and the Springfield School District Board of Directors. Such amendment(s) will be in writing.

SPRINGFIELD SCHOOL DISTRICT #19
ASSOCIATION of ADMINISTRATORS
and CONFIDENTIALS

Brian Meyer

SAAC President

5/28/26

Date

SPRINGFIELD SCHOOL DISTRICT #19
LANE COUNTY, OREGON

Jodi O'Mara

For the District

5/28/26

Date

APPENDIX A

2026-2027 SAAC Salary Schedule

Column (Range)	Days	Level One	Level Two	Level Three	Level Four	Level Five	Level Six
16	261	137,786	142,953	148,314	153,876	159,646	165,633
15	261	136,828	141,959	147,282	152,805	158,535	164,480
14	227	123,898	128,545	133,365	138,366	143,555	148,938
13	261	123,386	128,013	132,813	137,794	142,961	148,322
12	261	118,428	122,869	127,477	132,257	137,217	142,362
11	261	118,148	122,579	127,175	131,944	136,892	142,026
10	225	118,427	122,868	127,475	132,256	137,215	142,361
9	225	111,798	115,990	120,340	124,853	129,535	134,392
8	225	108,456	112,524	116,743	121,121	125,663	130,375
7	261	107,330	111,355	115,531	119,863	124,358	129,021
6	227	105,934	109,907	114,028	118,305	122,741	127,344
5	261	93,227	96,723	100,350	104,113	108,017	112,068
4	261	84,818	87,999	91,299	94,723	98,275	101,960
3	261	83,581	86,715	89,967	93,340	96,841	100,472
2	261	74,808	77,614	80,524	83,544	86,677	89,927
1	261	60,743	63,021	65,384	67,836	70,380	73,019
0	261	59,864	62,109	64,439	66,855	69,362	71,963