

**SCAPPOOSE SCHOOL DISTRICT
CONFIDENTIAL EMPLOYEE COMPENSATION PLAN
2026-2028**

This Compensation Plan establishes the salary and benefit provisions the District may use for Confidential Employees excluded from collective bargaining for the 2026-2028 contract period. For purposes of this plan, "Confidential Employee" means an employee assigned to a position listed in Attachment A and covered by this Compensation Plan. A "full-time Confidential Employee" means a Confidential Employee with an annual contract of at least 260 days.

This Compensation Plan establishes salary and benefit provisions only and does not replace any Confidential Employee's individual employment agreement, letter of assignment, applicable job description, District policy, official benefit plan document, or state or federal law. If this Compensation Plan conflicts with an individual employment agreement, letter of assignment, District policy, official plan document, OEBC rule, IRS rule, PERS rule, or applicable law, the applicable law, rule, policy, plan document, individual employment agreement, or letter of assignment shall control.

I. SALARY

The salary for Confidential Employees shall be based on the position and contract days listed in Attachment A during the contract period from July 1 through June 30. The District Nurse and Early Learning Director shall be based on 205 contract days, the Nutrition Services Supervisor shall be based on a 225-day contract, and all other positions listed in Attachment A shall be based on a 260-day contract.

The salary range for a vacant position will be determined by the District and posted with the job opening notice. The District Board of Directors shall approve the Confidential Employee Salary Schedule. Confidential Employees shall pay their own Oregon Public Employees Retirement System (PERS) employee contributions.

II. INSURANCE

A. District Insurance Contribution

The District will provide a monthly contribution toward OEBC medical, dental, and vision insurance premiums for eligible Confidential Employees. The District's contribution shall not exceed the maximum monthly contribution provided to classified employees for the same coverage tier.

Coverage Tier	2026-2027	2027-2028
Family	\$1,894	TBD
Employee/Spouse	\$1,520	TBD
Employee/Child	\$1,520	TBD
Employee Only	\$693	TBD

B. Medical Insurance Opt-Out and HRA VEBA

Subject to OEBC rules, carrier requirements, the District's Section 125 plan, HRA VEBA plan requirements, IRS rules, and applicable law, an eligible Confidential Employee may opt out of District-provided medical insurance if the Confidential Employee meets the requirements for a medical insurance opt-out.

A Confidential Employee who opts out of District-provided health insurance will receive a five hundred seventy-five dollar (\$575.00) per month contribution into a Standard Health Reimbursement Arrangement Voluntary Employees' Beneficiary Association (HRA VEBA) Trust, subject to applicable plan and legal limits. Any OEBC or IRS fees, penalties, or required reductions associated with the opt-out shall reduce the contribution amount and shall not create an additional District obligation.

A Confidential Employee who opts out of medical insurance may still elect dental and/or vision coverage, subject to OEBC and carrier rules.

C. Married Couples/Domestic Partners Employed by the District

When married spouses or domestic partners are both employed by the District and are both eligible for District insurance contributions, they may elect to apply both employees' applicable District insurance contributions toward one set of OEBB coverages, subject to OEBB rules, carrier requirements, the District's Section 125 plan, HRA VEBA plan requirements, IRS rules, and applicable law.

After the cost of the elected OEBB coverages is deducted from the combined District insurance contributions, the District will contribute fifty percent (50%) of any remaining unused amount to an HRA VEBA account or accounts, as permitted by applicable plan rules and law.

Confidential Employees who are married to, or in a domestic partnership with, another District employee may elect either the individual medical insurance opt-out option or the combined District contribution option described in this section, provided the election is permitted under OEBB rules and applicable law.

D. Lower-Cost Medical Plan Contributions

If a Confidential Employee elects an HSA-compatible medical plan with a premium amount less than the applicable District insurance contribution, the District will deposit seventy-five percent (75%) of the difference between the medical insurance premium and the applicable District insurance contribution into the employee's Health Savings Account (HSA), provided the employee is eligible for an HSA and the contribution is permitted by applicable plan rules and law.

If a Confidential Employee elects a medical plan that is not HSA-compatible and the premium amount is less than the applicable District insurance contribution, the District will deposit fifty percent (50%) of the difference between the medical insurance premium and the applicable District insurance contribution into a Health Reimbursement Account (HRA), subject to applicable plan rules and law. The HRA shall remain with the Confidential Employee unless the employee leaves the District prior to retirement, subject to applicable HRA plan rules and law.

The District shall not be responsible for any contribution, benefit, premium, tax consequence, or payment that exceeds the amount permitted by OEBB, the IRS, the HRA VEBA plan, the HSA plan, carrier requirements, or applicable law.

E. Term Life Insurance

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

III. DISCRETIONARY LEAVE

Full-time Confidential Employees shall receive three (3) discretionary leave days per contract year. Discretionary leave shall be prorated for Confidential Employees working less than 1.0 FTE or less than a full contract year. Discretionary leave shall be taken in increments of at least two hours.

Up to two (2) unused discretionary leave days may be carried over each year, provided that no Confidential Employee may use more than five (5) discretionary leave days in any contract year.

A Confidential Employee who wishes to carry over unused discretionary leave must notify the District business office by May 15. Unused discretionary leave days that are not carried over shall be paid at one-half (1/2) of the Confidential Employee's usual daily salary, calculated by dividing the Administrator's annual base contract salary by the Administrator's contract days.

Use of discretionary leave is subject to prior approval and District operational needs. The Superintendent may limit the use of discretionary leave on specific dates or when multiple employees request leave on the same date, except in emergencies.

IV. HOLIDAYS

The following holidays shall be paid holidays for full-time Confidential Employees and shall count toward the employee's contracted days of service: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Day after Thanksgiving, the Day before Christmas, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, and Memorial Day.

Only holidays that fall within the inclusive dates of active employment shall be paid holidays.

V. VACATION LEAVE

Full-time Confidential Employees shall receive twenty (20) vacation days per contract year. Beginning with the contract year following completion of twenty (20) years of District employment, full-time Confidential Employees shall receive twenty-five (25) vacation days per contract year.

Vacation must be scheduled in a manner consistent with the District's operational needs and is subject to the Superintendent's approval. Vacation shall be prorated for Confidential Employees who begin or end employment during the contract year or who work fewer than a full 260 days under the contract.

A maximum of ten (10) unused vacation days may be carried over beyond December 31 of each year. Vacation days in excess of the carryover limit shall be forfeited unless otherwise approved in writing by the Superintendent before December 31. Payment of unused vacation upon separation, if any, shall be made only as required by District policy, the Confidential Employee's individual employment agreement or letter of assignment, or applicable law.

VI. SICK LEAVE

Sick leave entitlement for full-time Confidential Employees shall accrue at one day per month, or twelve (12) days each year, and may accumulate without limit, as provided by Oregon Revised Statutes. Sick leave entitlement for Confidential Employees working less than full-time shall accrue as provided by Oregon Revised Statutes, District policy, and applicable law.

Sick leave accrued in other Oregon school districts shall be credited as required by Oregon law and District policy.

VII. BEREAVEMENT LEAVE

Five (5) days of leave with pay will be authorized by the District in the event of the death of an immediate family member. Two additional days shall be available for required out-of-state travel exceeding 100 miles one way.

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

- Spouse or domestic partner;
- Mother or father of the Confidential Employee or spouse/domestic partner;
- Children, grandchildren, or grandparents of the Confidential Employee or spouse/domestic partner;
- Brother or sister of the Confidential Employee or spouse/domestic partner;
- Step relatives or in-laws for any listed above of the Confidential Employee or spouse/domestic partner;
- Aunt or uncle of the Confidential Employee or spouse/domestic partner; and
- 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, Confidential Employees will not be docked for time lost due to emergency closure or delayed opening.

IX. CONTINUING EDUCATION

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

X. FLEX TIME

With prior Superintendent approval, flex time may be granted for hours or days worked outside of the employee's regular work schedule when compensatory time is not approved. Nothing in this section is intended to waive any overtime, compensatory time, or other compensation required by law.

XI. TAX-SHELTERED ANNUITY

The District will contribute four hundred dollars (\$400.00) per month to a District-approved tax-sheltered annuity/403(b) plan on behalf of eligible Confidential Employees. For 260-day Confidential Employees, the contribution shall be made for twelve (12) months, July through June. For Confidential Employees with fewer than 260 contract days, the contribution shall be made for eleven (11) months, August through June.

Contributions are subject to IRS limits, plan requirements, vendor requirements, and applicable law. The Confidential Employee is responsible for completing all required enrollment and vendor forms. If a contribution cannot be made because of IRS limits, plan restrictions, failure to complete required paperwork, or other legal restrictions, the District shall not be required to provide the contribution as cash or any other substitute benefit unless expressly approved by the Board.

XII. LONGEVITY PAY

Effective July 1, 2026, the Confidential Employee Salary Schedule includes longevity steps at Step 10, Step 15, and Step 20. A Confidential Employee who has reached Step 8 of the applicable salary range and who remains assigned to the same confidential position shall be eligible for longevity step placement as follows:

- Step 10: beginning with the employee's tenth (10th) year in the same confidential position;
- Step 15: beginning with the employee's fifteenth (15th) year in the same confidential position; and
- Step 20: beginning with the employee's twentieth (20th) year in the same confidential position.

Longevity step placement shall be determined as of July 1 of each contract year and shall be reflected in the Confidential Employee's base salary as listed in Attachment A. Prior experience used for initial salary placement shall not count toward longevity eligibility unless specifically approved by the Superintendent.

Longevity step placement shall be prorated, as applicable, for Confidential Employees who work less than 1.0 FTE or serve less than a full contract year.

XIII. DISTRICT NURSE CREDENTIAL DIFFERENTIAL

The District Nurse shall be eligible for a credential differential in addition to placement on the District Nurse salary schedule. The differential shall be calculated as a percentage of the employee's base salary and paid in equal monthly installments.

An employee assigned as District Nurse shall receive a three percent (3%) differential for holding a current TSPC Professional School Nurse Certificate. An employee shall receive a two percent (2%) differential for holding a Bachelor of Science in Nursing or a four percent (4%) differential for holding a Master of Science in Nursing, Nationally Certified School Nurse credential, or comparable advanced nursing credential approved by the District.

Credential differentials shall not be cumulative beyond a maximum of five percent (5%). The employee must provide documentation of the qualifying credential before the differential is applied. The differential shall begin the month following verification by the District.

ATTACHMENT A

CONFIDENTIAL EMPLOYEE SALARY SCHEDULE

2026-2028

2026-2027 Salary Schedule - Effective July 1, 2026

2026-2027: 4.00% Increase; Steps 1-8 reflect 3.00% step increments; Steps 10, 15, and 20 reflect longevity placement.

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 10 Longevity Step	Step 15 Longevity Step	Step 20 Longevity Step
Payroll and Benefits Specialist	\$78,254	\$80,602	\$83,020	\$85,511	\$88,076	\$90,718	\$93,440	\$96,243	\$101,055	\$106,108	\$111,413
Facilities Manager	\$92,229	\$94,997	\$97,846	\$100,781	\$103,804	\$106,919	\$110,127	\$113,431	\$119,102	\$125,057	\$131,310
District Nurse	\$74,075	\$76,296	\$78,586	\$80,943	\$83,372	\$85,873	\$88,449	\$91,102	\$95,666	\$100,440	\$105,462
Nutrition Services Supervisor	\$72,049	\$74,210	\$76,437	\$78,730	\$81,092	\$83,524	\$86,031	\$88,611	\$93,043	\$97,694	\$102,579
Executive Assistant to Superintendent	\$72,049	\$74,210	\$76,437	\$78,730	\$81,092	\$83,524	\$86,031	\$88,611	\$93,043	\$97,694	\$102,579
Early Learning Director	\$72,049	\$74,210	\$76,437	\$78,730	\$81,092	\$83,524	\$86,031	\$88,611	\$93,043	\$97,694	\$102,579

2027-2028 Salary Schedule - Effective July 1, 2027

2027-2028: 3.50% Increase; Steps 1-8 reflect 3.00% step increments; Steps 10, 15, and 20 reflect longevity placement.

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 10 Longevity Step	Step 15 Longevity Step	Step 20 Longevity Step
Payroll and Benefits Specialist	\$80,993	\$83,423	\$85,926	\$88,504	\$91,158	\$93,893	\$96,710	\$99,611	\$104,592	\$109,822	\$115,313
Facilities Manager	\$95,457	\$98,322	\$101,271	\$104,309	\$107,438	\$110,661	\$113,981	\$117,401	\$123,270	\$129,434	\$135,906
District Nurse	\$76,668	\$78,967	\$81,336	\$83,776	\$86,290	\$88,878	\$91,545	\$94,290	\$99,015	\$103,955	\$109,153
Nutrition Services Supervisor	\$74,571	\$76,808	\$79,112	\$81,486	\$83,930	\$86,448	\$89,042	\$91,713	\$96,299	\$101,114	\$106,170
Executive Assistant to Superintendent	\$74,571	\$76,808	\$79,112	\$81,486	\$83,930	\$86,448	\$89,042	\$91,713	\$96,299	\$101,114	\$106,170
Early Learning Director	\$74,571	\$76,808	\$79,112	\$81,486	\$83,930	\$86,448	\$89,042	\$91,713	\$96,299	\$101,114	\$106,170

New Confidential Employees shall generally be placed on Step 1. The Superintendent may recommend initial placement above Step 1 based on prior experience, qualifications, market conditions, or other relevant factors, subject to District approval. Longevity steps apply only as provided in Section XII.