

MEMORANDUM OF AGREEMENT
BETWEEN THE
NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
And
ADMINISTRATIVE STAFF
July 1, 2011 – June 30, 2012

This agreement shall constitute the understanding between Northwest Regional Education Service District (NWRESD) and the administrative staff regarding wage and benefit provisions for the **2011 - 2012** contract year. Given the nature of the current budgetary issues facing the ESD, the Board reserves the right to alter these provisions should the Board determine financial exigencies require such a change.

I. Administrative Salary Schedule

The administrative salary schedule will be set forth as described in Appendix A. The salary schedule represents a 0% cost of living increase over the 2010 - 2011 administrative salary schedule. Placement on the salary schedule will be by scope of responsibilities and requirements as determined by the Superintendent, not by job title.

II. Salaries

- A. All administrators will be placed on the salary schedule. Contracts that vary from the number of days reflected on the salary schedule will be pro-rated according to individual contract length. Consideration will be given to the contract length based on the position's requirements.
- B. The administrator shall pay the employee PERS contribution.
- C. Administrators will be placed on level and step at the Superintendent's discretion.
- D. Administrators will advance to the next step contingent on satisfactory annual performance review; however, there will be no step advancement for 2011-12.
- E. The decision regarding the administrative contract length will be reviewed by the Superintendent upon written request from the administrator.

III. Fringe Benefits (Full-time)

A. Family Medical, Dental, and Vision

For 2011-12 NWRESD shall contribute up to \$1230.00 per month for medical, dental, and vision insurance.

Administrators with an assigned work schedule of 190 or more days and working eight (8) hours per day will receive the full NWRES D contribution. Administrators scheduled to work less than 190 day contract and/or less than eight (8) hours per day will have their insurance contribution pro- rated.

- B. Administrators eligible for a District insurance contribution, but who choose not to obtain insurance coverage may "opt out" in accordance with underwriting rules and regulations as set forth by OE B B. An eligible employee who "opts out" of insurance shall receive a \$300.00 monthly contribution to a qualified VEBA plan. Part time administrators with an FTE of .50 and above shall have the "opt out" option pro-rated according to their FTE. A participating employee is eligible for a contribution of one-half of the difference between the cost of their insurance premium and the District contribution of \$1230.00, up to a \$150.00 maximum, into a qualified VEBA.

Administrators who choose ODS Plan 9 are eligible to receive a NWRES D contribution to an approved Health Savings Account (HSA). The contribution to the HSA will be one-half of the difference between the ODS Plan 9 premium (medical, dental, vision) and the District contribution of \$1230.00, up to a \$150.00 maximum.

- C. Income Replacement and Disability Insurance

NWRES D will provide premium payment for income replacement and disability insurance for each administrator. The maximum monthly benefit is sixty percent of the administrator's monthly salary with a waiting period of thirty days. Income from other sources, including earnings from NWRES D or other employers, social security, and/or PERS disability payments, unemployment compensation, and workers' compensation will offset the long-term disability benefits available through this provision. *

- D. Life Insurance

NWRES D will provide paid group life insurance to each administrator. The face value of the policy is equal to the administrator's salary rounded up to the nearest \$1000. This insurance provides accidental death and dismemberment benefits. *

** Benefits A, B, C, and D are offered in accordance with and subject to the actual insurance policies and the Rules and Regulations of the underwriter carrier. The terms of the actual insurance plan govern these benefits. The insurance year is from October 1 through September 30th.*

- E. Sick Leave

NWRES D will provide sick leave in accordance with guidelines provided in ORS 332.507. (One day of such leave per month for each month of employment up to twelve days per year).

F. Emergency and Personal Business Leave

Administrators are provided three days of emergency or personal business leave per year. These days do not accumulate from year to year. Personal business leave will not be available for recreational purposes, to extend a vacation or holiday, or for personal illness if the employee has accrued sick leave. Personal business leave does not accumulate from year to year.

G. Bereavement Leave

Administrators are provided with up to five days of bereavement leave per occurrence for absence due to a death in the immediate family without deduction from any other allowed leave. Additional paid or unpaid bereavement leave may be granted at the discretion of the Superintendent. Bereavement leave is not cumulative.

The "immediate family" shall be defined as mother, father, brother, sister, child, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, spouse and administrator's and spouse's grandparents, or person regularly residing in the administrator's residence.

H. Professional Development

Upon application by the administrator and approval by the Superintendent or designee, NWRESD will pay for workshops and college tuition for classes that are directly related to the employee's position. All applications must be made in advance. Proof of satisfactory completion of the classes will be required for reimbursement. A maximum of 12 credit hours of college credit per year will be reimbursed. The rate of reimbursement will be at the current rate established at Portland State University.

I. Professional Memberships

NWRESD will pay for the annual COSA dues including one specific organization affiliation. If an administrator chooses to not join COSA, he/she may use the amount equivalent to the cost of the COSA dues toward another professional membership upon approval of the Superintendent.

J. Holidays

NWRESD shall provide ten paid holidays per year. The holidays are: Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, and Memorial Day.

K. Mileage Reimbursement

NWRESD shall provide mileage reimbursement at the rate established by Board policy DLC.

L. Salary Deductions and Options

Salary deductions and options shall be made available through the payroll

department and include tax shelter annuities, United Way, and others as deemed appropriate by the Superintendent. Direct payroll deposit is available and payroll draws may be granted in compliance with the Administrative Regulations established by the Superintendent.

M. Layoff

Administrators shall be subject to layoffs if the Board determines layoffs are necessary. Administrators with licenses issued by the Teachers Standards and Practices Commission ("TSPC") will be laid off in accordance with Board Policy CPA and its Administrative Regulation and any applicable statute. Administrators without TSPC licenses will be laid off based on the discretion of the Board. When a layoff occurs, the District will inform the administrator affected as soon as practicable. The District will make an attempt to provide a 30 day notice before the effective date unless the layoff is the result of an unexpected change.

IV. Emergency Closure

- A. If the ESD or site where the administrator is located is open, the administrator must report to work if they can do so safely. If they cannot report to work safely, they may take one of the options listed under IV B.
- B. If the ESD or site where the administrator is located is closed, the administrator may:
 - a. Come to work
 - b. Work at home after informing his/her supervisor
 - c. Take personal leave
 - d. Take a non-contract day

V. Post-Retirement Employment

- A. Administrators hired as a post-retirement employee shall be subject to Board Policy GCPC/GDPC and Administrative Rule CGPC/GDPC-AR.
- B. Administrators hired as post-retirement Administrators will not receive the insurance contribution described in Section III-A
- C. Administrators hired as post-retirement Administrators will not be eligible for the Disability or Life Insurance described in Section III-B & C.

VI. Administrative/ Management Group

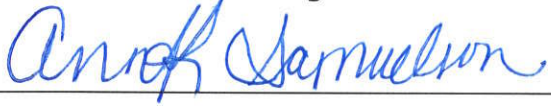
Two representatives of the ESD and the Administrative group will comprise an administrator/management committee. The committee will meet for the purpose of discussing any matters of common interest arising out of the administration of this agreement. By October first (1) of each year, the committee will establish a mutually agreeable, yearly calendar of meetings.

VII. Entire Agreement

This Agreement constitutes the sole and entire existing agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the ESD and the NWRESA Administrative Staff. The waiver of any breach, term, or condition of the agreement by either party shall not constitute a precedent in the future enforcement of all of the agreement's terms and conditions.

This Agreement shall be effective as of July 1, 2011, and shall remain in effect through June 30, 2012.

This Memorandum of Agreement is entered into this 13th day of Sept, 2011.


Board Chairperson

9/13/2011
Date


Superintendent

9/13/11
Date

Appendix A

Administrative Salary Schedule 2010-2011

230 Days

Classification	1	2	3	4	5
Directors	102,175	103,707	105,240	106,819	108,398
Service Center Administrator	93,336	94,737	96,136	97,578	99,020
Coordinators / Principal	89,243	90,582	91,921	93,300	94,678
Technology Services Supervisor	99,192	100,680	102,168	103,700	105,232
Supervisor/Specialist	84,016	85,276	86,555	87,854	89,172
Accounting Manager	75,875	77,012	78,169	79,341	80,531
Managers / Facilities	64,758	65,729	66,715	67,716	68,732

225 Days

Classification	1	2	3	4	5
Directors	99,954	101,453	102,952	104,497	106,041
Service Center Administrator	91,307	94,737	94,046	95,457	96,867

220 Days

Classification	1	2	3	4	5
Service Center Administrator	89,278	90,618	91,956	93,335	94,714
Coordinators / Principal	85,363	86,644	87,924	89,243	90,562

210 Days

Classification	1	2	3	4	5
Supervisor/Specialist	76,710	77,861	79,029	80,214	81,418