

INTERMOUNTAIN EDUCATION SERVICE DISTRICT
SUPPORT SERVICES/SPECIAL PROJECTS STAFF

AGREEMENT
July 1, 2020- June 30, 2023

The InterMountain Education Service District Board of Directors, hereinafter referred to as the “District”, and the Support Services Administrator/Special Projects Staff, hereinafter referred to as the “Staff” or “employee”, agree to the following provisions contained herein with regard to salary, fringe benefits and other conditions of employment.

SECTION I. RECOGNITION

The District recognizes the Staff for purposes of consulting with the District. Consultation will be in regard to economic and related matters of employment.

SECTION II. STATUS OF AGREEMENT

- A. This agreement shall be in effect and remain in full force from July 1, 2020 through June 30, 2023.
- B. The District retains all traditional rights that are the prerogative of management.
- C. There shall be two signed copies of the final agreement for the purpose of records. One will be retained by the District and one by a representative of the Staff.

SECTION III. RESPONSIBILITIES OF THE STAFF

The essential responsibilities of the Staff are to provide support in implementation of District objectives and play a critical role in meeting the policies and the administrative rules adopted by the District and the administrative procedures established by the District Superintendent.

SECTION IV. RESPONSIBILITIES OF THE DISTRICT

The District shall be responsible for communicating to the Staff its expectations of them in fulfilling their responsibilities as outlined in Section III. The District shall also be responsible for providing feedback to the Staff regarding their achievements.

SECTION V. EMPLOYMENT YEAR

For accounting purposes, a year of employment shall be defined as 250 – 8 hour day (2000 hour) year.

SECTION VI. COMPENSATION

- A. The Staff shall receive compensation based on placement as per the attached compensation schedule.
- B. The Salary schedule is composed of 5 rows representing a year of experience for each row. Eligible Staff will move down the rows until reaching row 5.
- C. The base salary for the 2020-2021 year shall be increased by 3%. The base salary for the 2021-2022 year shall be increased by 3%. The base salary for the 2022-2023 year shall be increased by 3%.
- D. An employee who has completed five (5) accumulative years on the support staff schedule will receive a longevity increase of \$500 to their annual salary through the completion of their 10th year on the schedule. An employee who has completed ten (10) accumulative years on the support staff schedule will receive a longevity increase of \$750 to their annual salary through the completion of their 20th year on the schedule. An employee who has completed twenty (20) accumulative years on the support staff schedule will receive a longevity increase of \$1,000 to their annual salary. Any full-time employee, working thirty (30) or more hours per week shall receive the full appropriate increase to their salary. Those working twenty to twenty-nine (20-29) hours per week will be compensated on a prorated basis. This amount will continue even if the employee is promoted to a new range and step on the classified salary schedule.
- E. Employees receiving satisfactory evaluations will be eligible for the salary increase. The District, through the use of the evaluation procedure, may withhold salary increases and/or incentive feature for an employee who receives a below average and/or needs-improvement evaluation and who has previously been placed on a plan of assistance during the year.
- F. Positions will be reviewed as they are vacated either through termination or retirement to determine placement of position in another bargaining group as appropriate.
- G. Employees will pay the employee contribution to the Public Employees Retirement System (PERS).
- H. The District shall have the authority to employ persons for a lesser period of time if the department/program conditions necessitate a lesser period of employment.
- I. The District will provide the amount of \$125.00 per month that can be applied toward to a District approved tax-sheltered annuity.

SECTION VII. INSURANCE

- A. Employees working thirty (30) or more hours per week will receive full insurance benefits. Those working twenty to twenty-nine (20-29) hours per week will receive fifty percent (50%) of the total amount provided to apply toward medical or dental coverage.
- B. The ESD will continue to offer medical, dental, vision, and orthodontia coverage through OEGB (Oregon Educators Benefit Board). The District will pay up to \$1,500 for 2020-2021 year. The amount for the 2021-2022 year shall be \$1,550. The amount for the 2022-2023 year shall be \$1,600.
- C. Any full-time employee, working thirty (30) or more hours per week and a one hundred ninety (190) day contract, and has proof of insurance may choose to opt out of OEGB, and will receive 35% of the district cap in a Health Reimbursement Account (HRA).
- D. Health Savings Account (HSA): Employees that are eligible for health insurance may elect to participate in the high deductible health plan. For employees choosing the highest deductible plan, the employees may invest in a Health Savings Account provided all criteria is met under the rules and regulations set forth by the IRS. The District will contribute to a Health Savings Account the lesser of: 1) the difference between the actual cost of the total premiums selected (medical, dental, vision) and the maximum District insurance contribution for any given year or 2) the annual maximum allowed by the IRS.

SECTION VIII. PAID LEAVES

Employees shall be granted the following leaves. Employees working less than a 250 – 8 hour day (2000 hour) year shall be granted leave on a pro-rated basis.

- A. Vacation Leave – will be awarded on July 1st of each year based on the following guidelines;

Current Employees will be frozen at the current rate until they reach new level.

Days Worked	New Hire	1 st - 5 th Year	6 th - 10 th Year	11 th - 15 th Year
	0 – 5 days*	10 days*	15 days*	20 days*

* Hours worked in the previous year divided by 2000 hours.

New Hires after July 1, 2014

Days Worked	New Hire	1 st - 5 th Year	6 th - 10 th Year	11 th - 15 th Year
Up to 220	0 – 5 days*	5 days**	5 days**	5 days**
221-250	0 – 5 days*	5 days**	10 days**	10 days**

* Hours worked in the previous year divided by 2000 hours.

** Pro-rated based on 8 hour days

Hourly employees will take their vacations during office closed and/or at the end of the school year in June. Vacation balance will be paid out at the end of the fiscal year. With supervisory approval, employees may take vacation leave for a special circumstance.

Salaried employee's supervisor must approve vacation leave in advance. Vacation leave should be taken within the fiscal year granted. Upon written request, the employee with approval of the employee's supervisor and the Human Resources Director will grant an extension of time into the first forty-five (45) days of the next fiscal year.

B. Sick Leave

Sick Leave will be granted to all employees of this bargaining unit who are absent from work in accordance with current Oregon Law. Sick leave will be awarded on July 1st of each year granted on the basis of one (1) day per month or portion thereof that the employee is under contract or employed, in accordance with ORS 332.507. All qualifying sick leave days will run concurrently. There is no limit to accumulation of sick leave hours.

C. Personal Leave

Four (4) days per year (non-accumulative) will be allowed for personal use with no restrictions. Request for leave shall be submitted on a form, provided by the District, to the employee's immediate supervisor at least two (2) days prior to the requested absence. In an emergency situation, notification to the immediate supervisor shall be sufficient.

D. Bereavement Leave

Four (4) days per year (non-accumulative) will be allowed upon the death of a friend or family member. Request for leave shall be submitted to the employee's immediate supervisor at least two (2) days prior to the requested absence. In an emergency situation, notification to the immediate supervisor shall be sufficient.

E. Inclement Weather/Emergency Leave

Employees shall use vacation, personal leave, or unpaid leave for days that the assigned work location is closed due to inclement weather or unforeseen emergencies. If the employee is unable to get to work because of inclement weather and the assigned work location is open, the employee shall use vacation or personal leave. If there is no leave available then it will be unpaid leave.

SECTION IX. HOLIDAYS

- A. Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day following Thanksgiving, Martin Luther King, Jr. Day and Memorial Day shall be paid legal holidays if observance of the holiday falls on a *normally* scheduled workday for the employee.

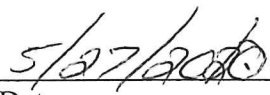
SECTION X. EXPENSE REIMBURSEMENT

- A. Employees using his/her private vehicle for approved District travel shall be reimbursed for the use of that vehicle at the District established rate. The rate will be reimbursed at the current IRS rate.
- B. Employees will be reimbursed for expenses incurred in required travel outside the District in accordance with District policy.
- C. Employees will be reimbursed for work-related meals in accordance with District policy and as approved by the immediate supervisor and/or the District Superintendent.

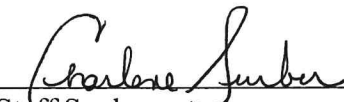
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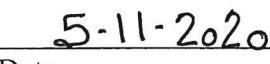
Chair, District Board of Directors



Date



Staff Spokesperson



Date

**InterMountain ESD
Support Staff-Special Proj Salary Schedule
2020-2021**

Range									
Step	1	2	3	4	5	6	7	8	9
1	39,682	42,242	44,796	47,353	49,909	52,468	55,027	57,581	60,139
2	41,147	43,705	46,261	48,817	51,377	53,932	56,487	59,046	61,601
3	42,613	45,172	47,727	50,283	52,840	55,399	57,954	60,513	63,068
4	44,077	46,636	49,193	51,747	54,308	56,860	59,420	61,976	64,534
5	45,542	48,103	50,656	53,212	55,771	58,327	60,883	63,444	65,997

USED COLA INCREASE OF 3%

**InterMountain ESD
Support Staff-Special Proj Salary Schedule
2021-2022**

Range									
Step	1	2	3	4	5	6	7	8	9
1	40,872	43,509	46,140	48,774	51,406	54,042	56,678	59,308	61,943
2	42,381	45,016	47,649	50,282	52,918	55,550	58,182	60,817	63,449
3	43,891	46,527	49,159	51,791	54,425	57,061	59,693	62,328	64,960
4	45,399	48,035	50,669	53,299	55,937	58,566	61,203	63,835	66,470
5	46,908	49,546	52,176	54,808	57,444	60,077	62,709	65,347	67,977

USED COLA INCREASE OF 3%

**InterMountain ESD
Support Staff-Special Proj Salary Schedule
2022-2023**

Range									
Step	1	2	3	4	5	6	7	8	9
1	42,098	44,814	47,524	50,237	52,948	55,663	58,378	61,087	63,801
2	43,652	46,366	49,078	51,790	54,506	57,217	59,927	62,642	65,352
3	45,208	47,923	50,634	53,345	56,058	58,773	61,484	64,198	66,909
4	46,761	49,476	52,189	54,898	57,615	60,323	63,039	65,750	68,464
5	48,315	51,032	53,741	56,452	59,167	61,879	64,590	67,307	70,016

USED COLA INCREASE OF 3%