

**INTERMOUNTAIN EDUCATION SERVICE DISTRICT
PROFESSIONAL/TECHNICAL STAFF AGREEMENT**

July 1, 2020 - June 30, 2021

The InterMountain Education Service District Board of Directors, hereinafter referred to as the “District”, and the Professional/Technical 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 on economic and related matters of employment on a meet and confer basis.

SECTION II. STATUS OF AGREEMENT

- A. This agreement shall be in effect and remain in full force from July 1, 2020 through June 30, 2021.
- 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. The District and a representative of the Staff will each retain one.

SECTION III. RESPONSIBILITIES OF THE STAFF

The essential responsibilities of the Staff are to provide professional/technical support in implementation of District objectives and to support the program administrators 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 operational purposes, a calendar year shall be defined as 365 days. For accounting purposes, a year of employment shall be defined as 250 days. Each staff member will have an individual agreement for scheduled workdays per year.

SECTION VI. PROFESSIONAL/TECHNOLOGY CLASSIFICATION

Positions classified within the professional/technical series include full-time or part-time positions, which are directly responsible for professional/technical functions within the ESD. Also included are working supervisors or lead workers who both perform and supervise professional/technical job functions.

SECTION VII. EVALUATION/COMPENSATION

- A. The salary cell placements beginning with 2020-2021 shall be shall be increased by 3%.
- B. The compensation package is developed to provide a flexible, market-competitive program which would reward exceptional performance, encourage employee skill development, help attract and retain qualified professional/technical employees, provide employees greater career development opportunity and decentralize compensation decision making to the department level.
- C. Each employee covered by this agreement will be placed at a starting salary based upon their specific job classification and their experience/expertise. All decisions concerning salary level placement will be made by the department director and approved by the CFO.
- D. Each professional/technical department will have an established employee evaluation process. This evaluation process will be reviewed with staff at the beginning of each contracted work year. The department's compensation program will be reviewed and discussed as part of the individual's evaluation process. Employees will be eligible for a salary increase based on a satisfactory evaluation. For specific guidelines, see department evaluation "handbook".
- E. Employees will pay the employee contribution to the Public Employees Retirement System (PERS).
- F. 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.

SECTION VIII. FRINGE BENEFITS

- 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. IMESD will continue to offer medical, dental, vision, and orthodontia coverage through OEBC (Oregon Educators Benefit Board). The District will pay up to \$1,500 for 2020-2021 year.

C. Any full-time employee, working thirty (30) or more hours per week, 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 (currently OEGB/MODA Evergreen 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 IX. PAID LEAVES

A. Sick Leave

Sick Leave will be granted to all employees of this bargaining unit who are absent from work because of personal illness or injury. 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. There is no limit to accumulation of sick leave hours.

B. 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.

C. Bereavement Leave

Four (4) days per year will be allowed upon the death of a friend or family member. 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.

SECTION X. FUNDING

The parties to this agreement recognize that compensation and benefits provided herein are contingent upon adequate funding and must be provided by legally established budget and elections procedures. All such compensation and economic benefits are, therefore, contingent upon adequate revenue and an approved budget.

SECTION XI. COMPLIANCE

Any individual contract between the District and individual employee shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this agreement, this agreement during its duration shall be controlling.

SECTION XII. HOLIDAY/OFFICE-CLOSED DAYS

- A. Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Martin Luther King Jr. Day and Memorial Day shall be paid legal holidays.
- B. It is understood that professional/technical staff provide service to agencies and public entities 365 days a year. Therefore, should a staff member be required to work on a holiday (including Christmas Day and/or New Year's Day) due to an unforeseen necessity they will be allowed to take their holiday as a "floating" holiday and substitute the holiday for another day off with pay.
- C. Days designated as emergency-closure days shall be unpaid unless the employee charges them to appropriate and approved leave, i.e. inclement weather closure as outlined in IMESD Board Policy. Due to the nature of the agencies served by professional/technical staff, and the operational calendar, emergency-closure days will be reviewed on a case-by-case basis.

SECTION XIII. EXPENSE REIMBURSEMENT

- A. An employee 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 equal the IRS rate in effect as per Board policy.
- B. Employees will be reimbursed for approved expenses incurred in required travel outside the District in accordance with District policy.
- D. 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.

SIGNED:  5/27/2020
Chair, ESD Board of Directors Date

 5/21/2020
Spokesperson, Technical Staff Date

InterMountain ESD
Technical Salary Placement
2020-2021

Range								
Step	1	2	3	4	5	6	7	8
1	38,434	40,570	42,703	44,838	46,974	49,109	51,246	53,382
2	40,353	42,495	44,629	46,762	48,894	51,030	53,166	55,302
3	42,277	44,413	46,548	48,683	50,818	52,952	55,090	57,226
4	44,198	46,336	48,470	50,605	52,739	54,875	57,008	59,144
5	44,198	46,336	50,390	52,526	54,663	56,796	58,932	61,070
6	44,198	46,336	50,390	54,448	56,582	58,719	60,853	62,988
7	44,198	46,336	50,390	56,370	58,507	60,640	62,776	64,912
8	44,198	46,336	50,390	58,289	60,425	62,561	64,695	66,833
9	44,198	46,336	50,390	58,289	62,349	64,484	66,620	68,754
10	44,198	46,336	50,390	58,289	62,349	66,405	68,540	70,676
11	44,198	46,336	50,390	58,289	62,349	68,322	70,459	72,596
12	44,198	46,336	50,390	58,289	62,349	70,249	72,384	74,518
13	44,198	46,336	50,390	58,289	62,349	72,169	74,304	76,440
14	44,198	46,336	50,390	58,289	62,349	74,095	76,228	78,364
15	44,198	46,336	50,390	58,289	62,349	74,095	78,148	80,284
16	44,198	46,336	50,390	58,289	62,349	74,095	80,069	82,204
17	44,198	46,336	50,390	58,289	62,349	74,095	81,993	84,129
18	44,198	46,336	50,390	58,289	62,349	74,095	81,993	86,048
19	44,198	46,336	50,390	58,289	62,349	74,095	81,993	87,973
20	44,198	46,336	50,390	58,289	62,349	74,095	81,993	89,892
21	44,198	46,336	50,390	58,289	62,349	74,095	81,993	91,815
22	44,198	46,336	50,390	58,289	62,349	74,095	81,993	93,732
23	44,198	46,336	50,390	58,289	62,349	74,095	81,993	95,659
24	44,198	46,336	50,390	58,289	62,349	74,095	81,993	97,579

USED COLA INCREASE OF 3%