

**KLAMATH FALLS CITY SCHOOLS**

**AND**

**KLAMATH FALLS CONFIDENTIAL**



2018-2022

Agreement



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**ARTICLE 1**  
**RECOGNITION**

The Board recognizes the Confidential Employees Association, hereinafter called the Association, as the exclusive bargaining representative on wages, hours, and conditions of employment for all regular full-time and regular part-time staff employed by the District and recognized by ERB as Confidential employees.

**ARTICLE 2**  
**SALARY AGREEMENT**

**A. Salary:**

1. For each school year (2018/19, 2019/20, 2020/21, 2021/22), members will receive a 2% COLA increase in accordance with the Confidential/KFCS agreement (Appendix 1).
  - Step and column advancement and longevity will be granted to those eligible.

**B. Longevity:**

When a Confidential employee does not advance on a step (the year after he/she has reached Step 4), that employee will receive an additional .40 cent per hour, every year until such time as the employee resigns his/her employment with the district or retires. All previous longevity agreements have been met and are no long applicable.

**ARTICLE 3**  
**SICK LEAVE**

- A. One (1) sick leave day per month worked, with unlimited accumulation. This amount will be given in one (1) lump sum beginning every fiscal year. (Example: Twelve (12) month employees will receive twelve (12) sick days on July 1st.)
  
- B. Family Illness: Immediate family members, other than a child of a member (no limitation on children), shall be allowed up to a maximum of five (5) days paid sick leave for illness even if it does not fit the definition of serious health condition. If it fits the definition of serious health condition, members may use all available sick leave.

**ARTICLE 4**  
**BEREAVEMENT LEAVE**

- A. Seven (7) days for bereavement leave for spouse, children, parents, grandparents, grandchildren, brother, sister, father-in-law, mother-in-law, brother-in-law and sister-in-law.
  
- B. Family member means: spouse, children, parents, grandparents, grandchildren, fathers-in law, mothers-in-law, brothers, sisters, brothers-in-law, sisters-in-law, son-in-law, or daughter-in-law, including step, foster and adopted, aunts, uncles, nieces, nephews and legal guardians.

*Additional family members may be included, for bereavement, in unusual circumstances. To be granted on an individual basis, with approval of the immediate supervisor and/or Superintendent or Personnel Director.*



**ARTICLE 5**  
**MEDICAL, DENTAL, VISION INSURANCE**

- A. The District shall contribute up to the following amounts toward OEGB insurance premiums.
- B. The District's contribution toward insurance premiums will increase by 3% for each year beginning October 1<sup>st</sup> and ending September 30<sup>th</sup> of each school year (2018-19, 2019-20, 2020-21, and will be 3.4% for the 2021-22 school year.
- C. Insurance Premiums: Maximum Contributions by District:

	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
Full Family Maximum	\$1,858	\$1,914	\$1,972	\$2,039
Employee/Spouse Maximum	\$1,309	\$1,349	\$1,390	\$1,437
Employee/Child Maximum	\$1,145	\$1,180	\$1,216	\$1,257
Employee Only Maximum	\$ 600	\$ 618	\$ 637	\$658

The District will contribute to the employees' HSA (Health Saving Account) 90% of the difference between the premium for those employees who select an HSA qualified health plan and the insurance maximum contributions.

- D. The District will continue to make available, a Section 125 Plan for all employees.

**ARTICLE 6**  
**PERSONAL LEAVE**

- A. Three (3) days with pay per year, non-accumulative. Up to two (2) of the unused personal leave days may be compensated with June 30<sup>th</sup> payroll check.

**ARTICLE 7**  
**BONUS DAYS**

- A. Confidential employees with no sick time/family illness or one (1) day of sick time/family illness for the previous school year shall have the option of two (2) days of salary or two (2) days off with pay during the subsequent year.

Confidential employees with two (2) days of sick time/family illness for the previous school year shall have the option of one (1) day's salary or one (1) day off with pay during the subsequent year.

1. Specified days are to be taken at the discretion of the immediate supervisor.
2. Bonus days may not be accumulated.
3. Unused bonus days will be compensated, at the employee's rate of pay, in the June 30<sup>th</sup> payroll check.

**ARTICLE 8**  
**PAID HOLIDAYS**

- A. Shall be July 4, Labor Day, Memorial Day, Veteran's Day, Thanksgiving Day and the Friday following, Christmas Eve Day, Christmas Day, New Year's Day, Martin Luther King Day and President's Day.
- B. Confidential employees may choose one (1) additional day per year, non-accumulative, to be selected during the Christmas Holidays.
- C. Confidential employees may leave one (1) hour early prior to their regular quitting time on the last working day before all holidays and spring break. Confidential employees shall also be allowed to leave one (1) hour early on the last working day of parent conference week.
- D. If the Oregon State Legislature declares other National holidays to be legal holidays in our state, and these holidays are not regular working days, such days would become paid holidays.

**ARTICLE 9**  
**VACATIONS**

A. Confidential employees earn vacation time as follows:

1-5 years	10 working days
6-11 years	15 working days
12-19 years	20 working days
20+ years	1 additional day up to 30 days

**ARTICLE 10**  
**COMPENSATORY TIME**

- A. Compensatory time can be granted at the rate of one and one-half (1 ½) hours credit for each hour worked more than forty (40) hours in any one (1) workweek. The employee may receive compensation of time and one-half (½) of that employee's regular rate of pay. All overtime must have prior approval from the supervisor including the choice of comp time or pay. Any change in pay option must have agreement of employee and supervisor. A secretary may request, monthly, overtime compensation payment.
  
- B. In the event school days are cancelled due to inclement weather or natural disasters, confidential employees shall be paid for the days as if they were worked but may be required to make up days at the end of the year. Confidential employees may be required to report to work at the request of their supervisor.

Any employee required to report to work by their supervisor will receive one additional personal leave day for each day worked in addition to their day's regular rate of pay.

**ARTICLE 11**  
**PROFESSIONAL MEETINGS**

- A. An employee traveling to a professional meeting, with administrative approval, shall be paid travel expenses and be allowed full wages if the meeting takes place on a regular work day. Mileage will be paid for any required District business.

**ARTICLE 12**  
**RETIREMENT**

A. The District shall contribute matching funds to the employees' selected TSA account up to the following maximums based upon years of service:

- 0-8 years of service - \$50/month
- 9+ years of service - \$100/month



**ARTICLE 13**

**PERS**

- A. The school District will continue to pay both the District's share of Public Employees retirement benefits and the employee's share of the Public Employees retirement benefits for the life of this Agreement
  
- B. Employees who are PERS eligible to retire and/or are age fifty-five (55) or older and have been employed by Klamath Falls City Schools for at least 10 years, shall receive one month's salary, fifteen (15) years or more shall receive two (2) month's salary and twenty (20) years or more shall receive twenty-dollars (\$20.00) per year for each year of service plus two (2) month's salary. Vacation will be prorated upon retirement.

**ARTICLE 14**  
**RE-HIRED RETIRED**  
**MEMBER**

A Confidential member who retires from the Klamath Falls City Schools and is then re-hired shall receive the following benefits:

- A. The Confidential member will receive one (1) day of paid sick leave per contract month (cumulative) at the beginning of service period.
- B. The Confidential member will be employed as a temporary employee.
- C. Confidential members will receive their current contracted salary for a period not to exceed their current contracted year, which includes longevity previously earned.
- D. Confidential members will not be provided with TSA, paid holidays or personal leave.
- E. The District will not be obligated to forward payment to PERS for the re-employed Confidential member who is already drawing PERS benefits.
- F. After retirement and for the entire period during which they are re-employed by the district, the confidential member will work no more than an aggregate of one thousand and thirty nine (1,039) hours in any calendar year.

**ARTICLE 15**  
**FUNDING**

If the District is unable to fund the economic provisions of this Agreement, the entire Agreement shall be reopened for negotiations. The parties agree to negotiate for up to ninety (90) days. If agreement is not reached, the Board may implement its last offer on the ninety first (91) day and that offer shall become the binding contract between the parties.

**ARTICLE 16**  
**SUMMER HOURS**

- A. The district will allow 260-day confidential secretaries to work summer hours commencing the week after the last day of school and concluding the week prior to teachers returning to work for in-service. Members may work four ten schedules to include a ½ hour unpaid lunch. Members must stager their days off and must work until 5pm at minimum.

**ARTICLE 17**  
**DURATION OF AGREEMENT**

The Agreement shall be effective as of July 1, 2018 and shall continue in effect until June 30, 2022.

The Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

In witness whereof, the Association has caused this Agreement to be signed by its President and the Board has caused this Agreement to be signed by its Chairperson.

**CONFIDENTIAL EMPLOYEES**



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President

Date

**KLAMATH FALLS CITY SCHOOLS**



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Chairperson

Date

## APPENDIX 1

### **CONFIDENTIAL EMPLOYEES SALARY SCHEDULE 2018 – 2019**

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
*Secretary to the Board	\$56,581	\$56,866	\$57,151	\$57,437
Confidential Secretary	\$56,581	\$56,866	\$57,151	\$57,437

\*Receives additional stipend of \$1,845 for board meetings

### **CONFIDENTIAL EMPLOYEES SALARY SCHEDULE 2019 – 2020**

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
*Secretary to the Board	\$57,713	\$58,003	\$58,294	\$58,586
Confidential Secretary	\$57,713	\$58,003	\$58,294	\$58,586

\*Receives additional stipend of \$1,882 for board meetings

### **CONFIDENTIAL EMPLOYEES SALARY SCHEDULE 2020 – 2021**

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
*Secretary to the Board	\$58,867	\$59,163	\$59,459	\$59,758
Confidential Secretary	\$58,867	\$59,163	\$59,459	\$59,758
Confidential HR Tech	\$40,800	\$41,004	\$41,209	\$41,415

\*Receives additional stipend of \$1,919 for board meetings

### **CONFIDENTIAL EMPLOYEES SALARY SCHEDULE 2021 – 2022**

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
*Secretary to the Board	\$60,044	\$60,346	\$60,648	\$60,953
Confidential Secretary	\$60,044	\$60,346	\$60,648	\$60,953
Confidential HR Tech	\$41,616	\$41,824	\$42,033	\$42,243

\*Receives additional stipend of \$1,957 for board meetings