

**Klamath Falls City Schools**  
**and**  
**Klamath Falls Confidential**

**2015-2018**

**Agreement**

**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 the 2015-2016 school year, each members salary will increase by 2.3% COLA in accordance with KFCS/KFC salary schedule. (Appendix A)
2. For the 2016-2017 school year, each member's salary will increase by 2.3% COLA in accordance with KFCS/KFC salary schedule. (Appendix A)

The District and KFSA will reopen Article 2 before June 30, 2017.

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 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. Individual's request may be rejected by any of these three (3).

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

- A. The District shall contribute up to the following amounts toward OEGB insurance premiums.
1. The District's contribution toward insurance premiums will increase by 5% over the 2014-2015 contribution beginning October 1, 2015 and ending September 30, 2016.
  2. The District's contribution toward insurance premiums will increase by 5% over the 2015-2016 contribution beginning October 1, 2016 and ending September 30, 2017.

Insurance Premiums 2015-2016 and 2016-2017 Maximum Contributions by District:

	<u>2015-2016</u>	<u>2016-2017</u>
Full Family Maximum Contribution	\$1,636	\$1,718
Employee/Spouse Maximum Contribution	\$1,152	\$1,210
Employee/Child Maximum Contribution	\$1,009	\$1,059
Employee Only Maximum Contribution	\$ 529	\$ 555

The District and KFSA will reopen the insurance Article before June 30, 2017.

- B. 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 6**  
**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<sup>th</sup>, 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) 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. In the event that 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	Ten (10) working days
6-11 years	Fifteen (15) working days
12-19 years	Twenty (20) working days
20+ years	One (1) additional day up to thirty (30) days

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

- A. Compensatory time off can be granted at the rate of one and one-half (1 ½) hours credit for each hour worked in excess of 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 mutual agreement of employee and supervisor. A secretary may request, on a monthly basis, 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**  
**LONG-TERM DISABILITY/LIFE INSURANCE**

- A. Payment of one-hundred and fifty (\$150) per year by the school District toward a long-term disability plan or a life insurance policy - based upon receipt of employee's payment toward one-hundred and fifty (\$150) or more for such a plan.
- B. Employees may participate in outside sponsored plans at their own expense or by use of Part A above. Payroll deductions are permitted.

**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  
RETIREMENT**

- A. The District shall pay three-hundred and fifty (\$350) per month to an employee who retires after age fifty-five (55) but prior to age sixty-two (62), who has been employed with the District for a minimum of ten (10) years. This stipend will be paid for seven (7) years, or until age sixty-two (62), whichever occurs first.
- B. Medical/Dental/Vision Insurance: The District will contribute up to the maximum contribution provided in the year of retirement for a duration of ten (10) years, or until the retiree reaches the age of sixty-five (65), whichever occurs first.

The current early retirement program will sunset and cease. No new hires will be eligible for the program. The following is a list of the current employees who will be eligible to participate in the program:

Cindy Owens  
Dena Hubble

## ARTICLE 15

### 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. The Confidential member will receive the early retirement benefits contained in Articles 13 and 14 of the agreement.
- D. Confidential members will receive their current contracted salary for a period not to exceed their current contracted year, which includes longevity previously earned.
- E. Confidential members will not be provided with long-term disability insurance, paid holidays or personal leave.
- F. The District will not be obligated to forward payment to PERS for the re-employed Confidential member who is already drawing PERS benefits.
- G. 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 16**

### **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<sup>st</sup>) day and that offer shall become the binding contract between the parties.

**ARTICLE 17  
DURATION OF AGREEMENT**

The Agreement shall be effective as of July 1, 2015 and shall continue in effect until June 30, 2018.

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**

**KLAMATH FALLS CITY SCHOOLS**

\_\_\_\_\_  
Member                      Date

\_\_\_\_\_  
Chairperson                      Date

\_\_\_\_\_  
Member                      Date

\_\_\_\_\_  
Member                      Date

\_\_\_\_\_  
Member                      Date

**2015-2016  
CONFIDENTIAL EMPLOYEE SALARY SCHEDULE**

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
*Secretary to the Board/Assistant to Superintendent	52,646	52,910	53,175	53,442
Confidential Secretary	52,646	52,910	53,175	53,442
Payroll Manager	52,285	52,540	52,804	53,070

\*Receives additional stipend of \$1,717 for board meetings.

**2016-2017  
CONFIDENTIAL EMPLOYEE SALARY SCHEDULE**

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
*Secretary to the Board/Assistant to Superintendent	53,856	54,127	54,398	54,671
Confidential Secretary	53,856	54,127	54,398	54,671
Payroll Manager	53,487	53,749	54,019	54,291

\*Receives additional stipend of \$1,717 for board meetings.

MEMORANDUM OF AGREEMENT (MOA) BETWEEN  
KLAMATH FALLS CONFIDENTIAL GROUP  
AND KLAMATH FALLS CITY SCHOOLS

Klamath Falls Confidential Group (KFCG) and the Klamath Falls City Schools (KFCS) have reached an Agreement on our Financial Re-Opener for the 2017-18 school year. The Agreement reads as follows:

Article 2: Salary Agreement

1. All employees who qualify will receive a step increase.
2. For the 2017-18 school year, unit members will receive a 3% COLA increase, salary schedule attached.
3. If the State School Fund comes in above \$8.2 billion, the two (2) proposed furlough days will be eliminated. Confidential staff will not dispute the additional revenue. The Board will consider how to best allocate any additional funds.
4. If the State School Fund comes in at \$8.2 billion or less, KFCS and the Confidential staff will work together collaboratively to decide on the two (2) furlough days.

Article 5: Insurance

1. The 2016-17 insurance premiums will increase by 5% for the 2017-18 school year. The monthly rates are below:

	2016-17	2017-18
Full Family:	\$1,718	\$1,804
Employee/Spouse:	\$1,210	\$1,271
Employee/Child:	\$1,059	\$1,112
Employee Only	\$555	\$583

Klamath Falls  
Confidential Group

  
\_\_\_\_\_  
President

8/17/17  
\_\_\_\_\_  
Date

Klamath Falls City Schools  
Board of Directors

  
\_\_\_\_\_  
Chairperson

8-17-17  
\_\_\_\_\_  
Date

CONFIDENTIAL EMPLOYEES SALARY SCHEDULE 2017 - 2018

Position	Step 1	Step 2	Step 3	Step 4
*Secretary to the Board	\$55,472	\$55,751	\$56,030	\$56,311
Confidential Secretary	\$55,472	\$55,751	\$56,030	\$56,311
Payroll Manager	\$55,092	\$55,361	\$55,640	\$55,920

\*Receives additional stipend of \$1,809 for board meetings

