

SUMMARY OF SALARY, BENEFITS and OTHER MATTERS

For

4J MANAGERS,
ADMINISTRATORS, PROFESSIONALS
AND SUPERVISORS

By

EUGENE SCHOOL DISTRICT 4J



2020- 2021

Nondiscrimination

Eugene School District 4J provides equal educational and employment opportunities. District programs, activities and practices shall be free from discrimination and harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, genetic information, military or veterans' status.

The district complies with all applicable state and federal laws and regulations, including but not limited to: Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008; and Oregon laws prohibiting discrimination. The district's compliance includes all district programs, courses and activities, including extracurricular activities, services, and access to facilities.

Questions and Concerns

The following employees have been designated to respond to questions and complaints from students, parents, staff and members of the public about nondiscrimination and equal educational opportunities, including harassment, sex discrimination and sexual harassment:

Discrimination and Harassment

Students, Parents and Community Members:

Title VI & IX Coordinator
Dawn Strong
200 North Monroe Street
Eugene OR 97402
541-790-7558
titleixcoordinator@4j.lane.edu

Staff Members:

EEO Coordinator
Karen Hardin
Human Resources Department
200 North Monroe Street
Eugene OR 97402
541-790-7668
eeo@4j.lane.edu

Disabilities

Disability / Section 504 Coordinator
Della Thomas
200 North Monroe Street
Eugene OR 97402
541-790-7850
thomas_de@4j.lane.edu

ADA Accessibility Coordinator for Employees
Bernadette Adeniran
Human Resources Department
200 North Monroe Street
Eugene OR 97402
541-790-7672
hr_ada@4j.lane.edu

Other Contacts

The superintendent has overall responsibility for the district's compliance with equal employment and nondiscrimination laws and policies:

Superintendent, Eugene School District 4J
200 North Monroe Street, Eugene OR 97405
541-790-7706

TABLE OF CONTENTS

Article 1: Insurance Benefits.....	4
Article 2: Professional Development and Expenses.....	4
Article 3: Professional Rights, Assistance and Insurance	4
Article 4: Grievance Procedure	5
Article 5: Extended Contract.....	5
Article 6: Salary and Compensation.....	5
Article 7: Supplemental Early Retirement Benefit.....	6
Article 8: Leave Benefits.....	7
Article 9: Work Year, Holidays and Vacation	10
Article 10: Effective Date	10
Article 11: Modification of Summary	10
Appendix A – Pay Grade	11
Appendix B – Salary Schedules	13

July 1, 2020 - June 30, 20210

SUMMARY OF SALARY, BENEFITS AND OTHER MATTERS

This Summary of Salary, Benefits and Other Matters describes the salary and benefit provisions applicable to 4J Managers, Administrators, Professionals, and Supervisors through the meet and confer process between employee representatives (referred to herein as "4J MAPS" or "Association") and the board, board policy, administrative regulation and the law. The terms of this Summary apply to all District employees employed in positions listed in Appendix A who are regularly employed for 20 or more hours per week. The District may add positions to the Appendix A list during the term of this Summary. Specifically included by this Summary are all licensed and non-licensed administrators, associate directors, managers and supervisors regularly employed for 20 or more hours per week. Specifically excluded are: the associate directors of Human Resources and Financial Services, directors, the superintendent, chief of staff, deputy superintendent or assistant superintendent. The covered District employees are referred to as employee or employees in this Summary.

I. Insurance Benefits

The District will make a monthly contribution for each full-time equivalent employee for medical, vision, dental, life and long-term disability insurance of one thousand, two hundred and thirty dollars (\$1,230) per month.

The District and the Association agree to maintain the Joint Committee on Insurance. The Committee will represent all District employees covered by this Summary and senior staff. The Committee is responsible for the design of the benefits program and management of accumulated insurance reserves. If costs of medical, dental, vision, life and long-term disability insurance exceed the District contribution, the Joint Benefits Committee shall adjust the benefit program to fall within the amount of the District contribution including the accumulated reserves or assess employees the cost of the insurance benefits.

The District monthly contribution described above for employees with an FTE of .5 to less than .75 shall be sixty five percent (65%) of the full time employee contribution, for employees with an FTE of .75 to less than .875 shall be eighty five percent (85%) of the full time employee contribution, and for employees with an FTE of .875 or more the contribution shall be the same as a full time employee.

The District will transfer twenty thousand dollars (\$20,000.00) annually to the insurance reserve fund managed by the Joint Benefits Committee.

II. Professional Development and Expenses

The District shall budget funds each fiscal year that employees covered by this Summary may use for professional memberships and development, and purchase of professional books, journals, periodicals, and software. These funds are intended exclusively to support the employee's growth and development as a professional, and as such may not be used to purchase computer hardware or other assets. Materials purchased with these funds are District property and should remain at the office where the employee is assigned; with supervisory approval, such materials may be given to an employee at the employee's resignation or retirement. "Professional" is intended to include activities and materials which will expand and/or improve the employee's knowledge and skill in the professional field and position. Professional development funds will be directed by the individual employee, however, the employee will obtain approval from their supervisor as provided by District guidelines prior to expenditure. Supervisors questioning an individual's request shall first discuss the matter with the Director of Human Resources. The Director of Human Resources will consult with the President of the Association before making a decision, which shall be final. Unused professional development funds (up to the amount budgeted annually for that employee) will be rolled over and available for the employee's professional development in the next fiscal year. Rolled over professional development funds must be used in the next fiscal year.

The budgeted funds shall be one thousand three hundred dollars (\$1,300.00) for each employee in a position in pay grade eight (8) or lower and one thousand eight hundred dollars (\$1,800.00) for each employee in a position in pay grade nine (9) or higher. (See Appendix A for position pay grades).

III. Professional Rights, Assistance, and Insurance

A. Assistance--The District shall provide assistance for employees at District expense when the employee, in the course of their District responsibilities, is directly involved in a collective bargaining grievance hearing challenging a decision made by the employee conducted by an arbitrator or non-district fact-finder. The District shall continue to include employees in its insurance coverage for errors and omissions and professional liability.

- B. Personal Property--The District shall reimburse an employee for the reasonable cost of personal property with a value of \$500 or less if stolen or damaged as a result of the district's negligence, as provided by the District Risk Management Department.
- C. Personal Life--The District recognizes that the personal life of a member of the Association is not an appropriate concern of the Board or of the administrative staff except when it affects the employee's work performance, student/parent relationships, District staff and community relationships, the operation of the school or District, or except as it may impinge on statutory responsibilities of the school board.
- D. Association Business – Officers and board members of the Association may use District mail and email subject to the current District policies, guidelines and administrative rules applicable to such use. An Association officer or board member may with the approval of their supervisor adjust their workday to accommodate occasional Association business, provided the employee meets all professional obligations within the workweek.

IV. Grievance Procedure

Procedure – A grievance is a claim by an employee based on an alleged violation of this Summary. The first step in resolving a grievance is that the employee shall meet with their immediate supervisor, or in the alternative, with the Human Resources Director. If the matter is not resolved at step one, the employee will reduce the grievance to writing and provide it to the appropriate Director and the Human Resources Director, and will meet with the appropriate Director. The Director shall answer the grievance in writing and submit a copy to all parties involved. If the matter is not resolved, the grievance may be appealed to the Superintendent. The employee and the Director shall meet with the Superintendent or designee. The Superintendent shall answer the grievance in writing and submit a copy to all parties involved. The Superintendent's decision is final.

Right to Representation--Any aggrieved employee may be represented at all stages of the grievance procedures by themselves or by a representative of their choice.

V. Extended Contract

Extended contract time may be granted to employees working less than twelve (12) months for purposes of engaging in special projects that cannot be developed during the employee's contract year. Pay will be at the employee's per diem rate. Requests for extended contract may be initiated by the employee or their supervisor. The extended contract will be at the option of the employee. All extended contracts must be approved by the Human Resources Director with the recommendation of the appropriate director.

VI. Salary and Compensation

- A. Salary Schedule – The District's goal is to improve administrator compensation in a timely fashion so that the District's market position is competitive. The salary schedules for 2020-21 are increased by one and three-quarters percent (1.75%) from the 2019-20 schedules.
- B. Step Increase - For 2020-21, step-eligible employees will advance a step.
- C. Annuities - The District shall provide a three hundred dollar (\$300.00) per month tax-sheltered annuity for each employee in a position at pay grade nine (9) or higher and a two hundred twenty-five dollar (\$225.00) per month tax-sheltered annuity for each employee in a position at pay grade eight (8) or lower. (See Appendix A for position pay grades.) Employees in Retirement Plan B are eligible for the District-paid TSA contribution as per Article VII, B.
- D. COSA Dues - The District will pay up to one-half of employees' COSA dues, not to exceed a total annual District cost for all employees of ten thousand dollars (\$10,000.00), using a mutually agreed upon process.
- E. Additional Compensation - Employees may use District communication equipment such as telephones and fax machines for their personal use unless the use is an additional cost to the District, in which event the employee will reimburse the District at the same rate charged the District.
- F. Employees, who use personal credit cards for District business and are then reimbursed with District funds, travel on District business with tickets purchased with District funds, and similar circumstances, and who are then eligible for non-cash premiums, may take advantage of the premiums for their personal use.
- G. Cell phone – A monthly stipend of \$75 for a cell phone for business will be provided to each employee covered by this Summary when the Director of Human Resources or designee has determined that a cell phone for regular business use is required as per District guidelines.
- H. The District will provide twenty thousand dollars (\$20,000.00) annually for employee continuing licensure reimbursement. In the event anticipated continuing licensure expenditures exceed twenty thousand dollars (\$20,000.00)

as of April 15, the administrative Joint Benefits Committee may approve a reduction of the transfer to the administrative insurance reserve fund from the general fund of up to fifteen-thousand dollars (\$15,000.00) for the purpose of continuing licensure reimbursement.

VII. Supplemental Early Retirement Benefit

A. Employees are eligible for either Plan A or Plan B supplemental retirement benefits as follows:

Plan A - Employees eligible for Plan A are any employee hired in a position covered by the Summary prior to July 1, 1996, and who has not elected to participate in Plan B.

Plan B - Employees eligible for Plan B are any employee hired in a position covered by the Summary on or after July 1, 1996, and employees hired in such a position prior to July 1, 1996, and who made the one time election to waive the right to participate in Plan A. Employees hired after July 1, 1996, in a position covered by the Summary and who, at the time of hire were in a position covered by another District early retirement plan similar to Plan A, have a one-time right to elect to participate in Plan A or Plan B.

B. Plan B Supplemental Retirement Benefits

An employee in Plan B shall be paid one hundred dollars (\$100.00) per month of District paid TSA contribution. Employees in Plan B, at the time of their PERS retirement, may elect to participate in the health care insurance coverage available to Plan A retirees (see VII.C.4 and 5) on a self-pay basis if the employee pays the District the full cost of the insurance in a timely manner.

C. Plan A Supplemental Retirement Benefits

1. Eligibility

To be eligible for the Plan A supplemental retirement benefits, the employee must meet the following three conditions:

- a) Be fifty-eight (58) years of age or older and eligible for retirement in the Oregon Public Employees' Retirement System or eligible for retirement in the Oregon Public Employees' Retirement System with thirty (30) years of service. To be eligible for the benefits provided with thirty years of service in PERS, the employee must have the thirty years of service at retirement.
- b) Have ten (10) years or more of continuous service with the District at retirement, and
- c) Be employed the last five (5) years of service with the District before retirement in a position listed in Appendix A.

2. Early Out Option

An employee age fifty-three (53) to less than age fifty-eight (58) is eligible for the Early Out Option to bridge the employee to their age fifty-eight (58) supplemental retirement benefits at a younger age. The employee can begin receiving the supplemental retirement benefits before attaining the age of fifty-eight (58) if the employee at the date of retirement from the District has met all the eligibility requirements in VII.C.1 except for being fifty-eight (58) years or older. The maximum total of the monthly stipend benefit is forty-eight (48) and the maximum number of months of District insurance contribution is eighty-four (84) as described in VII.C.3 and 4.

3. Monthly Stipend

An eligible employee who elects early retirement shall be paid a monthly stipend for a maximum of eighty-four (84) months by the District beginning the month after being eligible for early retirement and the employee retires up to and including the month in which the employee reaches their sixty-second (62nd) birthday or has received eighty-four (84) monthly payments, whichever occurs first. In the event of the employee's death, the balance of the monthly payments shall be paid to the estate of the employee.

The monthly stipend shall be four hundred and fifty dollars (\$450.00) for an employee who has served the last five (5) years before retirement in a position paid at pay range nine (9) or higher and three hundred and twenty-five dollars (\$325.00) for an employee who has served the last five (5) years before retirement in a position paid at pay range eight (8) or lower (See Appendix A).

4. Insurance Benefit

The District monthly insurance contribution shall be two hundred seventy dollars (\$270.00) per retired employee per month.

The District shall make a monthly contribution toward hospital/medical insurance premiums for the retired employee and the employee's spouse from the time of retirement until the employee qualifies for Medicare coverage. Retired employees may elect to participate in the District's Medical Insurance program. If the premium cost exceeds the District's contribution, excess costs must be paid by the employee.

The retired employee's eligibility for the District's insurance plans and monthly insurance contribution ends when the employee qualifies for Medicare coverage. If the retired employee's spouse is not eligible for Medicare when the employee is no longer eligible for the District's insurance plans, the District will offer the employee's spouse the option of continuing the District's insurance plan for the spouse at the employee's or spouse's expense for up to an additional five (5) years or until the spouse is Medicare eligible, whichever is earlier.

In the event of the employee's death prior to eligibility for Medicare, the District, if the spouse of the employee is at the time of the employee's death not eligible for Medicare, shall continue the monthly contributions toward the premiums of the District hospital/medical insurance until such time as the employee would have qualified for Medicare.

If the retired employee or the retired employee's spouse or domestic partner qualifies for federal Social Security Medicare coverage prior to age 65 because of a disability then, as determined by the Joint Benefits Committee, the retired employee or the retired employee's spouse or domestic partner will be eligible to receive a monthly reimbursement amount, from the Administrator Insurance Reserves, not to exceed the amount of the District's retiree monthly insurance contribution, to be used to purchase the Oregon PERS supplemental Medicare coverage plan or, if ineligible for PERS coverage, to purchase another supplemental Medicare coverage plan.

A \$50,000 Term Life Insurance for the retired employee will be provided as part of the insurance benefit until age sixty-five (65).

5. Notwithstanding the limitations set forth above and as required by ORS 243.303, the same health insurance coverage that is available to administrators currently employed shall be made available to a PERS retired employee (with none of the restrictions set forth in Article VII.C.1) until the retired employee becomes eligible for federal Medicare coverage, for the spouse of a retired employee until the spouse becomes eligible for federal Medicare coverage and for a child until the child arrives at majority. The employee shall elect coverage in writing within 60 days after the effective date of the employee's retirement. The district shall pay none of the cost of this coverage, unless the coverage falls under another provision of this Article VII.C and then only pay the amounts provided in that provision.

VIII. Leave Benefits

The District shall provide employees the following leave benefits.

- A. Paid leaves. Paid leave days up to the number specified at the employee's per diem rate or at the specified rate shall be paid during a fiscal year in accordance with the following terms. Whenever possible, these leaves shall be requested with reasonable advance notice.
 1. Personal Leave. Personal leave of three (3) days per work year for employees may be taken with prior arrangement. At the end of the work year, unused personal leave days will be accumulated without limitation. The accumulated personal leave days shall be called discretionary leave days which can be used for three purposes after all personal leave days have been used. Personal leave days and any accumulated discretionary leave days will not be reported to PERS or to other public employers, have no value at termination, and have no monetary value other than paid leave time as provided herein. Discretionary leave days can be used as:
 - a) Sick leave days after all of the employee's paid sick leave has been exhausted.
 - b) Family leave for the care of family members not to exceed six (6) days per work year.
 - c) Up to three (3) days may be used as personal leave with prior arrangement, after other personal leave has been exhausted.
 2. Bereavement Leave. Bereavement leaves of five (5) days for the death of an immediate family member. In addition, OFLA-eligible employees may take additional paid or unpaid leave for bereavement as provided by law.
 3. Court Appearance. An employee's required appearance in a court or before any government body, when the employee is not a party to the proceeding, will not result in a reduction of employee's regular salary. Any

remuneration the employee derives from such appearances shall be paid to the District, except any mileage reimbursement.

4. Jury Duty. An employee called for jury duty will normally be expected to serve and will continue to be paid their regular salary. Any remuneration the employee derives from such appearances shall be paid to the District, except any mileage reimbursement.
 5. Military Leave. Military leaves shall be allowed in accordance with federal and state laws relating to such leaves.
 6. Professional Meetings. An employee may attend professional meetings and their regular salary shall continue. Leave to attend these meetings shall be at the discretion of the employee's director.
- B. Unpaid leaves. An employee may be granted unpaid leave at the discretion of the Director of Human Resources in consultation with the employee's supervisor (some portion of this leave may be compensated as provided in Section C below).
1. Parental Leave: Parental leave due to the birth, adoption, or parenting of the employee's child for up to one (1) year with consideration for a second year at the discretion of the Director of Human Resources.
 2. Personal Leave: An employee who is not probationary and who has worked three (3) consecutive years for the District may be granted a leave for personal reasons for up to one (1) year.
 3. Professional Leave: An employee who is not probationary may be granted a professional leave for up to one (1) year for purposes of an activity designed to improve the employee's District professional competence. Time spent on professional leave will be credited for advancement on the salary schedule.
 4. Long-term Medical Leave: An employee may be granted an unpaid long-term medical leave when an employee is not eligible for any paid leave and is still unable to perform their position responsibilities due to their illness or injury. An employee is eligible for twenty-four months of long-term medical leave if the employee's present period of employment is three (3) or more consecutive years. Once an employee has used the full amount of eligible long-term medical leave, the employee must be actively employed the term of the eligibility requirement before again being eligible.
 5. Part-Time Leave: An employee may be granted a part time leave (reduced assignment) not to exceed one (1) year at a time at the discretion of the Director of Human Resources.
 6. Insurance Program: Employees on unpaid leaves of absence other than OFLA or FMLA leaves will have the opportunity provided by federal law (COBRA) to purchase health care continuation coverage through plans covering active members.
- C. Family Medical Leave (OFLA/FMLA). The District intends to coordinate an employee's leave rights in Article VIII with state and federal law in a manner that assures no loss of an employee's leave rights under Article VIII and the employee's rights under state and federal family leave acts. (A leave form provided by Human Resources is required for leave provided by this section).
1. Purposes: An employee may take family leave for: (1) the birth, adoption, or foster placement of a child; (2) the home care of the employee's child, (3) to recover from or seek treatment for a serious health condition of the employee; (4) to attend to the serious health condition of their family member; or (5) to deal with the death of a family member. Family member is defined in OFLA.
 2. Duration: The employee may be eligible for extended paid or unpaid family leave under Section 8.C.1 for a total of twelve (12) calendar weeks during any fiscal year of July 1 through June 30 beginning with the first day of any leave taken for an OFLA and/or FMLA purpose, except as provided by law. (The law is complex and individual cases will be addressed by the Human Resources Department).
 3. Use of Paid Leave: The employee may apply their accrued sick leave, vacation leave, personal days or discretionary days, for leave taken under this section.
 4. District Benefit Contribution: The District shall make its monthly contribution toward the insurance benefits of an employee for the period the employee is eligible for family leave.
 5. Return from OFLA/FMLA leave: An employee returning from OFLA or FMLA leave will be returned to the position held by the employee at the time of taking the leave, if it exists, subject to exceptions provided by law.
- D. Employee rights and responsibilities for leaves taken under the terms of Sections 8.B. and 8.C. are the following.:

1. The leave will be requested on a form provided by the Human Resources Department. The request must be submitted at least one (1) month before the leave is to begin or as soon as reasonably possible for leaves of twelve (12) or fewer weeks. Requests for leaves of more than twelve (12) weeks must be submitted three (3) months prior to the start of the leave or as soon as reasonably possible.
2. For all leaves of not more than one year, the employee will be returned to the same or a comparable position.
3. Employees must give the District written notice of their intent to return for the next school year by March 15.

E. Sick Leave:

1. Sick leave is provided in the amount of thirteen (13) days per year for 11-month employees and fourteen (14) days per year for 12-month employees. An unlimited number of sick leave days may be accumulated.
2. Employees shall earn sick leave based on contract hours worked included all accessed paid leave, not to exceed 104 hours per year for 11 month employees or 112 hours per year for 12 month employees. The district will allow the use of anticipated but unearned sick leave up to the maximum hours authorized in this paragraph. Employees terminating before the end of their contract duty days who have used more hours of sick leave than their service hours entitled them to shall reimburse the District for the excess days paid to them.
3. A new employee may transfer all sick leave accumulated with the most recent Oregon public employer for which the employee has worked provided that the accumulation is verified by the administration of such employer.
4. The transfer of sick leave from another public employer shall not be effective until the employee has completed thirty (30) working days in the District. The District will give written notice of this provision to each newly hired employee.
5. "Sick leave" means absence from duty because of illness or injury. Sick leave also means absence from duty because of a serious health condition which prevents the unit member from working.
 - a) Up to 40 hours sick leave per year may be used to care for an ill or injured family member, regardless of whether such leave is covered by OFLA and/or FMLA.
 - b) Members eligible for FMLA and/or OFLA may use accrued sick leave towards an approved FMLA and/or OLFLA absence for the following reasons: (1) the birth, adoption or foster placement of a child; (2) the home care of employee's child; (3) to recover from or seek treatment for a serious health condition of the employee; or (4) to care for a family member with a serious health condition. Contact Human Resources for additional information.
 - c) "Family Member" means the spouse or same-gender domestic partner of the employee, the biological, adoptive, foster or step parent of the employee, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee or a person with whom the employee was or is in loco parentis, or other person defined as a family member for purposes of serious health condition leave under OFLA. It also includes the biological, adoptive, foster or stepchild of the employee or the child of an employee's same-gender domestic partner.
6. Sick leave may be used without loss of pay, up to the total days accumulated. Any absence authorized as sick leave that is in excess of the employee's accumulated sick leave shall be without pay.
7. An employee who is absent five (5) consecutive days on sick leave may be required to furnish a statement from their attending physician that the illness, injury or serious health condition prevents the employee from working. All requests for use of sick leave shall be approved by the Director of Human Resources or their designee.
8. Except as otherwise provided by law, all sick leave benefits may cease and shall be forfeited upon termination of employment.
9. Any employee obtaining sick leave benefits by fraud, deceit, or falsified statement, shall be subject to disciplinary action.
10. The District will notify each employee of the use and accumulation of sick leave by October 1 of each year or as soon as the data processing service can provide the information.
11. Sick Leave Bank: The Association has established and manages a paid sick leave bank available to all District administrators, supervisors, professionals, confidential employees, senior staff and superintendent. The purpose of the sick leave bank is to extend to its participants additional paid sick leave days should a

continuous long-term absence necessitated by a serious illness, disability, or accident exhaust the participant's accumulated paid sick, personal, discretionary, and vacation leave. The Association and District have established rules and guidelines to govern the sick leave bank.

IX. Work Year, Holidays and Vacation

- A. Effective July 1, 2021, employees covered by this Summary will work a 260 day (12-month) or 225 day (11-month) contract year. Employees on 225 day contracts shall have five (5) paid holidays: Labor Day, Veterans Day, Thanksgiving Day, Martin Luther King Day, and Memorial Day. Twelve (12) month work year employees shall have ten (10) paid holidays (New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Day After Thanksgiving Day, Christmas Day, and Christmas Eve Day) and one (1) unpaid holiday (President's Day).
- B. All twelve (12) month employees, after the first year of employment, shall be allowed twenty-two (22) days of vacation per year. Employees will be credited with their full number of vacation days for the year on July 1. Vacation days are earned at the rate of 1.83 days per month and may be used prior to earning them. In the event an employee terminates District employment prior to earning used vacation, the employee will reimburse the District for vacation days taken but not earned, by a payroll deduction in their final paycheck. During an employee's first year of District employment as an employee covered by this Summary, the employee will be credited with the appropriate number of vacation days for the year and days may be used prior to earning them. If the new employee does not complete a full year of District employment under the terms of this Summary, the employee will reimburse the District for all used vacation days by a payroll deduction in their final paycheck.

No more than thirty-two (32) unused vacation days may be carried over to the subsequent year. The maximum number of vacation days for which an employee can be paid at retirement or termination is thirty-two (32) days. Any vacation days in excess of thirty-two (32) shall be deleted from the employee's vacation account on June 30 of each fiscal year, except if the Director of Human Resources grants an exception. To request an exception, the employee must submit a written statement to the Director of Human Resources by May 1 of any fiscal year requesting that more than thirty-two (32) vacation days be carried over. The written request must state the reason why the exception should be granted, a plan for when the excess vacation days will be taken, and the plan must be approved by the employee's director. The Director of Human Resources will notify the employee of his/her decision by June 1 of each fiscal year.

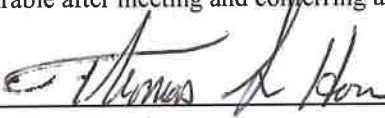
Vacation days must be scheduled in advance with the approval of the employee's supervising director.

X. Effective Date

The terms of this Summary shall be effective July 1, 2020, and remain in full force to and including June 30, 2021. The terms of this Summary will continue in full force and effect until a successor Summary is approved by the Board.

XI. Modification of Summary

The provisions of this Summary are subject to modification by the District Board of Directors, provided the parties shall first meet and confer upon the proposed modification, if requested by the Association. After a reasonable effort has been made by the District Board to resolve any concerns expressed about the proposed modification, the District Board may make the modification to the Summary, subject to any further change the District Board may deem desirable after meeting and conferring as herein provided.



Tom Horn, President
4J Managers, Administrators, Professionals and Supervisors
Date May 5th, 2021



Mary Walston, Chairperson
Eugene School District 4J Board of Directors
Date 10 May 2021



Cydney Vandercar, Superintendent
Eugene School District 4J
Date May 10, 2021

APPENDIX A

Administrative/Supervisor/Professional Pay Grade

GRADE 15	Secondary Principal (High School)
GRADE 14*	
GRADE 13	Secondary Principal (Middle School) Support Services Manager*
GRADE 12	Curriculum Administrator for Equity, Instruction and Partnership Education Administrator (SSD) Education Administrator – Regular Education* Elementary School Principal Federal Instruction Program Administrator Human Resources Administrator Safety Officer
GRADE 11	Capital Improvement Program Manager Curriculum Administrator for Instructional Technology Curriculum Administrator for College and Career Readiness and CTE Facilities and Maintenance Manager Information Systems Manager Network Services Manager Secondary Assistant Principal (Senior High) Senior Network Engineer
GRADE 10	Secondary Assistant Principal (Middle School) Technical Support Specialist Supervisor Senior Project Manager - Facilities
GRADE 9	Budget and Reporting Supervisor Construction Project Manager Data and Research Analyst Elementary Assistant Principal Project Manager Student Services Instructional Program Administrator*
GRADE 8	Construction Project Manager* District Architect and Planning Manager HRIS Operations Analyst II Payroll/Accounts Payable Supervisor Senior Financial Management Analyst * Senior Systems Administrator Student Services Department Business Manager
GRADE 7	Business Information System Analyst II Building and Grounds Maintenance Supervisor Construction Project Manager * Custodial Supervisor Data Base Administrator Mechanical Division Supervisor Nutrition Services Regional Manager
GRADE 6	Business Information Systems Analyst

	Engineer Financial Management Analyst III Human Resources Manager Network Infrastructure Specialist Senior Applications Developer System Network Specialist
GRADE 5	Human Resources Operations Manager Transportation Operations and Classified Supervisor Transportation Supervisor
GRADE 4	Employee Benefits Manager Executive Assistant to Superintendent and Board Financial Management Analyst II Legal Services Analyst Purchasing Analyst Radio Station Operations Manager Security Services Program Manager
GRADE 3	Financial Management Analyst I Instructional Technology and Systems Specialist Warehouse Supervisor
GRADE 2	Executive Assistant Executive Assistant to Directors
GRADE 1	Program Supervisor – Young Parent Program/Child Dev. Center

* No current incumbent--pay grade classification being held for possible future use.

Managers, Administrators, Professionals and Supervisors (MAPS) Salary Schedules

Effective July 1, 2020 and ending June 30, 2021

12 Month (260 Day) Schedule							
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	47,809	50,199	52,709	55,344	58,111	61,017	62,695
2	51,430	54,002	56,702	59,537	62,514	65,639	67,444
3	55,049	57,801	60,691	63,726	66,912	70,258	72,190
4	58,672	61,606	64,686	67,921	71,317	74,882	76,942
5	62,291	65,406	68,676	72,110	75,716	79,501	81,688
6	65,914	69,209	72,670	76,303	80,118	84,124	86,438
7	69,535	73,011	76,662	80,495	84,520	88,746	91,186
8	73,154	76,812	80,652	84,685	88,919	93,365	95,933
9	76,775	80,613	84,644	88,876	93,320	97,986	100,681
10	80,398	84,418	88,639	93,071	97,725	102,611	105,433
11	84,013	88,213	92,624	97,255	102,118	107,224	110,172
12	87,636	92,018	96,619	101,450	106,522	111,848	114,924
13	91,259	95,822	100,613	105,643	110,926	116,472	119,675
14	95,364	100,132	105,139	110,396	115,915	121,711	125,058
15	98,225	103,137	108,293	113,708	119,393	125,363	128,810

11 Month (225 Day) Schedule							
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	45,869	48,162	50,570	53,099	55,754	58,542	60,152
2	49,345	51,812	54,402	57,123	59,979	62,978	64,710
3	52,817	55,458	58,231	61,142	64,199	67,409	69,263
4	56,291	59,106	62,061	65,164	68,422	71,843	73,819
5	59,762	62,750	65,887	69,181	72,640	76,272	78,370
6	63,237	66,399	69,719	73,205	76,865	80,708	82,928
7	66,712	70,047	73,550	77,227	81,089	85,143	87,485
8	70,186	73,695	77,380	81,249	85,312	89,577	92,041
9	73,658	77,341	81,208	85,269	89,532	94,009	96,594
10	77,133	80,990	85,039	89,291	93,756	98,443	101,150
11	80,608	84,639	88,871	93,314	97,980	102,879	105,708
12	84,082	88,286	92,700	97,335	102,202	107,312	110,263
13	88,706	93,141	97,798	102,688	107,823	113,214	116,327

Elementary Principals (223 Day) Schedule							
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
12	84,709	88,945	93,392	98,061	102,964	108,113	111,086

Note: The District pays the 6% employee contribution to PERS in addition to the salary above.

INDEX

Annuities	5	Parental Leave	8
Appendix A	11	Part-Time Leave	8
Appendix B	13	Pay Grade	11
Assistance	4	Personal Leave	7, 8
Bereavement Leave	7	Personal Life	5
Compensation	5	Personal Property	5
Continuing Licensure Reimbursement	5	Plan A Supplemental Retirement Benefits	6
Contract, Extended	5	Plan B Supplemental Retirement Benefits	6
COSA Dues	5	Professional Development and Expenses	4
Court Appearance	7	Professional Leave	8
Effective Date	10	Professional Meetings	8
Expenses	4	Professional Rights, Assistance and Insurance	4
Extended Contract	5	Retirement Benefit, Supplemental Early	6
Family Medical Leave	8	Rights	4
Grievance Procedure	5	Salary and Compensation	5
Holidays	10	Salary Schedule	5
Insurance	4	Salary Schedules	13
Insurance Benefits	4	Sick Leave	9
Jury Duty	8	Sick Leave Bank	9
Leave Benefits	7	Step Increase	5
Long-Term Medical Leave	8	Supplemental Early Retirement Benefit	6
Military Leave	8	Vacation	10