EMPLOYMENT CONTRACT

BUSINESS MANAGER/DEPUTY CLERK

**TERM:** This contract is for the period of time beginning July 1, 2013 and terminating on June 30, 2014.

**SALARY:** The Camas Valley School District #21J shall pay the Business Manager/Deputy Clerk at the annual salary rate of $38,500.00 beginning July 1, 2013 through June 30, 2014. The Business Manager/Deputy Clerk will render full time service 40 hours weekly as scheduled by the Superintendent in addition to completing all requirements of the position and other duties as assigned by the Superintendent.

**VACATION:** The Business Manager/Deputy Clerk will receive 3 weeks of vacation for the first 4 years of employment and 4 weeks of vacation thereafter.

**HOLIDAYS:** The Business Manager/Deputy Clerk will receive seven (7) paid holidays per year.

**SICK LEAVE:** Sick Leave will be granted in the amount of one day per working month. It shall accumulate and be used in accordance with ORS 342-596.

**PERSONAL LEAVE:** Two (2) days of personal leave shall be granted each year and they are not accumulative from year to year. 24 hour notice will be given unless in the case of an emergency.

**BEREAVEMENT LEAVE:** Five (5) days of bereavement leave shall be allowed, with full pay , for the death of a member of his/her immediate family or significant other. “Immediate Family” shall be interpreted as (spouse, children, legal dependents, brother, sister, father, mother, grandparents, grandchildren, aunts, uncles, nieces, nephews, and in-laws). “Significant Other” shall be interpreted as (fiancée, boy friend, girl friend, or life partner).

**PROFESSIONAL LEAVE:** Professional leave will be provided, where appropriate, in an amount determined by the Superintendent. Itemized statements and receipts of travel expenses will be provided to the Superintendent.

**JURY DUTY:** If the employee is called to jury duty the District will provide the necessary leave of absence with full pay. In return the employee will sign over to the District any pay received for serving on the jury.

**FRINGE BENEFITS:** The District shall pay the Business Manager/Deputy Clerk’s health insurance premiums up to the cap of $1,450.00 monthly for participation in the administrative group plan. The District shall pick-up the employee’s contribution to PERS.

Subject to the rules and regulations of the insurance carrier, OEBB, and the IRS, active employees who maintain and provide proof of another medical benefit plan may opt-out of District sponsored health insurance coverage. Employees who opt-out of health insurance coverage , and who are otherwise eligible for a District contribution towards insurance premiums, may receive 100% ($1,450) of the employee’s maximum District insurance contribution as a contribution toward a District Sponsored Health Reimbursement Arrangement (HRA) VEBA\*, as long as such contribution would not create disadvantageous tax consequences for the District or the employees.

It is agreed that the Business Manager/Deputy Clerk may choose to modify the VEBA contribution to a cash in lieu contribution prior to September 1 each year. However, the option selected as of September 1 each year shall remain in effect through the duration of the said contract.

If the Business Manager/Deputy Clerk selects a high deductible plan that can be partnered with a Health Savings Account (HSA) per federal regulation, the District will make contributions to the HSA account for eligible employees to receive insurance benefits. The District’s contributions will be the bargained employer contribution amount less medical/dental/vision premium deductions, but not in excess of the IRS allowable limit defined for individual and family classifications. Additionally, an employee may contribute funds to bring the total employer and employee contributions up to the IRS allowable maximum for the calendar year.

The Business Manager/Deputy Clerk is responsible to ensure account activities are in compliance with IRS regulations. Also, the Business Manager/Deputy Clerk Deputy Clerk is responsible for setting up the HSA account during the open enrollment period or the first time the employee is eligible to enroll in insurance.

**EVALUATION:** The Business Manager/Deputy Clerk will be evaluated by the Superintendent pursuant to Oregon laws and District policies using the District approved position description as a basis for said evaluation.

**PERSONNEL RECORDS:** Personnel records of all employees shall be maintained in the District Office. The employee shall have access to review his/her personnel file during regular District Office hours.

**DISPUTE RESOLUTION:** The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may, from time to time, arise relating to the application of the terms of this contract. Both parties agree that these proceedings will be kept informal and confidential.

**Level 1:** Within five (5) working days following the act or condition which is the basis for his/her complaint, the employee will discuss his/her dispute with the Superintendent with the objective of resolving the matter informally. If the employee is not satisfied with the disposition of his/her dispute, he/she may file a written statement of the dispute with the Superintendent within five (5) working days following the informal meeting. The statement must explain the complaint and reasons why the employee feels the decision rendered is unacceptable. The Superintendent shall communicate his/her decision in writing within five (5) working days to the employee. Within five (5) working days of the Superintendent’s decision rendered in writing, the employee may appeal it in writing to the School Board.

**Level 2:** Upon receiving the appeal, members of the School Board will schedule a hearing with the employee and the Superintendent at which time they will hear arguments for both. The School Board shall render a decision in writing to both parties. The decision of the Board is final and binding.

**SAVING CLAUSE:** If any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with the enforcement of any provision should be restrained by any such tribunal, the remainder of the Agreement shall not be affected.

Board Chairman Date

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Business Manager/Deputy Clerk Date