

## 5.60.010-P Administrative Employees' Terms of Employment

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### I. Definitions

- (1) Superintendent; Licensed Administrators; Non-Licensed Administrators
  - (a) Superintendent – Appointed by the Board and holds a valid, permanent or temporary Superintendents' license from the Oregon Teacher Standards and Practices Commission (TSPC.)
  - (b) Licensed Administrators – employees who have met the standards and administrative licensing requirements of the TSPC, hold a current administrator's license with TSPC, and are employed in a District position that requires TSPC licensing.
  - (c) Non-licensed Administrators - Employees of the district that are not represented by a bargaining unit, do not meet the definition of "Licensed Administrator" or "Superintendent," and whose position is classified as Grade 20 or higher on the Administrator, Supervisor, and Professional/Technical (03) salary schedule. For purposes of this policy and related Administrative Directives, a non-licensed administrator may hold a valid teaching or administrative license, but is not required by their current position to be licensed.
- (2) Employment Contracts - a binding written agreement between a Licensed Administrator or a Non-licensed Administrator and the Superintendent representing the District. All employment contracts must comply with this policy. For Licensed Administrators the employment contract must also be in compliance with ORS 342.845 (5) & (6), and policy 5.60.010-P.

### II. Scope and Application

- (1) This policy applies to all PPS employees whose job duties or requirements meet the definition of licensed or non-licensed Administrator as defined in this policy.
- (2) Notwithstanding II (1) above, the terms of employment and contract provisions for the Superintendent are not covered by this policy.
- (3) Terms of employment for Administrators required by statute or allowed by this policy to have a written contract will be outlined by their individual contract. Any issues not covered by the written contract will be governed by this policy or any appropriate policy or administrative directive.

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- (4) Terms of employment for Administrators not required or allowed a written contract will be governed by this policy or any appropriate policy or administrative directive.

### III. General Terms of Employment – Licensed and Non-licensed Administrators

(1) Appointments

- (a) The Board upon recommendation by the superintendent shall authorize the promotion of an existing employee or the hiring of a new employee into an administrative position.
- (b) The candidate for the administrative position shall meet standards of eligibility established for such a position, possess training and experience relevant to such a position, and, in the opinion of the superintendent, be a qualified candidate. The Board and Superintendent shall follow District policies regarding Equal Employment Opportunity.
- (c) Except as stated in this policy, no administrator shall begin work for the District prior to Board approval of the employment contract. Exceptions shall be approved by the Superintendent and the Chair of the Board in writing, and the full Board shall be informed of the exception prior to the work commencing. The employment contract shall presented to the full Board at the next scheduled Board meeting

- (2) Assignments. The superintendent shall have authority to assign, or alter the assignment of, and to transfer any or all administrators in accordance with Oregon law and Board policies and directives.

(3) Employment contracts.

- (a) The Superintendent shall develop a standard administrative contract. The standard contract of employment shall comply with all policies and administrative directives. The standard employment contract shall contain:
- (A) Starting date;
- (B) Position title;
- (C) Work year length; however, the work year length specified in the contract may be amended or shortened due to the fiscal status of the District. If the work year is shortened and/or a furlough is imposed upon employees, the administrator's yearly salary will be adjusted accordingly;
- (D) Starting salary;

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- (E) An ending or optional renewal date;
  - (F) Terms for participation in "pay for performance program, if such a program is available and approved by the Board and Superintendent; and,
  - (G) Term of contract and conditions for contract termination, extension, and employee resignation.
- (b) The employment contract for all administrators shall be the standard administrative contract. The superintendent must seek Board approval for any exceptions to the standard contract for any particular administrator prior to the hiring or assignment of that individual.
  - (c) Each administrator shall have a current employment contract on file in the district central office.
  - (d) Administrative contracts shall not contain provisions to expressly obligate the district to compensate an employee for work that is not performed. The employment contract may include a provision that would permit payment of severance pay of an equivalent of no more than 90 days of the base salary of the terminated employee.
- (4) Benefits.
- (a) The Superintendent shall develop a benefit plan that may include medical, dental, vision, long-term disability, life insurance, participation in annuity or other tax benefit program. The Board, prior to implementation, shall approve the benefit plan, and addendums to the plan, recommended by the Superintendent.
  - (b) All Licensed and Non-licensed Administrators shall receive identical benefits outlined in (4)(a) unless the benefit plan specifies otherwise.
- (5) Evaluation. The District shall endeavor to evaluate the performance of Administrators approximately annually, or at such other intervals as may be established by district policy or administrative directive.
- (6) Salary Schedules.
- (a) The Superintendent shall develop salary schedules for all Administrator positions. When developing the salary schedules, the Superintendent shall consider the need to attract high quality employees as well as to work within the budgetary limitations of the District. The Board shall approve the salary schedules.

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- (b) Administrator salary schedules shall be based on a market analysis of compensation and benefits received for like positions in the relevant public market.
  - (c) The development of the salary schedule for Licensed Administrators shall also include consultation with a representative group of licensed administrators.
  - (d) The administrator salary schedules approved under this policy shall be published annually in the district budget report.
  - (e) The salary of an individual newly hired or appointed to an Administrator position shall be determined with reference to the applicable Board approved salary schedule and following an evaluation of their training, experience, and the nature of the administrative position.
- (7) PERS: The district shall make the employer contribution to PERS. The employee contribution to PERS shall be made through a pre-tax deduction from the Administrator's salary.
- (8) Travel Reimbursement.
- (a) The Superintendent shall develop a schedule of reimbursement for necessary travel for Administrators.
  - (b) The schedule may include a stipend for related travel.
  - (c) The schedule shall include actual mileage reimbursement levels.
  - (d) The schedule shall be codified in District policy and administrative directives.

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### IV. Additional Terms of Employment - Licensed Administrators

- (1) A licensed administrator below the rank of assistant superintendent shall serve a probationary period of three years. The administrator and the district may mutually agree to a shorter probationary time period.
- (2) Following successful completion of the probationary period, a licensed administrator shall, in accordance with ORS 342.845 (5), be employed pursuant to a three-year employment contract.
- (3) Subsequent dismissal, reduction in pay, or contract non-extension shall be according to provisions of Oregon Law.

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### V. Additional Terms of Employment – Non Licensed Administrators

- (1) Vacation leave for non-licensed administrators shall be granted in accordance with policy 5.60.031-P.

### VI. Recruitment/Moving Expenses – Licensed and Non-Licensed Candidates

- (1) Administrators normally will be expected to pay their own expenses associated with traveling and relocating to accept employment with the District, such as the expense of traveling to attend job interviews, travel to look for new housing, expenses associated with the sale of an existing home or purchase of a new home and expenses associated with moving a household to the Portland area. .
- (2) In exceptional circumstances, the District may agree in advance to reimburse certain limited, reasonable expenses, such as the reasonable cost of travel and moving household goods, incurred by the Administrator in relocating to accept District employment. Such exceptional instances may involve a position for which it is difficult to find a qualified candidate after the District has undertaken reasonable recruitment efforts. This may occur, for instance, when the salary offered by the District is below market-rate and the District is not able to change the salary or a sufficient number of qualified candidates do not exist. Reimbursement for relocation expenses shall be the exception rather than the rule and shall be kept to a minimum amount necessary to meet the District's recruiting objectives.
- (3) Any offer to reimburse travel for candidates or relocation expenses shall be approved in advance in writing by the superintendent before this benefit is offered to the candidate.
- (4) The Superintendent shall develop an administrative directive specifying allowable travel or moving expenses for candidates and new administrative employees.
- (5) The Board shall review and approve the administrative directive.

### VII. Effective Dates

The effective date for new administrators, current non-contract administrators is upon Board approval of this policy.

Legal References: ORS 332.505, 332.507, 342.120, 342.140, 342.200, and 342.845(5)&(6)

History: 6/71, 5/76, 12/77, 1/79, 9/95, amended 2/28/2005 Board Action 3225