

# **RICHFIELD PUBLIC SCHOOLS**

**MANAGEMENT TEAM**

**HANDBOOK**

**2023-2025**

# TABLE OF CONTENTS

	<b>Page No.</b>
<b>Article I PURPOSE</b>	
A. Physical Examinations	1
B. Retirement	1
<b>Article II SALARIES</b>	
A. Method of Salary Payment	1
B. Deductions	1
C. Incentive Pay	2
D. Leap Years	2
<b>Article III BENEFITS</b>	
A. Holidays	2
B. Vacations	2
C. Tax Sheltered Annuities	3
D. Dental Insurance	3
E. Hospitalization-Major Medical	3
F. Term Life Insurance	6
G. Income Protection Plan	7
H. Worker's Compensation	8
I. Health and Accident Insurance for Retired Employees After Becoming Eligible for Medicare Coverage	8
J. Leaves	8
K. Automobile Mileage	10
L. Communications	10
M. Professional Dues	10
N. Retirement Incentive	10

## **ARTICLE I**

### **PURPOSE**

The purpose of this handbook is to provide general, salary, and benefit information for administrators related to Management Team members and their employment.

#### **A. Physical Examinations**

Physical exams will be required of staff members upon request by the District. When so required, the District will pay the cost of the examination if the staff member obtains the examination at a District designated facility using the District's physical examination form. The staff member will be reimbursed up to the amount paid by the District at its designated facility if the staff member obtains the physical exam at a facility other than that designated by the District and upon presentation of the completed physical exam form along with an itemized statement from the examining facility.

#### **B. Retirement**

In the interest of a uniform policy applicable to all employees of this school district and in conformance with the provisions of the continuing contract law, the retirement age for all members of the staff shall be at the end of the fiscal year in which the member reaches the age of seventy (70) years, except as provided by federal legislation.

## **ARTICLE II**

### **SALARIES**

#### **A. Method of Salary Payment**

Members of the Management Team shall be paid twice each month, on the 5th and 20th.

#### **B. Deductions**

##### **1. Compulsory Deductions**

Federal withholding tax  
Minnesota withholding tax  
Retirement, social security, and Medicare

2. Voluntary Deductions

- Annuities
- Savings bonds
- Flexible benefit account

C. Incentive Pay

Management Team members will be eligible for performance incentive pay based on the attainment of pre-determined performance objectives and established criteria. The Superintendent of Schools shall, at the Superintendent's sole discretion, be authorized to award an amount of dollars equaling up to 6% of the employee's base salary on an annual basis.

D. Leap Years

During a calendar year in which there are 366 days (i.e., Leap Year), the employee will be paid for one (1) additional work day at his/her daily rate of pay. The daily rate of pay will be determined by dividing the employee's applicable base salary by 260. This payment will be included in the employee's salary on the payroll following February 29<sup>th</sup> during the Leap Year.

E. Longevity Increment

Beginning on July 1, 2024, individuals who have been a member of the Management Team for ten (10) or more years will receive an additional 2% increment added to their base salary.

## **ARTICLE III**

### **BENEFITS**

A. Holidays

Management Team members shall be granted thirteen (13) holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter Break Holidays, Two New Year's Holidays, Martin Luther King, Jr. Day, President's Day, Spring Holiday, Memorial Day and Juneteenth.

B. Vacations

1. Unused vacation must be taken within six (6) months after the end of the contract year in which it is earned. Management Team members shall

have five (5) days of unpaid vacation available for use during the contract year. Unpaid vacation is available on the same terms and conditions as paid vacation. Paid vacation time will be used first unless the Management Team member specifically designates the use of unpaid vacation. Unpaid vacation must be taken within the contract year to which it relates. Unpaid vacation does not carry over to subsequent contract years.

2. The smallest unit of vacation that can be taken is one-half day. Normally the number of days taken individually shall not exceed one-fourth of earned vacation days.
3. If annual work calendars, as assigned by the Superintendent, require fewer vacation days, additional days will be paid on a pro rata basis.

C. Tax Deferred Programs

1. The District will contribute on a matching basis up to 4% of the administrator's salary to all Management Team members in accordance with the benefit program. After the employee has completed ten (10) full years of continuous service for the District, the District will contribute on a matching basis up to 6% of the individual's salary. In no event will the District's matching contribution exceed the amount allowed by Minn. Stat. 356.24 (as amended), or other applicable law.
2. All Management Team members who wish to enroll must complete the District form provided for this. Entry can occur at any time.
3. Forms are not required the following year if no change in deduction is made.
4. Before completing the District form, arrangements must be made with the company of the employee's choice selected from those companies approved by the District.
5. Yearly tax deferred deductions and matching contributions cannot be withdrawn until the end of the fiscal year.

D. Dental Benefits Program

The District will provide dental benefits for all members of the Management Team and their dependents. The District will pay the total premium cost for the plan, based on a composite rate quotation, for all Management Team members selecting coverage.

A Management Team member who retires will be allowed to continue in the District Dental Benefits program. The premium costs to the employee for this coverage shall be the same as if the individual were still on the staff. This provision shall apply until the individual becomes eligible for Medicare benefits.

E. Medical Benefits Program

1. The District shall provide a medical benefits program that includes single and dependent. The District will select the insurance carrier/plan administrator and policy after considering the recommendations of the Medical and Dental Benefits Committee.
2. Participation in the District medical benefits program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.
3. The District shall offer at least one deductible plan coupled with a VEBA Trust. Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the deductible/VEBA plan offered by the District:
  - a. Single Coverage: The District shall pay the full cost of the single premium or equivalent for the deductible plan. For informational purposes only, this is the plan identified as Plan A during the 2023-2024 school year. The District will make a \$1,000 annual contribution in 2023-2024 and a \$1,250 annual contribution in 2024-2025, paid semi-annually in July and January, to the employee's VEBA account.
  - b. Dependent Coverage: As of July 1, 2023, the District shall pay \$1,300 monthly toward the cost of the dependent premium or equivalent for the deductible plan. As of July 1, 2024, the District will pay \$1,400 monthly toward the cost of the dependent premium or equivalent for the deductible plan. The District will make a \$1,250 annual contribution in 2023-2024 and a \$1,500 annual contribution in 2024-2025, paid semi-annually in July and January, to the employee's VEBA account.

In the event two full time employees are covered under one dependent policy, the maximum District premium payment will be the total cost of the dependent premium or equivalent for the high-deductible plan. The District will make a \$1,250 annual contribution in 2023-2024 and a \$1,500 annual contribution in

2024-2025, paid on a semi-annual basis, to each employee's VEBA account who is covered under the same dependent policy.

- c. The employer will contribute up to \$6.00 per month to the VEBA trust for administrative fees for all individuals employed by the District and covered by this handbook at the time the administrative fee is due. Individuals not employed at the time of the administrative fee charge will have the fee deducted from the VEBA account..
4. Post-retirement medical benefit for Management Team members hired prior to January 1, 2011 are as follows:
- a. Management Team members hired on and after July 1, 2001 must have completed at least 10 years of employment as an administrator in the Richfield Public Schools and attain age 55 to be eligible for post-retirement medical benefits.
  - b. A member of the administrative staff who retires early at age fifty-five (55) will be allowed to continue in the District Medical Benefits program. The District will pay toward the premium cost for this coverage, the same as if the individual were still on the staff. This provision shall apply until the individual reaches Medicare eligibility. The District will cover the cost of dependent coverage until the spouse reaches Medicare eligibility.
  - c. Management Team members are eligible to receive the Medicare Supplement herein provided, the cost to be borne by the District if you continue the above program until you reach Medicare eligibility. The employee's spouse also will be eligible to be included in the Medicare Supplement program at the time of Medicare eligibility if he/she is covered by this group plan until they reach Medicare eligibility or if the spouse maintained continuous coverage with another employer or plan prior to age 65 and coverage under the Richfield plan would constitute redundant coverage. The cost of the Medicare Supplement, for the employee's spouse, will be borne by the District.
  - d. In the event of the employee's death while insured, the dependent coverage will continue while the current policy is in effect, until the end of three years after the employee's death, or earlier if that person marries or otherwise ceases to be an eligible dependent, or becomes insured under another plan of group insurance. At the

end of the three-year period no further coverage will be available, except as is otherwise provided by state/federal law.

In the event of the employee's death while covered under the dental program, the dependent will be covered for a period of one year after the employee's death. After this period no further coverage will be available at District expense.

- 5. For Management Team members employed after December 31, 2010, the District shall make an initial contribution of \$5,000 for the employee to a post-employment premium health reimbursement arrangement ("HRA") sponsored by the District following completion of five consecutive years of service with the District beginning with the July 1, 2012 plan year.

At the time of the initial \$5,000 contribution, the employee shall be 100% vested in the HRA account balance. The account balance shall be maintained in a trust established by the District for purposes including funding District HRA obligations. Thereafter, a \$1,000 annual contribution shall be made for each complete year of service with the District; provided, however, that the District's contribution upon the completion of each five years of service interval will be \$5,000, rather than \$1,000. For example, the District's contributions will be as follows:

Consecutive Years Completed	HRA Contribution
5	\$5,000
6	\$1,000
7	\$1,000
8	\$1,000
9	\$1,000
10	\$5,000
11	\$1,000
Etc.	

The District's HRA payments were changed for the 2019-20 school year. These changes will not be retroactive to previous years.

Contributions shall be made to the trust at the conclusion of the service year. Contributions shall only be made for complete years of service with the District except for the year in which the employee retires. For the year in which the employee retires, the contribution will be made on or before the date of retirement and shall be \$1,000 pro-rated for whole calendar months of service.



F. Term Life Insurance

1. Term Life insurance will be supplied by the District, at no cost to the Management Team member in an amount equal to three times the individual's basic annual salary on the date the insurance becomes effective, taken to the nearest multiple of \$500 to a maximum of \$300,000. A member of the Management Team who retires early will be allowed to continue in the life insurance program with full coverage until age 65. Sixty-five percent of the life insurance program will be continued until age 70. The premium costs to the administrator for this coverage shall be the same as if the individual were still on the staff.
2. If the employee's salary changes, the amount of the insurance shall be redetermined as of the date such change is made.
3. No increase in amount of insurance shall become effective if an employee is away from work due to disability.
4. There shall be no decrease in amount of insurance due to decrease in salary.
5. The Human Resources Department will provide proper forms on request of a spouse in the event of death while still employed.
6. The following supplemental life insurance is made available to the Management Team member in addition to the insurance above. Full cost for supplemental life insurance shall be paid by the Management Team member at the current coverage rates.

- a. Supplemental Life  
Coverage Amount  
\$ 25,000  
\$ 50,000  
\$ 75,000

b. Dependent Life Insurance

Wife or husband	\$ 5,000
Child - 14 days but less than 6 months	\$ 200
6 months but less than 21 years (to 25 if full time student)	\$ 2,000

G. Income Protection Plan

1. The District shall make available to all Management Team members a Long-Term Disability (LTD) insurance program. Benefits shall begin after the seventy-eighth (78) calendar day of total disability.
2. The amount of the monthly income benefit shall be at a minimum seventy percent (70%) of the scheduled salary, less any amounts collectible under Worker's Compensation, the Teacher's Retirement Association Plan, and State Disability benefits law and the full disability benefit of Social Security.
3. The District will pay the cost of the Long-Term Disability Insurance for each participant.
4. For illness or accidents where absences are expected to continue for more than 78 calendar days, please contact the Human Resources Office within 30 days. A claim form will be initiated, a portion to be completed by the employee and a portion to be completed by the employee's medical provider. The medical provider will mail the completed form directly to the insurance carrier.
5. Income protection insurance will be canceled upon termination of employment or on reaching the age of 70.
6. For Management Team members on Long Term Disability on the date of ratification of the Management Team handbook, the District will pay the total premium amounts for medical and dental benefits coverage in place at the time of disability, for those individuals on long term disability, until the individual becomes eligible for Medicare coverage.

For Management Team members who go on Long-Term Disability after July 1, 2005, the District will pay the same insurance benefit contribution toward the premium amounts of medical and dental benefits coverage as if the individual were actively employed, for a period of 24 months. After the 24<sup>th</sup> month on long-term disability, the district contribution toward the health benefit premium shall equal the cost of the single premium for the high-deductible medical benefit plan and premium for the dental benefit plan until the individual becomes eligible for Medicare or Medicaid benefits.

H. Worker's Compensation

1. All employees are covered by Worker's Compensation according to the law of the State for injuries sustained in the course of employment, if injuries require the care of a medical provider.

2. All injuries should be reported immediately on the proper forms available in the District Office.
  3. On approved claims, all medical providers and hospital expenses will be paid. In addition, compensation for loss of time will be paid at the rate established by the State after a three-day waiting period. Full salary will be paid, if sufficient sick leave has accumulated. Deduction, for the amount paid by the insurance company, will be made from your salary and a deduction from accumulated sick leave will be made on a prorated basis.
- I. Health and Accident Insurance for Retired Employees After Becoming Eligible for Medicare Eligibility
1. In accordance with the provisions of Article III, Section E.4, a supplement to Medicare will be supplied to Management Team members hired prior to January 1, 2011 at Medicare eligibility with the cost to be borne by the District, if your present coverage is in effect until that time. On retirement at the time of Medicare eligibility, your regular group health and accident coverage will be changed to Medicare supplement coverage.
  2. Management Team members hired prior to January 1, 2011 who are eligible for Medicare may continue the health and accident coverage for their spouse until Medicare eligibility, providing the spouse has already reached the age of 55 and providing he/she is at that time covered under the group policy. This cost will be borne by the District. A Medicare supplement is available to the spouse after he/she reaches Medicare eligibility. If this coverage is selected the district will pay the full cost of the spouse's Medicare supplement.
- J. Leaves
1. Sick Leave
    - a. Sick leave allowance of thirteen (13) days per year, accumulative shall be allowed for full time members of the Management Team.
    - b. In cases of extended illness the fitness of the employee for the performance of duties shall be determined by a competent medical provider.
    - c. Days of sick leave shall be credited in July when the fiscal year starts.
    - d. Employees will have access to an electronic record of his/her accumulated balance of sick leave.

2. Disaster Leave

Additional sick leave benefits shall be granted to any Management Team member who has exhausted accumulated sick leave benefits, if such Management Team member has been continuously disabled and unable to work for a period of 30 or more consecutive duty days, as certified by a medical provider. Disaster leave benefits shall commence as of the duty day immediately following the last day of regular sick leave payment. Disaster leave benefits shall continue only for the period during which the Management Team member remains continuously disabled and unable to work and shall cease on the 78th calendar day of total disability.

3. Personal Leave

Up to six (6) days of earned sick leave per year may be used for:

- a. Death of a relative or friend. If needed for these purposes, the District may grant up to six (6) additional days of personal leave not used in the previous two (2) years with deduction from accumulated sick leave. Such additional leave must be requested in writing and must receive written approval in advance from the Human Resources Office.
- b. One day of earned sick leave may be used for a personal emergency or calamity. Upon returning to work, notification in writing shall be given to the appropriate person describing the nature of the emergency or calamity which transpired.

Weather conditions may constitute a legitimate calamity day providing that every reasonable effort has been made by the Management Team member to get to work.

- c. Absence with pay may be allowed for a required appearance in court, tax audit, adoption, college or a university examination or graduation. Absence with pay may also be allowed for marriages or graduations in the immediate family (including nieces and nephews) that require travel or must be attended during the school day. A request for leave in this Division must be submitted to the Human Resources Office in advance.
- d. Yom Kippur, Rosh Hashanah, Christmas and Good Friday, when they fall on a regularly scheduled work day, will each be considered a day deductible from personal leave for Management

Team members who desire to observe said days. A request for leave in this Division must be submitted to the Human Resources Office in advance.

- e. Each regularly employed Management Team member may be granted two (2) days of their personal leave per year to handle important personal matters at the Management Team members' own discretion. Requests for such leave must be made to the Human Resources Office at least two (2) days in advance. Priority will be given to individuals who have not used this provision in the past, providing the request is made at least 4 weeks in advance. Only one day per year may be used to extend a break in the school calendar.

K. Automobile Mileage

The District shall reimburse Management Team members for job-related use of the employee's personal vehicle at the Internal Revenue Service mileage rate.

L. Communications

For Management Team members who are required by the district to carry a cell phone, the District, at its discretion will either provide a cell phone to be used exclusively for work related purposes or a stipend as follows:

Voice only access - \$35 per month

Voice and data access - \$70 per month

M. Professional Dues

The District will provide Management Team members with up to \$3,000 annually for professional organization membership fees, conferences and workshop registration and travel, or college tuition. Such expenses must receive pre-approval and include satisfactory completion of any coursework. Management Team members may accumulate up to \$9,000 to be used for these professional development activities.

N. Retirement Incentive

- 1. a. Members of the Management Team who have completed at least fifteen (15) years of employment as an administrator with the Richfield Public Schools or 20 years as an employee of the Richfield Public Schools of which 10 years is as an administrator and who are at least age 55 shall be eligible for severance pay according to the following provision.

15 or more years in Richfield 50% of annual salary

b. Members of the Management Team who are not eligible for 1.a of this section but are at least age 62 and have completed at least twelve (12) years of employment as an administrator with the Richfield Public Schools shall be eligible for severance pay according to the following provision.

13 or more years in Richfield 40% of annual salary

2. Members of the Management Team shall be eligible for additional severance pay equal to six (6) days of accumulated sick leave for each year of service as an employee in the Richfield Public Schools.

Commencing at the conclusion of school year 2001-02, members of the Management Team who are at least age 55 and with at least one year as an administrator in the Richfield Public Schools shall be eligible for severance pay equal to six (6) days of accumulated sick leave for each year of service as an employee in the Richfield Public Schools.

3. The payment will be the sum of the applicable amounts determined by the provisions of both 1. and 2. above, with the total amount not to exceed the annual salary.
4. The annual salary shall be based on the last contract between the employee and the Richfield Public Schools for a fiscal year in which salary is paid. The daily rate of pay shall be computed by dividing the annual salary by 260 days.
5. The notice of retirement must be given in writing to the Board of Education no later than 90 calendar days prior to the date the retirement is to be effective.
6. To the fullest extent permissible under applicable law, severance pay shall be made in a single payment.

The full amount of severance pay a retiring employee is eligible to receive herein shall be contributed into a 403b supplemental retirement account established by the employee, exclusively for the purpose of receiving such payment (the "Severance 403b"). Such a contribution shall be consistent with the applicable IRS rules on annual additions to tax-deferred accounts. The employee will not receive any direct payment from the school district for severance pay.

In the event the severance pay calculated above exceeds the maximum annual contributions permitted under the applicable IRS rules, the excess severance pay shall be contributed to the Severance 403b after January 1<sup>st</sup>

of the year following the year of retirement, and for up to four calendar years thereafter, if necessary.

Each year, prior to any contribution, the employee shall provide verification of the amount that may be contributed to the Severance 403(b) without exceeding the applicable IRS limits on annual additions to tax-deferred accounts. Upon request by the employee, the school district shall provide a summary of the employee's salary reduction and the school district's matching contributions for the year of proposed retirement (i.e., the year of the proposed severance contribution).

7. If the retiree dies before all or a portion of the severance pay has been disbursed the unpaid balance shall be paid to a named beneficiary, or in the event no beneficiary has been named, to the estate of the deceased. Severance pay is considered earned only after the employee completes active employment through the Board approved retirement date.
8. A Management Team member who was hired on or before June 30, 2001, and has completed (1) at least 15 years as an administrator with Richfield Public Schools or (2) at least 20 years with Richfield Public Schools and at least 10 years as an administrator, making him/her eligible for both the severance and retirement benefits contained in Article III.E.4 and Article III.N based on years of service in the District but is laid off or terminated for reasons other than those articulated in MS 122A.40, Sub 13 will be eligible for the retirement and severance benefits specified in Article III.D, Article III.E.4, Article III.F, Article III.I, and Article III.N of this handbook.

**RICHFIELD PUBLIC SCHOOLS**  
**MANAGEMENT TEAM SALARIES 2023-2024**

<b>Position</b>	<b>Salary</b>		<b>Vacation Days</b>
Assistant Superintendent	\$168,617	- \$187,352	25
Chief Human Resources and Admin. Officer	\$177,198	- \$196,886	25
Executive Director of Special Programs	\$168,617	- \$187,352	25
Senior High Principal	\$156,089	- \$173,432	25
Senior High Assistant Principal	\$136,632	- \$151,813	25
Athletic Director	\$115,571	- \$128,412	25
Middle School Principal	\$150,270	- \$166,967	25
Middle School Assistant Principal	\$131,445	- \$146,050	25
Elementary School Principal	\$145,289	- \$161,433	25
Elementary School Assistant Principal	\$124,974	- \$138,860	25
Directors of Curricular Learning	\$124,974	- \$138,860	25
Director of Community Education	\$124,974	- \$138,860	25
Director of Finance	\$124,974	- \$138,860	25
Director of Human Resources	\$124,974	- \$138,860	25
Director of MLL and RCEP	\$124,974	- \$138,860	25
Director of Special Education	\$124,974	- \$138,860	25
Director of Student Services	\$124,974	- \$138,860	25
Director of Technology	\$124,974	- \$138,860	25
Director of Extended Learning	\$124,974	- \$138,860	25
Director of Facilities and Transportation	\$115,571	- \$128,412	25
Director of Food and Nutrition	\$115,571	- \$128,412	25
Director of Marketing and Communications	\$115,571	- \$128,412	25
Special Education Supervisor	\$115,571	- \$128,412	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%



**RICHFIELD PUBLIC SCHOOLS**  
**MANAGEMENT TEAM SALARIES 2024-2025**

<b>Position</b>	<b>Salary</b>		<b>Vacation Days</b>
Assistant Superintendent	\$175,361	- \$194,846	25
Chief Human Resources and Admin. Officer	\$184,286	- \$204,762	25
Executive Director of Special Programs	\$175,361	- \$194,846	25
Senior High Principal	\$162,333	- \$180,370	25
Senior High Assistant Principal	\$142,097	- \$157,886	25
Athletic Director	\$120,193	- \$133,548	25
Middle School Principal	\$156,281	- \$173,646	25
Middle School Assistant Principal	\$136,703	- \$151,892	25
Elementary School Principal	\$151,101	- \$167,890	25
Elementary School Assistant Principal	\$129,973	- \$144,414	25
Directors of Curricular Learning	\$129,973	- \$144,414	25
Director of Community Education	\$129,973	- \$144,414	25
Director of Finance	\$129,973	- \$144,414	25
Director of Human Resources	\$129,973	- \$144,414	25
Director of MLL and RCEP	\$129,973	- \$144,414	25
Director of Special Education	\$129,973	- \$144,414	25
Director of Student Services	\$129,973	- \$144,414	25
Director of Technology	\$129,973	- \$144,414	25
Director of Extended Learning	\$129,973	- \$144,414	25
Director of Facilities and Transportation	\$120,193	- \$133,548	25
Director of Food and Nutrition	\$120,193	- \$133,548	25
Director of Marketing and Communications	\$120,193	- \$133,548	25
Special Education Supervisor	\$120,193	- \$133,548	25

Note: Minimum to maximum salary range consists of five (5) steps at 90%; 92%; 94%; 97%; and 100%