

RICHFIELD PUBLIC SCHOOLS

**CLASSIFIED
MANAGEMENT TEAM
HANDBOOK**

2019-2021

TABLE OF CONTENTS

	Page No.
Article I PURPOSE	1
Article II SALARIES	
A. Method of Salary Payment	1
B. Deductions	1
C. Incentive Pay	2
Article III BENEFITS	
A. Holidays	2
B. Vacations	2
C. Tax Deferred Programs	3
D. Dental Benefits Program	3
E. Medical Benefits Program	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. Communications	10
L. Staff Development	10
M. Retirement Incentives	11

ARTICLE I

PURPOSE

The purpose of this handbook is to provide information related to the Classified Management Team.

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

B. Deductions

1. Compulsory Deductions

- a. Federal withholding tax
- b. Minnesota withholding tax
- c. Retirement, social security, and Medicare

2. Voluntary Deductions

- a. Annuities
- b. Savings bonds
- c. Flexible benefit account

C. Incentive Pay

Classified Management Team members will be eligible for performance incentive pay based on the attainment of pre-determined district goals and individual performance objectives. The Superintendent of Schools shall, at the Superintendent's sole discretion, be authorized to award an amount of dollars equaling up to 4% 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 29th during the Leap Year.

ARTICLE III

BENEFITS

A. Holidays

Classified Management Team members shall be granted twelve 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 and President's Day (as specified in the adopted school calendar), Spring Holiday and Memorial Day.

B. Vacations

- 1. Unused vacation must be taken within six (6) months after the end of the contract year in which it is earned. Classified 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 Classified 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 carryover 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. Employees will be eligible for an additional two days vacation per year following the completion of five (5) years in the Classified Management team. Employees will be eligible for an additional three (3) days vacation per year following the completion of ten (10) years in the Classified Management Team.
4. 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 individual's salary to all Classified Management Team members in accordance with the tax deferred 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 individuals who wish to enroll must complete the District form provided for this purpose.
3. Forms are not required the following year if no change in deduction is made. Entry can occur at any time.
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 annuity deductions and matching contributions cannot be withdrawn until the end of the fiscal year.

D. Dental Benefits Program

1. The District will provide a dental benefits program for all Classified Management Team members and their dependents. The District will pay the total premium cost for the plan based on a composite rate quotation, for all Classified Management Team members selecting coverage.
2. A Classified Management Team member who retires early 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 or reaches age sixty-five (65).

E. Medical Benefits Program

1. The District shall provide a medical benefits program that includes single and dependent coverage . 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 high-deductible medical benefit plan coupled with a VEBA Trust . Each employee who chooses to enroll in a high-deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the high-deductible/VEBA plan offered by the District:
 - a. Single Coverage: The District shall pay the full cost of the single premium for the high-deductible plan. For informational purposes only, this is the 1250/2500 plan during the 2017-2019 plan years. The District will make a \$750 annual contribution, paid on a monthly basis, to the employee's VEBA account.
 - b. Dependent Coverage: As of July 1, 2015, the District shall pay \$1,280 monthly toward the cost of the dependent premium or equivalent for the high-deductible plan. The District will make a \$1,000 annual contribution, paid on a monthly basis, 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 \$1,000 annual contribution, paid on a monthly 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.

4. Post retirement medical benefit for Classified Management Team members hired before January 1, 2011 are as follows:
 - a. Classified Management Team members hired on and after July 1, 2001 must have completed at least 10 years of employment as a Classified Management Team member in the Richfield Public Schools and attain age 55 to be eligible for post retirement medical benefits.
 - b. A member of the Classified Management Team 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. Classified Management Team members are eligible to receive the Medicare Supplement herein provided, the cost to be borne by the District if the Classified Management Team member continues the above program until you Medicare eligible. The employee's spouse will also be eligible to be included in the Medicare Supplement program upon attainment of Medicare eligibility if he/she is covered by this group plan until reaching 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, 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.

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.
5. For Classified 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 Classified Management Team member in an amount equal to twice 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 Classified 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 Classified

Management Team member for this coverage shall be the same as if the individual were still on the staff. Any member who retires after January 1, 1981 will be covered under this program.

2. If the employee's salary shall change, 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 Classified Management Team members in addition to the insurance above. Full cost for supplemental life insurance shall be paid by the Classified Management Team member at the current coverage rates.

a. Supplemental Life

<u>Coverage Amount</u>
\$ 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 Classified 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 Public Employees

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 cancelled upon termination of employment or on reaching the age of 70.
6. For Classified Management Team members on Long-Term Disability on the date of ratification of the Classified Management 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 Classified Management Team members who go on Long Term Disability after July 1, 2005, the individual 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 24th 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 provider 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 Coverage

1. A supplement to Medicare will be supplied to Classified Management Team members hired prior to January 1, 2011 upon attainment of Medicare eligibility with the cost to be borne by the District, if the employee's present coverage is in effect until that time. On retirement at the time of Medicare eligibility, the employee's regular group health and accident coverage will be changed to Medicare supplement coverage.
2. Classified 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 age 55 and providing he/she is at that time covered under this group policy. This cost will be borne by the District. A Medicare supplement is available to their 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 Classified 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.
- e. A Classified Management Team member who has been employed by the district for the most recent 12 month period and holds a .5 FTE or greater position may use up to twenty (20) days of accumulated sick leave during the school year as is medically necessary to care for a critically ill spouse, parent, step-parent, parent-in-law, adult child, sibling, grandchild, or grandparent.

2. Disaster Leave

Additional sick leave benefits shall be granted to any Classified Management Team member who has exhausted accumulated sick leave benefits, if such employee 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 employee 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. Illness or 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 Classified 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 Classified 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 Classified Management Team member may be granted two (2) days of personal leave per year to handle important personal matters at the Classified Management Team members' own discretion. Requests for such leave must be made to the Human Resources Office at least two (2) days in advance. The Human Resources Office will give priority 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. Communications

For Classified 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

L. Staff Development

The District will reimburse Classified Management Team members for the cost of pre-approved coursework, including tuition for college credits, up to a maximum of \$2000 per fiscal year. In order to secure reimbursement, the employee must provide evidence of satisfactory completion of such coursework.

M. Retirement Incentives

- 1. A Classified Management Team member who has at least fifteen (15) years of employment in the Richfield Public Schools and also is at least age fifty-five (55) shall receive severance pay upon resignation. Accrued sick leave shall mean the number of days the employee has accumulated at the effective date of retirement.

The Classified Management Team members severance pay shall be the sum of the applicable amounts determined by the provisions of both Divisions 2 and 3 below.

2. The Classified Management Team member shall multiply accumulated sick leave by the appropriate percentage from the chart below. The product of this multiplication shall then be multiplied by two hundred dollars (\$200) to determine the severance pay for this Division. In no case, however, shall the benefit from this Division exceed twenty thousand dollars (\$20,000).

15 or more years in Richfield 100% of accumulated sick leave

3. A Classified Management Team member who has at least fifteen (15) years of credited experience or more in the Richfield School District shall be paid the following amount:

15 or more years in Richfield \$10,000

4. 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 1st 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).

5. 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.

RICHFIELD PUBLIC SCHOOLS
SALARIES FOR CLASSIFIED MANAGEMENT
2019-2020

<u>POSITION</u>	<u>SALARY</u>	<u>VACATION DAYS</u>
Assistant to the Supt.	\$62,419-69,354	20
Community Education Program Coord.	\$53,342-59,268	20
Supervisor of Human Resources	\$65,004-72,227	20
Technology Systems Administrator	\$71,813-79,793	20
Payroll Accountant	\$57,865-64,295	20
Human Resources Coordinator	\$54,778-60,864	20
Technology Support Specialist	\$49,923-55,470	20
District Data & Testing Coordinantor	\$63,465-70,516	20

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

RICHFIELD PUBLIC SCHOOLS
SALARIES FOR CLASSIFIED MANAGEMENT
2020-2021

<u>POSITION</u>	<u>SALARY</u>	<u>VACATION DAYS</u>
Assistant to the Supt.	\$63,667-70,741	25
Community Education Program Coord.	\$54,408-60,454	25
Supervisor of Human Resources	\$66,305-73,672	25
Technology Systems Administrator	\$73,250-81,388	25
Payroll Accountant	\$59,023-65,581	25
Human Resources Coordinator	\$55,874-62,082	25
Technology Support Specialist	\$50,921-56,579	25
District Data & Testing Coordinantor	\$64,734-71,926	25

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