



**DEFINING EXCELLENCE**

**Guidebook  
for  
Community Education Services Hourly Employees  
of  
Edina Public Schools  
2021-23**

## **INTRODUCTION**

Edina Public Schools (“Employer”) believes that its employees are one of its most important assets. The following guidebook for Community Education Services Hourly Employees (“employee”) has been designed to facilitate and enhance the role of employees in providing programs and services to all members of the community. The School Board has approved this guidebook.

No provision of this guidebook is intended to create a contract between the Employer and employee, or to limit the rights of the Employer and its employees to terminate the employment relationship at any time, with or without cause. This guidebook is a general statement of policy, to be modified and applied by the Employer at its discretion.

## **ARTICLE I EMPLOYMENT**

### **1.1 - Employment Information**

An employee will be provided with employment information including the position title, the employee’s regular assignment, the employee’s start date, the hourly rate; and if the employee’s eligibility for benefits. This guidebook is available on the district’s website.

### **1.2 – Preliminary Evaluation Period**

The first year of an employee’s initial employment with the Employer or the first year of a new assignment will be a preliminary evaluation period during which the Employer will evaluate whether the employee’s skills and abilities are a good match with the position’s requirements and responsibilities. The Employer retains the discretion to terminate an employment relationship with the employee for any reason during this first-year evaluation period.

This evaluation period does not affect the fundamental at-will nature of the employment relationship with the Employer.

## **ARTICLE II SALARIES AND BENEFITS**

### **2.1 - Compensation**

The employee’s hourly compensation rate is based upon the schedules set forth in the appendix.

### **2.2 - Step Movement**

At the beginning of the fiscal year (July 1), an employee may be eligible for step movement on the schedule when the employee was hired prior to January 1 of the fiscal year. Step movement is contingent on the employee’s satisfactory performance. An employee may only advance one step per fiscal year.

Student recreation leaders will be eligible for step movement in consultation with supervisor.

### **2.3 – Holiday Pay for Full-Year Employees**

An employee with a full-time assignment (i.e. 25 hours a week or more) for the school year is eligible to receive holiday pay in accordance to the school board approved calendar (usually 11-12 holidays). Any holiday pay is for the employee's assigned daily hours as a CES hourly employee. Placement of any holidays is determined by the Employer. To be eligible for holiday pay, the employee needs to be an active employee before and after the district holiday.

### **2.4 – Vacation Days**

An employee with a full-time assignment (25 hours a week or more) for the school year is eligible to receive vacation days as allocated in this paragraph. A full-time employee will accrue one vacation day per month for each month actively working, based on the assigned number of daily hours. Daily vacation pay is based on the employee's assigned daily hours as CES hourly employee.

This allocation may be distributed as a lump sum yearly distribution. If the employee terminates employment prior to the end of the school year or assignment, the Employer may recover through payroll deduction any unearned but taken vacation days.

An eligible employee may schedule vacation subject to supervisor approval. Requests for vacation must be approved by the supervisor in advance and will be granted at the supervisor's discretion.

A vacation-eligible employee may carry up to 10 vacation days from one fiscal year to next fiscal year.

Provided that an employee notifies the Employer in writing a minimum of ten days in advance of intent to resign, the employee may be paid for earned, accrued vacation. The maximum number of vacation days accumulated at the time employment is severed will be up to ten carry over days plus prorated vacation days earned but not taken in the current fiscal year.

If an employee's assignment(s) changes such that the employee is no longer eligible for vacation days, accumulated vacation hours will be paid out in a lump sum.

### **2.5 – Summer Employment**

In addition to any school-term assignment, an employee is eligible to apply for summer assignments. If selected for the summer assignment, the rate of pay remains the same as the rate for the school-term assignment. If eligible for holiday pay in the school-term assignment, the employee will be eligible for any applicable holiday pay, in accordance with Section 2.3.

### **2.6 - Group Insurance Policies**

For purposes of this section, an eligible employee is an employee who is assigned to work for 25 hours or more per week during either the school year or fiscal year. The Employer will provide an eligible employee the group insurance coverage described in Section 2.6.

It is understood and agreed that the insurance provisions of this Section are merely descriptive of the coverage provided, and that the eligibility of an employee for benefits is governed by the terms of the master insurance contracts in force between the Employer and the insurers providing coverage.

### **2.6.1 - Life Insurance**

An eligible employee is eligible to participate in the Employer's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. The Employer pays the entire premium for this coverage for an active employee.

An eligible employee may apply for supplemental group term life insurance coverage in \$1,000 increments, up to the amount of the employee's base salary. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for all supplementary coverage will be paid by the employee through payroll deduction.

### **2.6.2 - Long-Term Disability Insurance**

An eligible employee is provided coverage in the Employer's long-term disability insurance program. The Employer pays the entire premium for this coverage.

### **2.6.3 - Accidental Death and Dismemberment Insurance**

An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to one of the employee's basic annual salary rounded up to the next whole thousand. The Employer pays the entire premium for such coverage.

### **2.6.4 - Hospitalization-Medical Insurance**

An eligible employee may enroll for Single, Single Plus One, or Family coverage in the Employer's hospitalization-medical insurance program. Participation in this program is voluntary. The Employer will contribute the amount designated in the appendix toward the monthly premium for each eligible enrolled employee.

An employee enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.

An employee receiving wage replacement benefits from the Employer's workers' compensation insurance carrier or the long-term disability insurance carrier is eligible for the Employer contribution for health and hospitalization-medical insurance.

### **2.6.5 – Dental Insurance**

Each eligible employee may enroll in the Employer's dental insurance program. Participation in this program is voluntary. The Employer will contribute the amount designated in the appendix toward the monthly premium for each eligible enrolled employee.

An eligible employee enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.

## **2.7 – Retirement Contribution Plans**

An employee may contribute a portion of the employee's base salary to an employee's retirement contribution plan or plans, either tax-deferred or not tax-deferred, subject to the following subsections.

### **2.7.1 - Approved Plans**

The employee's contribution plan must be district-approved and subject to applicable provisions of Minnesota Statutes and IRS Codes and any amendments thereto. A list of eligible plans is available on the district's website and in the business office.

### **2.7.2 - Employee Contribution**

The employee contribution will be made to a district-approved company of the employee's choice, subject to Subsection 2.7.1. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

### **2.7.3 - Matching Salary Deduction for Tax-Deferred 403(b) Matching Contribution Plan**

The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount he or she is eligible to receive under Subsection 2.7.4

### **2.7.4 - Employer Contribution for Tax-Deferred 403(b) Matching Contribution Plan**

The amount of the Employer contribution will be up to two percent of the employee's annual base salary with a maximum Employer contribution of \$2,000 per year.

### **2.7.5 - Employer Contribution for Plans**

Contributions will be made to a district-approved company of the employee's choice, subject to the previous subsections. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

## **2.8 - Flexible Benefits Plan**

An eligible employee may participate in the Flexible Benefits Plan established by the Employer pursuant to Section 125 of the Internal Revenue Code, provided, however, that an employee meets all other requirements for eligibility set forth in the Plan.

## **ARTICLE III LEAVES OF ABSENCE**

### **3.1 - Basic Leave Allowance**

An employee is granted a basic leave allowance of one day per month for absence without deduction from pay. This allowance is calculated based on the employee's assignment. The basic leave allowance may be used for sick leave, family illness leave, bereavement leave and personal business leave under the terms and conditions enumerated below. Unused basic leave may accumulate without limit. An employee is not paid for accumulated basic leave allowance upon termination of employment, except as specifically provided otherwise in this guidebook.

A substitute employee or seasonal employee (e.g. summer) does not earn basic leave.

### **3.2 - Sick Leave**

One day of basic leave allowance may be used by an employee for each day of absence due to illness or injury of themselves and for family members in accordance with state and federal law.

#### **3.2.1 - Certification**

An employee who has been absent may be required to present a statement from a physician verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. An employee absent more than five consecutive working days must present this certification. If certification is required for an absence less than six days, the Employer will designate the physician and assume the cost of the examination. Charges for certification of absences greater than five consecutive working days will be the employee's responsibility unless the Employer requires examination by a specified physician, in which instance the Employer will assume the cost of the examination.

#### **3.2.2 - Family Illness or Bereavement Leave**

An employee may use basic leave allowance provided for absences due to an illness or injury to the employee's dependent child ("child") for reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use accumulated basic leave allowance for the employee's own illness or injury.

For absence because of illness in the family, the employee may deduct a reasonable number of days per incident from accumulated basic leave at no salary deduction. The family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, or others required per state law.

For absence because of death in the family, the employee may deduct a reasonable number of days per incident from accumulated leave at no salary deduction.

For absence because of the death of friends or relatives outside the family, the employee may deduct a reasonable number of days from accumulated basic leave at no salary deduction.

### **3.2.3 – Coordination with Other Benefits**

Sick leave benefits will be coordinated with any other benefits received by an employee from any Employer insurer, including but not limited to long-term disability and workers compensation. This coordination will ensure that total pay received from all sources does not exceed the employee's regular daily rate of pay. Deductions from the employee's basic leave balance will be made according to the pro rata portion of basic sick leave used.

### **3.3 - Sick Leave Pool**

A sick leave pool for employees who have exhausted their basic leave has been established. To access this pool, contact human resources for more information.

The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work 65 consecutive work days. After 65 consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool, but may be eligible for LTD, as determined by the Employer's carrier.

### **3.4 - Family, Medical and Parental Leaves**

The Employer complies with all applicable laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to an employee's eligibility and situations are determined in accordance with these laws and policies.

### **3.5 - Parenting Leave**

An employee is eligible for a parenting leave of absence without pay for a period of up to 12 months, including any period of related family medical or parental leave, for child care. The employee must apply for parenting leave at least 60 calendar days before this leave is to begin. The 60-day requirement may be waived when an emergency makes this notice impossible. Parenting leave begins at a date agreed upon between the Employer and the employee. Failure to return to work upon expiration of a leave results in termination of employment.

### **3.6 - Personal Business Leave**

Up to four days of available basic leave allowance during any one school year may be used by employees for absence required for the transaction of personal business that cannot be completed outside regularly assigned hours. This allowance will be calculated based on assigned average number of hours. Requests for personal business leave must be submitted to the employee's immediate supervisor in writing at least three days in advance, except in cases of extreme emergency.

### **3.7 - Judicial Leave**

An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave.

### **3.8 - Superintendent's Discretionary Leave**

Other types of absence not stated in this Article are subject to the Superintendent's discretion.

## **ARTICLE IV RETIREMENT**

### **4.1 - Hospitalization-Medical Insurance**

An employee who retires as defined by Minn. Stat. § 471.61, subd. 2b while health insurance eligible may elect to continue participation, at the employee's own expense, in the Employer's group medical hospitalization insurance plan if permitted by the terms of the policy with the insurance carrier. The employee must pay the entire first month's premium for insurance commencing on the date of retirement. The employee must arrange with the Employer's insurance administrator to pay subsequent monthly premium amounts in advance in a timely manner. The failure to make a timely payment will result in the Employer not making a premium payment for the retiree. The retiree risks forfeiture of insurance coverage without redress against the Employer.

The Employer may offer a Medicare supplement health insurance plan for retirees who are eligible for Medicare benefits. If a Medicare supplement plan is offered by the Employer, Medicare eligible retirees will receive health insurance coverage only under the Medicare supplement plan. Retirees who become eligible for an equivalent employer-paid group medical plan elsewhere due to other employment or due to eligibility in a spouse's employer-paid group medical plan are ineligible to continue in the Employer plan.

**APPENDIX A**  
**Salary Schedules**

|   |   | <b>2021-22</b> | <b>2022-23</b>  |
|---|---|----------------|---|
| <b>Hourly</b>   |   |                |   |
| <b>G</b>  |   |                |   |
| <b>Positions:</b>   | 1 | 18.63          | 18.82   |
| Hourly Program Supervisor                                       | 2 | 19.21          | 19.40   |
|   | 3 | 20.38          | 20.59   |
|   | 4 | 20.98          | 21.19   |
|   | 5 | 22.29          | 22.51   |
| <b>H</b>  |   |                |   |
| <b>Positions:</b>   | 1 | 12.52          | 12.65   |
| Building Aide   | 2 | 13.38          | 13.97   |
| Intern  | 3 | 14.66          | 14.80   |
| Van Driver  | 4 | 15.55          | 15.71   |
|   | 5 | 17.45          | 17.63   |
| <b>I</b>  |   |                |   |
| <b>Positions:</b>   | 1 | 15.33          | 15.48   |
| Childcare Assistant   | 2 | 15.94          | 16.10   |
| Lifeguard   | 3 | 17.12          | 17.29   |
|   | 4 | 18.42          | 18.60   |
|   | 5 | 19.85          | 20.05   |
| Substitute: \$13.37 or 85% of lowest step, whichever is greater |   |                |   |
| <b>J</b>  |   |                |   |
| <b>Positions:</b>   | 1 | 17.35          | 17.53   |
| Lead Recreation Leader  | 2 | 18.63          | 18.82   |
| Aquatics Instructor   | 3 | 19.94          | 20.14   |
|   | 4 | 21.16          | 21.37   |
|   | 5 | 22.74          | 22.97   |
| <b>K</b>  |   |                |   |
| <b>Positions:</b>   | 1 | 23.26          | 23.49   |
| ELC Children's Teacher  | 2 | 24.66          | 24.90   |
| ELC Childcare Teacher   | 3 | 26.11          | 26.37   |
|   | 4 | 27.60          | 27.88   |
|   | 5 | 28.96          | 29.25   |
|   | 6 | 30.39          | 30.69   |
| Substitute: \$19.75 or 85% of lowest step, whichever is greater |   |                |   |
| <b>L</b>  |   |                |   |
| <b>Positions:</b>   | 1 | 15.33          | 16.00*  |
| Recreation Leader   | 2 | 15.94          | 17.33*  |
|   | 3 | 17.12          | 18.77*  |
|   | 4 | 18.42          | 20.32*  |
|   | 5 | 19.85          | 22.00*  |
| Substitute: \$13.37 or 85% of lowest step, whichever is greater |   |                | *Mid-term increase approved by ISD 273 School Board effective 10.17.22. |

|                        |   |                    |   |
|------------------------|---|--------------------|---|
| <b>M</b>               |   |                    |   |
| <b>Positions:</b>      | 1 | 17.35              | 19.00*  |
| Lead Recreation Leader | 2 | 18.63              | 19.50*  |
|                        | 3 | 19.94              | 20.14   |
|                        | 4 | 21.16              | 21.37   |
|                        | 5 | 22.74              | 22.97   |
|                        |   |                    | *Mid-term increase approved by ISD 273 School Board effective 10.17.22. |
|                        |   | Coach              | 3000.29/stipend   |
|                        |   | Asst               | 2700.47/stipend   |
|                        |   | Event Worker       | \$15/per hour   |
|                        |   | Student Rec Leader | \$13/per hour   |

**Employer's Contribution towards Employer's Health Insurance Plan:**

| <b>Type of Coverage</b> | <b>Effective 1/1/21</b> | <b>Effective 1/1/22</b> |
|-------------------------|-------------------------|-------------------------|
| <b>Single</b>           | \$475.00                | \$550.00                |
| <b>Single + One</b>     | \$775.00                | \$825.00                |
| <b>Family</b>           | \$1075.00               | \$1125.00               |

**Employer's Contribution towards Employer's Dental Insurance Plan:**

| <b>Type of Coverage</b> | <b>Effective 1/1/21</b> | <b>Effective 1/1/22</b> |
|-------------------------|-------------------------|-------------------------|
| <b>Single</b>           | \$35.20                 | \$35.20                 |
| <b>Single + One</b>     | \$41.63                 | \$41.63                 |
| <b>Family</b>           | \$62.24                 | \$62.24                 |