

**2021- 2023**

**Guidebook of Professional Employment**

**For**

**Community Education Services Salaried**

**Employees**

**of**

**Edina Public Schools**



**July 1, 2021, through June 30, 2023**

# 1. INTRODUCTION

Edina Public Schools (“Employer”) believes that its employees are one of its most important assets. The following guidebook for Community Education Services Salaried Employees (“employee”) has been designed to facilitate and enhance the role of employees in providing programs and services to all members of the community. This guidebook has been approved by the Board of education of Independent Schools No. 273, Edina Public Schools

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.

## 1.1 - Employment Information

An employee will be provided with employment information including the position title, the employee’s regular work assignment, the employee’s start date, salary, salary information, 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 following a new assignment will be a preliminary evaluation during which the Employer will evaluate whether the employee’s skills and abilities are a good match with the requirements and responsibilities of the position. The Employer retains the discretion to terminate an employment relationship when 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.

# 2. WORK YEAR

## 2.1 - Duty Days

In general, an employee works all calendar days, except those designated as holidays by the District. The appendices to the guidebook contain any exceptions to this general statement.

## 2.2 – Holidays

During the employee’s duty year, a full-time employee is entitled to paid holidays each calendar year as designator by the Employer. Holiday pay is incorporated into employee’s salary. A part-time employee who is assigned to work 30 hours per week will receive prorated holidays with pay per year. Placement of these days is determined by the District.

## 2.3 – Vacation Days

A full-time employee assigned to work 12 months per fiscal year will receive vacation days as set forth in the following schedule:

<b>Years of Service</b>	<b>Number of Vacation Days</b>
1-4	17
5-14	20
15+	21

The determination of years of service is determined on July 1st of each year. Individuals hired after June 30th will receive prorated vacation.

An eligible employee may carry up to ten vacation days from one employment year to another. The maximum number of vacation days accumulated at the time employment is severed will be ten carry over days plus prorated vacation days earned in the current 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.

An eligible employee may schedule vacation subject to supervisor approval.

### **3. CALCULATION OF DAILY RATE OF PAY**

To determine an employee's daily rate of pay, the employee's annual base salary is divided by 229 days, unless otherwise noted in the applicable appendix.

### **4. HEALTH AND WELFARE BENEFITS**

The Employer will provide a full-time employee, who is assigned to work a minimum of 30 hours per week, the health and benefits as described below and in the appendix to this guidebook. It is understood that the insurance provisions described are general statements of the coverages provided, and that the eligibility of an employee for benefits shall be governed by the terms of the master insurance contracts between the Employer and the insurers providing coverage.

#### **4.1 - Life Insurance**

An eligible employee is able 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.

An eligible employee may apply for supplemental group term life insurance coverage in \$10,000 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.

#### **4.2 - 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.

An employee receiving long-term disability insurance benefits also remains eligible for the Employer contributions for hospital-medical insurance.

### **4.3 - Accidental Death and Dismemberment Coverage**

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

### **4.4 - Hospitalization-Medical Insurance**

Participation in the medical insurance programs is voluntary. The Employer will contribute the amount designated in the applicable appendix toward the monthly premium of each full-time employee enrolled in the district coverages available.

An employee will contribute through payroll deduction, any excess monthly premium over the Employer contribution toward the type of coverage for which the employee is enrolled. If the Employer contribution exceeds the insurance premium, any excess will be paid in salary to the employee.

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.

### **4.5 - Dental Insurance**

The Employer will provide a dental insurance program for full-time employees. Participation in this program is voluntary. The Employer will contribute up to the amount designated in the applicable appendices toward the monthly premium for each employee enrolled in the coverages available.

### **4.6 - Flexible Benefits Plan**

An employee is eligible to 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.

## **5. LEAVES OF ABSENCE**

### **5.1 - Basic Leave Allowance**

A full-time, full-year employee receives 12 days of basic leave allowance annually on July 1. . If an employee is less than full-time, full-year, the employee's basic leave allowance is prorated (e.g. 10-month employee will receive 10 days of basic leave allowance). This allowance will be calculated based on the assigned average number of hours. Any leave taken will be deducted from the employee's basic accumulated leave allowance. The basic leave allowance may be used for sick leave, family illness leave, bereavement leave and personal business leave under the terms and conditions set forth below. Leave not used during any school year will 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.

#### **5.1.1 - Employee Illness**

An employee may use one day of accumulated basic leave for each day of personal illness. An employee who has been absent may be required to present a statement to the human resources department from a physician verifying an illness and certifying that the employee has recovered sufficiently to return to the employee's normal duties. An employee absent more than five consecutive working days may be required to present this certification. If the Employer requires a certification for an absence of less than six days, the Employer will designate the physician and is responsible for paying the cost of the physician's examination. For certification of absences greater than five consecutive working days, an administrator will be responsible for paying the cost of the physician's examination unless the Employer requires examination by a specified physician, in which instance the Employer will be responsible for paying the cost of the examination.

#### 5.1.2 - Family Illness or Bereavement Leave

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

For absence because of illness in the family, an 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 by state law. When a physician certifies that in-home care is essential because of illness or injury of an employee's spouse, the employee may deduct up to 15 days from accumulated basic leave with no salary deduction.

For absence because of death in the family or friends, an employee may deduct a reasonable number of days per incident from accumulated leave at no salary deduction. per incident from accumulated basic leave at no salary deduction. The close family includes grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin.

#### 5.1.3 - Personal Business Leave

For absence required for the transaction of personal business that cannot be completed outside normal work hours, up to four days during any fiscal year may be deducted from accumulated basic leave at no salary deduction. Requests for personal business leave must be submitted to the employee's immediate supervisor in writing at least three duty days in advance of the requested personal leave day, except in cases of extreme emergency.

#### 5.1.4 - Religious Observance Leave

Up to three days leave are available to an employee for required religious observance. These days must be recognized as religious holidays and are not permitted for circumstances where personal alternative attendance options exist. These days will be deducted from an employee's accumulated basic leave. Notification must be submitted to the Superintendent, in writing, at least three days prior to such absence.

### 5.1.5 - Basic Leave Coordination with Workers Compensation Benefits

Basic leave benefits are coordinated with any received workers compensation benefits. The total pay received by an employee from all sources does not exceed the employee's regular daily rate of pay. The employee's basic leave will be deducted the amount necessary to bring the employee to regular daily rate of pay. If the employee exhausts the employee's accumulated basic leave, the employee is entitled only to the workers compensation benefits.

### **5.2 - Sick Leave Pool**

A sick leave pool for employees who exhausted their basic leave has been established. To access this pool, contact the human resources department 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 workdays. 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.

### **5.3 - Parenting Leave**

An employee may be granted a full-time leave of absence without pay for a period of up to 12 months for the purpose of providing care for a newborn or newly-adopted child or children. Whenever possible, written application for such leave will be submitted to the human resources department at least four months prior to the expected commencement of the leave.

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an employee, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has commenced, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

An employee may return to work prior to the date designated in the approved parenting leave only if approved by the Employer in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the Employer.

An employee returning from parenting leave will be returned to the position held when placed on leave, or if not available, to any other position for which the employee is licensed and qualified. Following return to work, the employee will be credited with the amount of the employee's unused basic leave.

An employee on parenting leave remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the selected insurance coverage. Premium payments must be received by the district's insurance administrator at least one month in advance.

Any period of parenting leave taken under this provision is used simultaneously with any applicable period of leave for which the employee is eligible under state and federal leave acts.

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

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

#### **5.5 - Judicial Leave**

An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular salary and the payments received for such jury or court duty, unless the employee is a party in the case.

### **6. RETIREMENT**

#### **6.1 - Benefits Continuations**

##### **6.1.1 - Eligibility**

In order to be eligible to continue the benefits defined in this Section 6.1.1, an employee must: (1) have a minimum of 10 full consecutive years of service; (2) be employed full-time at the time of separation of service; (3) be 50 years of age or older; (4) not be returning to employment with the Employer; and (5) not being discharged for cause, misconduct, inefficiency, incompetence or any other disciplinary reason, as determined by the Employer.

##### **6.1.2 - Benefit Continuation**

An employee who meets the eligibility in Section 6.1.1 is eligible, upon terminating employment with the Employer, to continue to participate in the Employer's life, dental and medical insurance at the employee's expense until the employee reaches Medicare eligibility.

#### **6.2 - Retirement Contribution Plans**

An Employer contribution is payable to an employee's retirement contribution plan or plans, either tax-deferred or not tax-deferred, subject to the following subsections.

##### **6.2.1 - 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.

##### **6.2.2 - Matching Salary Deduction**

The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount the employee is eligible to receive under Subsection 6.2.2.

##### **6.2.3 - Employer Contribution**

The Employer contribution will be up to percentage designated in the applicable appendix of the employee's annual base salary with a maximum Employer contribution defined in the appendix.

#### 6.2.4 - Employee and Employer Contribution

The Employer contribution and matching employee contribution will be made to an Employer approved company of the employee's choice, subject to this section. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

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

<b>SCHEDULE</b>	<b>STEP</b>	<b>2021-22</b>	<b>2022-23</b>
<b>Salaried</b>			
<b>A</b>	1	42,586.00	43,225.00
12 – Month Position	2	46,133.00	46,825.00
	3	47,014.00	47,719.00
Auditorium Manager	4	49,943.00	50,692.00
	5	53,571.00	54,374.00
	6	56,735.00	57,586.00
	7	60,089.00	60,990.00
	8	63,319.00	64,269.00
<b>B</b>	1	54,236.00	55,050.00
12 – Month Position	2	55,343.00	56,173.00
	3	56,472.00	57,319.00
Program Supervisors	4	57,624.00	58,488.00
	5	58,800.00	59,682.00
	6	60,000.00	60,900.00
<b>D</b>	1	50,663.00	51,423.00
12 – Month Position	2	54,716.00	55,536.00
	3	59,096.00	59,983.00
Managers	4	63,815.00	64,772.00
	5	68,784.00	69,815.00
	6	73,369.00	74,470.00
<b>F</b>	1	40,485.00	41,093.00
12 – Month Position	2	42,869.00	43,512.00
	3	45,249.00	45,927.00
Communication Specialists	4	47,630.00	48,344.00
	5	50,010.00	50,760.00
	6	52,514.00	53,302.00

**Health Insurance Contribution towards Employer’s Insurance:**

<b>Type of Coverage</b>	<b>Effective 1/1/2021</b>	<b>Effective 1/1/22</b>
<b>Single</b>	\$475.00	\$550.00
<b>Single + One</b>	\$791.00	\$900.00
<b>Family</b>	\$1110.00	\$1200.00

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

<b>Type of Coverage</b>	<b>Effective Date 7/1/2021</b>
<b>Single</b>	\$35.20
<b>Single + One</b>	\$41.63
<b>Family</b>	\$62.24

**RETIREMENT BENEFITS**

**Employer's maximum contribution towards tax-deferred matching contribution: \$2000**

**Employer's match towards tax-deferred matching contribution: 2%**

**Retirement Payments Benefit:**

Eligibility - For the purpose of this provision, an eligible employee is an employee who has a full-time, full-year assignment (i.e. 8 hours for 260 days). To be eligible, a full-time employee must submit a written resignation prior to February 1 that is accepted by the Employer. An employee who has been proposed for termination or actually terminated for cause by the school board will not be eligible for this benefit. In addition to the above qualifications, a full-time employee must also have (1) completed at least 10 years of continuous service with the Employer; and (2) reached 55 years of age.

Payment and Procedures - A full-time employee meeting the eligibility qualifications above may receive a retirement payment calculated by multiplying  $\frac{1}{2}$  of the employee's earned unused basic leave allowance by \$100, in an amount not to exceed \$5000.

Payment will be paid by the Employer into the employee's 403(b) account within 30 days of the effective date of retirement or as soon thereafter as is administratively practical. If a retiree dies before all or a portion of the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking the same, to the deceased person's estate.