

**Guidebook of
Employment**

for Non-affiliated Employees of

Edina Public Schools



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1. INTRODUCTION

Edina Public Schools believes that its employees are one of its most important assets. The following guidebook for its non-affiliated employees 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 School Employer No. 23, Edina Public Schools (“Employer”).

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 information, and if the employee is eligible 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 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 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, an employee is entitled to paid holidays each calendar year as designator by the Employer. Holiday pay is incorporated into employee’s salary.

2.3 - Vacation

In general, a full-time, full-year employee receives 25 vacation days annually. This provision may be prorated based upon an employee's work year or an employee's assignment. The appendices to the guidebook contain any exceptions to this general statement. The scheduling of vacation days is by mutual agreement between the supervisor and employee.

A full-time, full-year employee may carry forward up to 25 vacation days into the next fiscal year. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of the fiscal year.

An employee who provides proper notice, as determined by the Employer, when leaving employment or has the employee's yearly contract non-renewed will received remaining unused vacation days, based upon an accrual at the time of employment termination.

2.4 - Attendance at Conference on Weekends

When attending conventions or other professional meetings as requested by the Employer, it may be necessary for an employee to attend meetings or travel to or from the meeting site on weekends. As a professional exempt employee, the employee may be flexible in the employee's work week when weekend meetings or travel occur.

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 applicable appendix.

4. HEALTH AND WELFARE BENEFITS

The Employer will provide a full-time employee with health and welfare benefits as described below and in the appendices to these guidebooks. It is understood that the provisions described are general statements of the coverages provided and that the eligibility of an employer for benefits is governed by the terms of the master insurance contracts between the Employer and the insurers providing coverage.

4.1 - Life Insurance Benefit

An employee is eligible for basic group term life insurance coverage in whole thousands to an amount equal to two times the employee's basic annual salary. The Employer pays the entire premium for this coverage.

An employee may apply for supplemental coverage in \$10,000 increments up to the employee's basic annual salary. Premiums for this coverage will be paid by the employee through payroll deduction.

An employee who elects to take the maximum supplemental coverage will receive an additional employer-paid supplemental coverage in an amount equal to the employee's basic annual salary rounded up to the next whole thousand.

An employee may apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the additional life insurance certificate. Premiums for this coverage will be paid by the administrator through payroll deduction.

4.2 - Accidental Death and Dismemberment Insurance Benefit

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

4.3 - Long-Term Disability Insurance Benefit

An employee is covered by long-term disability insurance in the amount of two thirds (2/3) of the employee's basic annual salary up to a maximum benefit of \$10,000 per month. Payments begin after 65 days of continuous absence due to disability and (1) continue to age 70; or (2) if the disabling event occurs after 70, payments will occur for 12 months; or (3) if the disabling event occurs prior to age 70 but continues after age 70 and the administrator has not received 12 months in benefits, payments will occur for 12 months. Long-term disability benefits are available after age 65 according to a schedule set forth in a revised insurance certificate, and the amount of the benefit is coordinated with any Social security benefit. The Employer pays the entire premium.

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

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 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.

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.

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

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. PROFESSIONAL EXPENSES

5.1 - Automobile Travel Reimbursement

Approved mileage for travel outside the district is reimbursed at the current IRS mileage rate established by the Employer. When an employee is requested to represent the Employer at a meeting or to visit a site beyond the district, the Employer will reimburse the person at the current per mile rate.

5.2 - Meetings in Pursuit of Employer Interests

The Employer will reimburse an employee for necessary expenses incurred while attending authorized meetings representing the interests of the district.

5.3 - Professional Meetings

The Employer will reimburse an employee for necessary expenses incurred for Employer-approved attendance at local, state, and national conventions, conferences, workshops, seminars and institutes.

Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance at professional meetings, subject matter conferences, professional visitation of an approved school system or institution of higher learning, or the carrying out of other professional duties. This professional leave must be approved in advance by the Superintendent or designee.

5.4 - Membership in Professional Organizations

Membership in professional organizations may enhance the employee's ability to exercise educational leadership within the Employer. When the Employer requests an employee to belong to a professional organization, either for a specific fiscal year or on a continuing basis, the Employer will reimburse the employees for fees paid by the Employer.

The Employer may pay the membership dues for one approved national organization and one approved state organization for each administrator.

5.5 - Technology Allowance

An employee will be eligible for up to \$400 per year as a technology allowance. In order to receive the allowance of \$400 or a portion thereof, the employee must submit a request for reimbursement and approval from the employee's supervisor. The employee may carry over this allowance, up to \$2000.

Use of funds may include but are not limited to hardware/software for professional use that will mutually benefit the district and employee.

The technology allowance will not be distributed in salary or payout to an employee.

6. LEAVES OF ABSENCE

6.1 - Basic Leave

A full-time, full-year employee receives 18 days of basic leave allowance annually on July 1. An employee who is hired or whose employment is terminated will have the basic leave allowance prorated for partial fiscal years of service. Unused basic leave may accumulate without limit.

6.1.1 - 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.

6.1.2 - 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 amount 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.

6.1.3 - 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.

6.1.4 - 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.

6.1.5 - 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.

6.2 - 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 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.

6.3 - 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.

6.4 - Superintendent's Discretionary Leave

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. This leave must be approved in advance by the Superintendent or designee.

6.5 - Judicial Leave

An administrator who is subpoenaed or called for jury duty will be compensated for the difference between regular pay and pay received for the performance of such obligation.

7. RETIREMENT AND RETIREMENT PLANNING

7.1 - Benefits Continuations

7.1.1 - Eligibility

In order to be eligible to continue the benefits defined in this Section 7.1.1, an employee must: (1) have a minimum of 10 full 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.

7.1.2 - Benefit Continuation

An employee who meets the eligibility in Section 7.1.1 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.

7.2 - Tax-Deferred Matching Contribution Plan

An Employer contribution is payable to an administrator's tax-deferred matching contribution plan, subject to the following subsections.

7.2.1 - 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 7.2.2.

7.2.2 - Employer Contribution

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

7.2.3 - 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 – Controller and Director of Buildings and Grounds

Controller

Steps	2021-22 Salary	2022-23 Salary
1	\$ 93,399	\$95,734
2	\$ 99,235	\$101,716
3	\$ 105,073	\$107,700
4	\$ 110,911	\$113,684
5	\$ 116,748	\$119,666

Director of Buildings and Grounds

Steps	2021-22 Salary	2022-23 Salary
1	\$ 102,003	\$104,553
2	\$108,378	\$111,088
3	\$114,754	\$117,623
4	\$121,129	\$124,158
5	\$127,505	\$130,692

Health Insurance Contribution towards Employer’s Insurance:

Type of Coverage	Effective 01/01/21	Effective 01/01/22
Single	\$625.92	\$625.92
Single + One	\$1342.88	\$1342.88
Family	\$1764.06	\$1764.06

Dental Insurance Contribution towards Employer’s Insurance:

Type of Coverage	Effective 01/01/21
Single	\$40
Single + One	\$75
Family	\$121

New Hire, Basic Leave Allotment: A newly hired employee will receive a one-time basic leave allowance of 35 days in addition to any amount provided for a given fiscal year.

Performance Based Pay Incentive: An employee who has successfully achieved the employee’s goals set with the supervisor will receive up to \$2,150.00. The amount of payment may vary based on budgetary restrictions and significance of goals achieved.

RETIREMENT BENEFITS

Employer's maximum contribution towards tax-deferred matching contribution: \$4250

Employer's match towards tax-deferred matching contribution: 3%

HRA Contribution, For Employees hired after August 1, 2013:

The Employer will make annual contributions into an HRA for 10 years in accordance with Schedule A for a total Employer contribution of up to \$65,000. The funds contributed by the Employer and placed in an HRA for the employee vested with the employee after the seven consecutive years of employment with the Employer. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remains responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30th of the completed year of service. If the employee was employed prior to June 30, 2016, The Employer's first payment into the HRA was June 30, 2016.

Schedule A (Employees hired after 8/1/2013)	
Year 1	\$1,000
Year 2	\$1,000
Year 3	\$1,000
Year 4	\$1,000
Year 5	\$3,500
Year 6	\$3,500
Year 7	\$7,500
Year 8	\$11,500
Year 9	\$15,500
Year 10	\$19,500

HRA Contribution, For Employees hired before August 1, 2013:

The Employer will make annual contributions into an HRA for 8 years in accordance with Schedule B for a total Employer contribution of up to \$65,000. The funds contributed by the Employer and placed in an HRA for the employee vested with the employee after the fifth consecutive year of contribution. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remains responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30th of the completed year of service. The Employer's first payment into the HRA was June 30, 2016.

Schedule B (Employees hired before August 1, 2013)		
Year 1 - June 30, 2016	\$1,000	
Year 2 – June 30, 2017	\$2,000	
Year 3 – June 30, 2018	\$3,000	
Year 4 – June 30, 2019	\$4,000	
Year 5 – June 30, 2020	\$5,000	Vested
Year 6 – June 30, 2021	\$10,000	
Year 7 – June 30, 2022	\$15,000	
Year 8 – June 30, 2023	\$25,000	

Retirement Payments Benefit:

Eligibility: To be eligible for the retirement payments described below, an employee must be retiring after age 50 and have been a full-time district employee of Edina Public Schools for a minimum of ten full years.

Application: Application for the retirement payments for retirement at the end of the school year must be submitted to the Human Resources Office by February 1. The Employer may approve a retirement request effective at a date prior to the end of the fiscal year. Application for this consideration for "mid-year" retirement must be submitted by the end of the previous fiscal year.

Distribution of Retirement Payments (Payment 1 and Payment 2): An employee eligible for the retirement payments will receive payment in two installments. The first payment will be on the last day of the month the employee retires in an amount equal to two-thirds (2/3) of the retirement incentive payment amount. The remaining one-third (1/3) will be distributed the following January 15.

If an employee applied for mid-year retirement, as defined above, the amount of retirement payments is based on the last full fiscal year of employment.

The retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the employee's 403(b) account to the maximum extent allowed by the 403(b) administrator and any remainder of the payment will be deposited into the employee's account with Minnesota State Retirement System's Health Care Savings Plan.

Calculation of Early Retirement Incentive Payment (Payment 1): A full-time eligible employee will receive a retirement incentive payment of 120 days. The daily rate of pay is calculated from the last year of full-time service.

Calculation of Basic Leave Conversion Payment (Payment 2): In addition to the Early Retirement Incentive Payment (payment 1), an eligible employee will receive a basic leave conversion for unused basic leave days to a maximum of 83 days. The payment equals the number of the employee's accumulated unused basic leave days, not to exceed 83 days, multiplied by the employee's daily rate of pay. The daily rate of pay is calculated from the last year of full-time service.

Employer Contribution to the Health Care Savings Plan: A full-time employee retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the employee's accumulated unused basic leave days in excess of 140 days as of the date of retirement.

Maximum Benefit: A combined total of (1) early retirement incentive payment (payment 1), (2) basic leave conversion payment (payment 2), and (3) the Employer contribution to the Health Care Savings Plan must not exceed the employee's last full year salary.

APPENDIX B – Community Educator Coordinators

Coordinator		
Steps	2021 -22 Salary	2022 -23 Salary
1	\$91,322	\$92,235
2	\$94,646	\$95,592
3	\$96,538	\$97,503
4	\$98,566	\$99,552
5	\$101,896	\$102,915
6	\$104,934	\$105,983

Health Insurance Contribution towards Employer’s Insurance:

Type of Coverage	Effective 01/01/22	Effective 01/01/23
Single	\$560.00	\$626.00
Single + One	\$930.00	\$1030.00
Family	\$1200.00	\$1400.00

Dental Insurance Contribution towards Employer’s Insurance:

Type of Coverage	Effective 01/01/21
Single	\$37.67
Single + One	\$44.56
Family	\$65.78

Performance Based Pay Incentive: An employee who has successfully achieved the employee’s goals set with the supervisor may receive up to \$1,200.00. The amount of payment may vary based on budgetary restrictions and significance of goals achieved.

RETIREMENT BENEFITS

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

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

APPENDIX C – Assistant Director - Student Support Services

Employee's Annual Salary		
Steps	2021 -22 Salary	2022 -23 Salary
1	\$124,000	\$127,100
2	\$125,500	\$128,638
3	\$127,000	\$130,713
4	\$128,500	\$131,713
5	\$130,000	\$133,250

Assigned Work Days: 12 month calendar, full-time

Basic Leave Allotment: Per guidebook.

Health Insurance Contribution towards Employer's Insurance:

Type of Coverage	Effective 01/01/22
Single	\$625.92
Single + One	\$1342.88
Family	\$1764.06

Dental Insurance Contribution towards Employer's Insurance:

Type of Coverage	Effective 01/01/22
Single	\$40
Single + One	\$75
Family	\$121

Performance Based Pay Incentive: An employee who has successfully achieved the employee's goals as set with the supervisor will receive up to \$2150. The amount of performance-based pay incentive may vary based on budgetary restrictions and significance of goals achieved.

Holidays, Vacation Days: Per guidebook.

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

RETIREMENT BENEFITS, EMPLOYED PRIOR TO JULY 1, 2021

Early Retirement Incentive Payment: An employee who has reached age 50 and who has worked (1) a minimum of 15 full years; (2) who elects to voluntarily retire at the end of any academic year; and (3) was employed by the district prior to July 1, 2021 is eligible for a payment equivalent to 150 days of basic salary based on the last year of employment. An eligible employee who retires will receive the early retirement incentive payment (150 days of basic salary) divided into two separate accounts: (1) one payment into the Health Care Savings Plan

(25 percent of the early retirement incentive payment); (2) three payments into the 403(b)/457 account established by the employee (75 percent of the early retirement incentive payment). The Employer deposits one lump sum, which is 25 percent of the early retirement incentive payment, into the employee's account with the Minnesota State Retirement System's Health Care Savings Plan.

Payment Date	HCSP Amount
Prior to June 30 th of Retirement Year	25% of early retirement incentive payment

The Employer deposits three equal payments, which total 75% of the early retirement incentive payment, into the 403(b) account established by the employee.

Payment Date	403(b)/457 Amount
July 20 th 1 st yr	1/3 of 403(b) payment
July 20 th 2 nd yr	1/3 of 403(b) payment
July 20 th 3 rd yr	1/3 of 403(b) payment

If a retired employee dies before all or a portion of the early retirement incentive pay has been disbursed, that balance due is paid to a named beneficiary or, lacking same, to the deceased's estate.

Caveat: In no event will a combined total of early retirement incentive pay and additional employer premium contributions exceed one year's pay.

Employer Contribution Toward Health Reimbursement Account for Employee Employed on or After July 1, 2011: The Employer will contribute \$600 annually to a Minnesota State Retirement System's Health Care Savings Plan after the employee is employed for one full year.

Employer Contribution to Health Reimbursement Account for Employees Having a Basic Leave Accrual in Excess of 150 Days: A full-time employee who is eligible for and receives an early retirement incentive is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The cumulative total of this Employer contribution will not exceed an amount determined by multiplying \$35 times the number of the employee's accumulated unused basic leave allowance days in excess of 150, as of the date of retirement. The amount identified above will be deposited in the retiree's account with the Minnesota State Retirement System's Health Care Savings Plan.

RETIREMENT BENEFITS, EMPLOYED AFTER JULY 1, 2021

HSA Contribution:

The Employer will make annual contributions into an HRA for 10 years in accordance with the below schedule for a total Employer contribution of up to \$65,000. The funds contributed by the Employer and placed in an HRA for the Employee vested with the employee after the seven

consecutive years of employment with the Employer. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remains responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30 of the completed year of service.

	Payment to HRA
Year 1	\$1,000
Year 2	\$1,000
Year 3	\$1,000
Year 4	\$1,000
Year 5	\$3,500
Year 6	\$3,500
Year 7	\$7,500
Year 8 (vested)	\$11,500
Year 9	\$15,500
Year 10	\$19,500

Retirement Payments Benefit:

Eligibility: To be eligible for the retirement payments described below, an employee must be retiring after age 50 and have been a full-time district employee of Edina Public Schools for a minimum of ten full years.

Application: Application for the retirement payments for retirement at the end of the school year must be submitted to the Human Resources Office by February 1. The Employer may approve a retirement request effective at a date prior to the end of the fiscal year. Application for this consideration for "mid-year" retirement must be submitted by the end of the previous fiscal year.

Distribution of Retirement Payments (Payment 1 and Payment 2): An employee eligible for the retirement payments will receive payment in two installments. The first payment will be on the last day of the month the employee retires in an amount equal to two-thirds (2/3) of the retirement incentive payment amount. The remaining one-third (1/3) will be distributed the following January 15.

If an employee applied for mid-year retirement, as defined above, the amount of retirement payments is based on the last full fiscal year of employment.

The retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the employee's 403(b) account to the maximum extent allowed by the 403(b) administrator and any remainder of the payment will be deposited into the employee's account with Minnesota State Retirement System's Health Care Savings Plan.

Calculation of Early Retirement Incentive Payment (Payment 1): A full-time eligible employee will receive a retirement incentive payment of 120 days. The daily rate of pay is calculated from the last year of full-time service.

Calculation of Basic Leave Conversion Payment (Payment 2): In addition to the Early Retirement Incentive Payment (payment 1), an eligible employee will receive a basic leave conversion for unused basic leave days to a maximum of 83 days. The payment equals the number of the employee's accumulated unused basic leave days, not to exceed 83 days, multiplied by the employee's daily rate of pay. The daily rate of pay is calculated from the last year of full-time service.

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Employer Contribution to the Health Care Savings Plan (Payment 3): A full-time employee retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the employee's accumulated unused basic leave days in excess of 140 days as of the date of retirement.

Maximum Benefit: A combined total of (1) early retirement incentive payment (payment 1), (2) basic leave conversion payment (payment 2), and (3) the Employer contribution to the Health Care Savings Plan (payment 3) must not exceed the employee's last full year salary.

APPENDIX D – Health Services Supervisor

Employee's Annual Salary		
Steps	2021 -22 Salary	2022 -23 Salary
1	\$100,000	\$102,500
2	\$102,500	\$105,063
3	\$105,000	\$107,625
4	\$107,5000	\$110,188
5	\$110,000	\$112,750

Assigned Work Days: 12 month calendar, full time

Basic Leave Allotment: Per guidebook.

Health Insurance Contribution towards Employer's Insurance:

Type of Coverage	Effective 01/01/22
Single	\$625.92
Single + One	\$1342.88
Family	\$1764.06

Dental Insurance Contribution towards Employer's Insurance:

Type of Coverage	Effective 07/01/22
Single	\$40.00
Single + One	\$75.00
Family	\$121.00

Performance Based Pay Incentive: An employee who has successfully achieved the employee's goals as set with the supervisor will receive up to \$2150. The amount of performance-based pay incentive may vary based on budgetary restrictions and significance of goals achieved.

Holidays, Vacation Days: Per guidebook.

RETIREMENT BENEFITS

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

Early Retirement Incentive Payment: An employee who has reached age 50 and who has worked (1) a minimum of 15 full years; (2) who elects to voluntarily retire at the end of any academic year; and (3) was employed by the district prior to July 1, 2021 is eligible for a payment equivalent to 150 days of basic salary based on the last year of employment. An eligible employee who retires will receive the early retirement incentive payment (150 days of basic salary) divided into two separate accounts: (1) one payment into the Health Care Savings Plan

(25 percent of the early retirement incentive payment); (2) three payments into the 403(b)/457 account established by the employee (75 percent of the early retirement incentive payment). The Employer deposits one lump sum, which is 25 percent of the early retirement incentive payment, into the employee's account with the Minnesota State Retirement System's Health Care Savings Plan.

Payment Date	HCSP Amount
Prior to June 30 th of Retirement Year	25% of early retirement incentive payment

The Employer deposits three equal payments, which total 75% of the early retirement incentive payment, into the 403(b) account established by the employee.

Payment Date	403(b)/457 Amount
July 20 th of 1 st yr	1/3 of 403(b) payment
July 20 th of 2 nd yr	1/3 of 403(b) payment
July 20 th of 3 rd yr	1/3 of 403(b) payment

If a retired employee dies before all or a portion of the early retirement incentive pay has been disbursed, that balance due is paid to a named beneficiary or, lacking same, to the deceased's estate.

Caveat: In no event will the total of early retirement incentive pay exceed one year's pay.

Employer Contribution Toward Health Reimbursement Account for Employee Employed on or after July 1, 2011: The Employer will contribute \$600 annually to a Minnesota State Retirement System's Health Care Savings Plan after the employee is employed for one full year.

Employer Contribution to Health Reimbursement Account for Employees Having a Basic Leave Accrual in Excess of 150 Days: A full-time employee who is eligible for and receives an early retirement incentive is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The cumulative total of this Employer contribution will not exceed an amount determined by multiplying \$35 times the number of the employee's accumulated unused basic leave allowance days in excess of 150, as of the date of retirement. The amount identified above will be deposited in the retiree's account with the Minnesota State Retirement System's Health Care Savings Plan.

APPENDIX E – Equity and Inclusion Specialist; Cultural Liaisons

Steps	Salary 2021-22	Salary 2022-23
1	\$43,006	\$44,081
2	\$45,562	\$46,701
3	\$47,477	\$48,664
4	\$50,435	\$51,696
5	\$54,098	\$55,451
6	\$57,294	\$58,727
7	\$60,681	\$62,198
8	\$63,943	\$65,541

Assigned Work Days: 210 days

Health Insurance Contribution towards Employer’s Insurance:

Type of Coverage	Effective 07/01/22	Effective 01/01/23
Single	\$451.76	\$475.00
Single + One	\$753.28	\$791.00
Family	\$1048.58	\$1110.00

Dental Insurance Contribution towards Employer’s Insurance:

Type of Coverage	Effective 07/01/22
Single	\$35.20
Single + One	\$41.63
Family	\$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.

APPENDIX F – Assistant Director of Human Resources

Assistant Director of Human Resources

Steps	2021-22 Salary	2022-23 Salary
1	\$107,625	\$110,316
2	\$110,188	\$112,943
3	\$112,750	\$115,569
4	\$115,825	\$118,721
5	\$118,900	\$121,873
6	\$121,463	\$124,500
7	\$123,000	\$126,075

Health Insurance Contribution towards Employer’s Insurance:

Type of Coverage	Effective 01/01/22
Single	\$625.92
Single + One	\$1342.88
Family	\$1764.06

Dental Insurance Contribution towards Employer’s Insurance:

Type of Coverage	Effective 01/01/22
Single	\$40
Single + One	\$75
Family	\$121

New Hire, Basic Leave Allotment: A newly hired employee will receive a one-time basic leave allowance of 35 days in addition to any amount provided for a given fiscal year.

Performance Based Pay Incentive: An employee who has successfully achieved the employee’s goals set with the supervisor will receive up to \$2,150.00. The amount of payment may vary based on budgetary restrictions and significance of goals achieved.

RETIREMENT BENEFITS

Employer’s maximum contribution towards tax-deferred matching contribution: \$4250

Employer’s match towards tax-deferred matching contribution: 3%

HRA Contribution, For Employees hired after August 1, 2013:

The Employer will make annual contributions into an HRA for 10 years in accordance with the below schedule for a total Employer contribution of up to \$65,000. The funds contributed by

the Employer and placed in an HRA for the employee vested with the employee after the seven consecutive years of employment with the Employer. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remains responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30th of the completed year of service.

	Payment to HRA
Year 1	\$1,000
Year 2	\$1,000
Year 3	\$1,000
Year 4	\$1,000
Year 5	\$3,500
Year 6	\$3,500
Year 7	\$7,500
Year 8 (vested)	\$11,500
Year 9	\$15,500
Year 10	\$19,500

Retirement Payments Benefit:

Eligibility: To be eligible for the retirement payments described below, an employee must be retiring after age 50 and have been a full-time district employee of Edina Public Schools for a minimum of ten full years.

Application: Application for the retirement payments for retirement at the end of the school year must be submitted to the Human Resources Office by February 1. The Employer may approve a retirement request effective at a date prior to the end of the fiscal year. Application for this consideration for "mid-year" retirement must be submitted by the end of the previous fiscal year.

Distribution of Retirement Payments (Payment 1 and Payment 2): An employee eligible for the retirement payments will receive payment in two installments. The first payment will be on the last day of the month the employee retires in an amount equal to two-thirds (2/3) of the retirement incentive payment amount. The remaining one-third (1/3) will be distributed the following January 15.

If an employee applied for mid-year retirement, as defined above, the amount of retirement payments is based on the last full fiscal year of employment.

The retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the employee’s 403(b) account to the maximum extent allowed by

the 403(b) administrator and any remainder of the payment will be deposited into the employee's account with Minnesota State Retirement System's Health Care Savings Plan.

Calculation of Early Retirement Incentive Payment (Payment 1): A full-time eligible employee will receive a retirement incentive payment of 120 days. The daily rate of pay is calculated from the last year of full-time service.

Calculation of Basic Leave Conversion Payment (Payment 2): In addition to the Early Retirement Incentive Payment (payment 1), an eligible employee will receive a basic leave conversion for unused basic leave days to a maximum of 83 days. The payment equals the number of the employee's accumulated unused basic leave days, not to exceed 83 days, multiplied by the employee's daily rate of pay. The daily rate of pay is calculated from the last year of full-time service.

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Employer Contribution to the Health Care Savings Plan (Payment 3): A full-time employee retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the employee's accumulated unused basic leave days in excess of 140 days as of the date of retirement.

Maximum Benefit: A combined total of (1) early retirement incentive payment (payment 1), (2) basic leave conversion payment (payment 2), and (3) the Employer contribution to the Health Care Savings Plan (payment 3) must not exceed the employee's last full year salary.