



DEFINING EXCELLENCE

**Non-Affiliated Employees
Compensation and Benefits Guidebook**

July 1, 2023 through June 30, 2025

Approved by ISD 273 School Board July 17, 2023.

**NON-AFFILIATED EMPLOYEE GUIDEBOOK
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ARTICLE I
Purpose

Section 1. Purpose: The School District believes that its employees are one of its most important assets. The purpose of this Guidebook is to provide compensation and benefits information for employees serving the School District in at-will, non-affiliated positions. This Guidebook applies to exempt positions, which are not eligible for overtime.

No provision of this Guidebook is intended to create a contract between the School District and an employee, or to limit the rights of the School District 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 School District at its discretion.

ARTICLE II
Definitions

Section 1. School District: School District means Edina Public Schools-Independent School District No. 273.

Section 2. Employee: Employee means a person holding a position specified in Appendix A of this Guidebook.

Section 3. Full-time Employee: An employee regularly employed and scheduled to work a minimum of eight (8) hours per day for two-hundred sixty (260) days per year.

Section 4. Part-time Employee: An employee regularly employed and scheduled to work less than eight (8) hours per day or for fewer than two-hundred sixty (260) days per year.

Section 5. Anniversary Date: The anniversary date for each employee will be July 1. Employees who begin employment between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III
Holidays and Vacation

Section 1. Holidays: Employees are entitled to paid holidays as designated by the School District. Holiday pay is incorporated into an employee's annual salary. The number of paid holidays that an employee receives is based on their assigned duty year as shown on the following schedule:

Duty Days Per Year	210-219 Days	220-234 Days	235-259 Days	260 Days
Number of Paid Holidays	9	10	11	12

Section 2. Vacation: Full-time employees earn twenty-five (25) days of vacation each year. Part-time employees who work two-hundred and sixty (260) days, but fewer than eight (8) hours per day, earn vacation time in a prorated amount. Employees whose duty year is for fewer than two-hundred and sixty (260) days do not earn vacation.

Vacation is credited to employees as of July 1, but is accrued over the course of the fiscal year. Eligible employees that begin their position after July 1 will receive a prorated amount of vacation for their first year of employment. The scheduling of vacation days is by mutual agreement between the supervisor and employee.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is twenty-five (25) days. 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 properly terminating employment, as determined by the School District, will receive payment for any earned and unused vacation. An employee whose employment is terminated by the School District will receive payment for any earned and unused vacation accrued at the time of termination. An employee who terminates employment and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit.

Section 3. Calculation of Daily Rate of Pay for Vacation Payout: To determine a two-hundred sixty (260) day employee's daily rate of pay when calculating vacation payout, the employee's annual base salary is divided by 229 days. If an employee's work year is for fewer than two-hundred sixty (260) days, then the employee's annual base salary is divided by the number of days in the employee's work year.

ARTICLE IV Leaves of Absence

Section 1. Basic Leave: Full-time-employees earn eighteen (18) days of basic leave each year. Part-time employees earn basic leave in a prorated amount. Basic leave is credited to employees as of July 1, but is accrued over the course of the fiscal year. An employee who is hired or whose employment is terminated will have their basic leave allowance prorated for a partial year. Unused basic leave may accumulate without limit.

Section 2. Personal Illness Leave: An employee may use one (1) 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 that prevented the employee from working and certifying that the employee has recovered

sufficiently to return to the employee's normal duties. An employee who is absent for more than five (5) consecutive duty days will be required to present this certification.

Section 3. Family Illness Leave: An employee may use a reasonable amount of accumulated basic leave for absences due to an illness or injury to the employee's child, spouse, mother, father, mother-in-law, father-in-law, or others in accordance with state law.

Section 4. Bereavement Leave: With approval of the human resources department, an employee may use a reasonable amount of accumulated basic leave due to the death of a family member or friend.

Section 5. Personal Business Leave: An employee may use up to four (4) days of accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of business hours. Requests for personal business leave must be submitted to the employee's immediate supervisor at least three (3) duty days in advance of the requested date, except in cases of extreme emergency.

Section 6. Religious Observance Leave: An employee may use up to three (3) days of accumulated basic leave each fiscal year for required religious observance. To qualify, dates must be recognized as religious holidays. Basic leave may not be used where alternative observance options exist. Requests for religious observance leave must be submitted to the human resources department at least three (3) duty days in advance of the requested date.

Section 7. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits: An employee receiving compensation pursuant to the Workers' Compensation law or long-term disability insurance may elect to use accrued basic leave in order to make up the difference between the workers' compensation or long-term disability payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 8. Sick Leave Pool: A sick leave pool exists for eligible employees who have exhausted their accumulated basic leave. 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 for sixty-five (65) consecutive workdays. After sixty-five (65) consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool. The employee may, however, be eligible for LTD benefits as determined by the School District's LTD carrier.

Section 9. Parental Leave: An employee may be granted a full-time leave of absence without pay for a period of up to twelve (12) months for the purpose of providing care and bonding with their newborn or newly adopted child or children. Written application for such leave must be submitted to the human resources department at least four (4) months prior to the expected

commencement of the leave when possible. This notice requirement may be waived in cases of emergency. Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law. Parental 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 School District and employee, parental leave may also be granted to begin before any period of physical disability resulting from the pregnancy. Once a parental 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 parental leave notice only as approved by the School District 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 School District.

An employee returning from parental 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 as determined by the School District. Any earned and unused basic leave accumulated at the commencement of an employee's parental leave will be credited to the employee upon their return.

An employee on an approved parental leave remains eligible for participation in the School District's health, dental, and life insurance programs via the Consolidated Omnibus Budget Reconciliation Act (COBRA). To continue such coverage, an employee must remit their premium payments directly to the School District's third-party COBRA administrator within the required timelines.

Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law.

Section 10. Judicial Leave: Employees called upon to serve as a juror in a federal or state court, or subpoenaed as a witness in a court proceeding, will be granted a leave of absence for the time the employee is required to be at the courthouse. Employees will receive all pay and other benefits that would have accrued had they been working during the period of absence for judicial leave, less any compensation received from court administration.

Section 11. Emergency Closings: In cases of emergency School District closings, an employee may work remotely as approved by their supervisor.

Section 12. 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.

ARTICLE V
Insurance Benefits

Section 1. Definition of Full-time Employee for the Purpose of Article V: For the purposes of this Article only (Article V – Insurance Benefits), a full-time employee is defined as one who regularly works a minimum of eight (8) hours per day in a position covered by this Guidebook with an assigned duty year of two-hundred twenty (220) days or more.

Section 2. Selection of Carriers: The selection of insurance carriers and policies will be made by the School District.

Section 3. Insurance Coverage: The provisions described in this Guidebook are general statements of the insurance coverage provided to employees. An employee’s eligibility for coverage is governed by the terms of the master insurance contracts between the School District and individual insurance carriers.

Section 4. Medical and Hospitalization Insurance: The School District will contribute a monthly amount, not to exceed the amounts listed below, towards the monthly premium cost for the School District’s current medical and hospitalization plans for each full-time employee who qualifies for and is enrolled in the plan. Participation in the medical insurance plan is voluntary. The maximum monthly School District contributions toward the premium are as follows:

Type of Coverage	Monthly District Contribution as of July 1, 2023
Single	\$625.92
Single + One	\$1342.88
Family	\$1764.06

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of medical and hospitalization coverage for which the employee is enrolled. If the School District’s contribution exceeds the insurance premium, any excess will be paid in salary to the employee.

Where two full-time employees are married and at least one of them is in a position covered by this Guidebook, and both employees are enrolled in a single plus one or family medical insurance plan through the School District with one employee waiving coverage and covered as a dependent on the other employee’s elected plan, then the employee who has elected the medical insurance plan will receive a monthly contribution in an amount equal to the School District contribution under their Guidebook for a single plus one plan (if enrolled in a single plus one plan), or a family plan (if enrolled in a family plan), plus the amount of the School District’s contribution towards a single medical insurance plan under their spouse’s Guidebook or

collective bargaining agreement. Any balance remaining after married full-time employees have applied their pooled School District insurance contributions towards their selected medical insurance plan remains with the School District.

Section 4. Dental Insurance: The School District will offer a dental insurance plan to full-time employees and contribute monthly amounts, not to exceed the amounts listed below, towards the monthly premium costs for such dental plan.

Type of Coverage	School District's Monthly Contribution as of July 1, 2023
Single	\$40
Single + One	\$75
Family	\$121

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of dental coverage for which the employee is enrolled.

Section 5. Term Life Insurance: An employee is eligible for basic group term life insurance coverage in whole thousands to an amount equal to two times the employee's base annual salary. The School District 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 and is approved by the insurance carrier for the maximum supplemental life insurance coverage will receive an additional School District 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 supplemental life insurance certificate. Premiums for this coverage will be paid by the employee through payroll deduction.

Section 6. Accidental Death and Dismemberment Insurance: An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to four times the employee's base annual salary rounded up to the next whole thousand. The School District pays the entire premium for this coverage.

Section 6. Long-Term Disability Insurance: The School District provides full-time employees with long-term disability insurance. The School District pays the entire premium for this coverage. LTD claims approved by the insurance carrier provide wage replacement at two-thirds (2/3) of an employee's base salary up to a maximum benefit of \$10,000 per month. An employee receiving long-term disability insurance benefits also remains eligible for the School District's contribution towards medical and hospitalization insurance through the School District's group plans.

Section 7. Flexible Spending Plans: An eligible employee may participate in the Flexible Benefits Plan established by the School District Employer pursuant to Section 125 of the Internal Revenue Code.

ARTICLE VI Professional Expenses

Section 1. Automobile Travel Reimbursement: Approved mileage for work-related travel outside of the School District is reimbursed at the current IRS mileage rate.

Section 2. Meetings in Pursuit of School District Interests: The School District will reimburse an employee for necessary expenses incurred while attending authorized meetings representing the interests of the School District.

Section 3. Professional Meetings and Leave: The School District will reimburse an employee for necessary expenses incurred for 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 professional meetings, subject matter conferences, professional site visits of an approved school system or institution of higher learning, or the carrying out of other professional duties. Professional leave must be approved in advance by the Superintendent or designee.

Section 4. Membership in Professional Organizations: Membership in professional organizations may enhance the employee's ability to exercise educational leadership within the School District. Employees are encouraged to belong to appropriate professional organizations. Accordingly, the School District will pay such membership fees for organizations as are required, directed, or permitted by the employee's supervisor.

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

Section 5. Attendance at Conferences on Weekends: When attending conventions or other professional meetings as requested by the School District, 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 workweek when weekend meetings or travel occur.

Section 6. Technology Allowance: An employee is 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 carryover this allowance, up to a maximum of \$2000.

Appropriate use of this allowance may include, but is not limited to, hardware/software for professional use that will mutually benefit the School District and the employee. The technology allowance will not be distributed in as salary addition to an employee.

ARTICLE VII Tax-Deferred Savings Plan

Section 1. Tax-Deferred Matching Contribution: Employees may participate in the School District's tax-deferred plan by contributing a portion of their annual base salary to the plan. The annual year for the School District matching contributions is January 1 through December 31. All contributions must be made to a School District approved 403(b) vendor of the employee's choice. The employee is responsible for making all arrangements required with the 403(b) vendor to ensure that proper payment can be made. The School District's contribution is not payable unless the employee authorizes a salary contribution up to the matching amount the employee is eligible to receive. The School District's match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after initial eligibility.

The School District shall contribute up to three (3) percent of an employee's annual base salary up to a maximum of \$4,250 on an annual basis towards the School District's 403(b) plan when the contribution is matched by the employee.

ARTICLE VIII Retirement Benefits

Section 1. Health Retirement Account (HRA) Contributions: Beginning July 1, 2023, all full-time non-affiliated employees will receive an annual contribution towards an HRA in accordance with the schedule provided in this Article. Full-time non-affiliated employees receiving this benefit for the first time will be placed on Year 1 of the schedule in fiscal year 2024. Full-time non-affiliated employees that were eligible for this benefit on June 30, 2023 will be placed on the appropriate year that corresponds with their start date in their non-affiliated position.

The School District will make annual contributions to an HRA for ten (10) years in accordance with the schedule shown below for a maximum School District contribution of up to sixty-five thousand dollars (\$65,000). The funds contributed to an HRA by the School District vest with the employee after they have served seven (7) consecutive years of full-time employment with

the School District. The School District retains control of any funds contributed to an HRA until such funds have vested with the employee. The School District remains responsible to invest any funds and pay any associated fees until the funds have vested with the employee, at which point those responsibilities are transferred to the employee. The School District will deposit the appropriate amount of money into the HRA by June 30 of the completed year of service.

Year	Contribution 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

Section 2. Definition of Full-time for Purpose of Article VIII: For the purpose of this Article, a full-time employee is defined as one who regularly works a minimum of eight (8) hours per day in a position covered by this Guidebook with an assigned duty year of at least two-hundred twenty (220) days. A full-time employee who begins employment after July 1 will receive a prorated contribution for their first year of employment using the number of duty days required for their position as the minimum necessary to receive the full contribution.

**ARTICLE IX
Compensation**

Section 1. Base Salaries: All base salaries are based on two-hundred sixty (260) days and a minimum of forty (40) hours per week. Base salaries are prorated for employees with an assigned work year of fewer than two-hundred sixty (260) days, or less than forty (40) hours per week.

Section 2. Salary Schedules (Positions Listed in Appendix A):

2023-2024

Step	Level A	Level B Based on 0.85 FTE	Level C	Level D	Level E
1	\$129,250	\$110,185	\$114,672	\$108,750	\$98,704
2	\$132,110	\$111,492	\$116,923	\$110,882	\$100,653
3	\$134,709	\$113,256	\$119,218	\$113,057	\$102,743
4	\$137,360	\$114,106	\$121,560	\$115,275	\$106,173
5	\$140,064	\$115,413	\$127,748	\$117,537	\$109,303

Eligible employees will move one (1) step on the above salary schedule on July 1, 2023.

2024-2025

Step	Level A	Level B Based on 0.85 FTE	Level C	Level D	Level E
1	\$133,128	\$113,491	\$118,112	\$112,013	\$101,665
2	\$136,073	\$114,837	\$120,430	\$114,208	\$103,673
3	\$138,750	\$116,654	\$122,795	\$116,448	\$105,825
4	\$141,481	\$117,529	\$125,206	\$118,733	\$109,358
5	\$144,266	\$118,875	\$131,580	\$121,063	\$112,582

Eligible employees will move one (1) step on the above salary schedule on July 1, 2024.

**Appendix A
Non-Affiliated Positions**

Position	Position Level
Assistant Director of Early Learning Center	A
Assistant Director of Finance	A
Assistant Director of Human Resources	A
Assistant Director of Student Support Services	A
Assistant Director of Teaching and Learning	A
Director of Buildings and Grounds	A
Administrative Dean	B
Data Programming Analyst	C
Supervisor of Community Engagement and Purpose Learning	C
Supervisor of Edina Virtual Pathways	C
Supervisor of School-Aged Care, Operations, and Facilities	C
Supervisor of Transportation Services	C
Supervisor of Health Services	D
Digital Learning Coordinator	E

The above appendix provides supplementary information to aid the reader’s understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.