



DEFINING EXCELLENCE

**Confidential, Supervisory & Technical (CST) Employees
Compensation and Benefits Guidebook**

July 1, 2023 through June 30, 2025

Approved by ISD 273 School Board _____.

**CST 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 Confidential, Supervisor, and Technical (CST) positions. This Guidebook applies to both exempt positions, which are not eligible for overtime, and non-exempt positions, which are eligible for overtime. Whether a position is exempt or non-exempt is shown in Appendices A and B.

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 Appendices A or B 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
Compensation

Section 1. Employment Information: New employees will be provided with a statement that includes position title, start date, Fair Labor Standards Act status, hours per week, days per year, any contingencies or variables, the hourly wage or annual salary, and benefits eligibility including any employee costs. A copy of the position job description and a copy of this Guidebook will accompany this employment information.

Section 2. Credit for Previous Experience: The Human Resources Department may grant experience credit towards the applicable hourly wage or salary schedule as appropriate.

Section 3. Employee Input Regarding Compensation and Benefits: While the School District reserves the right to set hourly wages and salaries, it will seek and receive input from employees and their supervisors regarding the hourly wage and salary structure. The input may be in the form of written or oral communication.

Section 4. Custodial Supervisors – Boiler License and Pool Operator Differential: Each custodial supervisor who furnishes to the Human Resources Department satisfactory evidence of a valid and current boiler operator's license issued by the State of Minnesota will be eligible for an additional monthly salary differential of \$50.00.

Each custodial supervisor who is responsible for a pool and who furnishes to the Human Resources Department satisfactory evidence of a valid and current pool operator certification issued by the State of Minnesota will be eligible for an additional monthly salary differential of \$28.00.

Section 5. Custodial Supervisors – Callback Compensation: Custodial supervisors are eligible for two hours of straight time pay for callbacks to the School District (e.g., alarm calls, emergency calls, building checks).

Section 6. Custodial, Grounds and Assistant Transportation Supervisors – Snowplowing Overtime: Any hours worked outside a custodial, grounds or assistant transportation supervisor's normal work hours for snowplowing purposes will be compensated at one and one-half times their hourly rate based on the salary schedule.

Section 7. Uniforms: Employees serving as a custodial supervisor, district grounds supervisor, and/or maintenance worker shall report to work wearing a uniform approved by the Director of Buildings and Grounds. Items requiring an official logo must be purchased through an approved vendor. The employer will pay an annual uniform allowance to the employee in the amount of \$200. New employees must purchase their uniforms within 30 days after employment and will receive the uniform allowance on their first paycheck.

ARTICLE IV Holidays and Vacation

Section 1. Holidays: Employees are entitled to paid holidays as designated by the School District. The number of paid holidays that an employee receives is based on their duty year as shown on the following schedule:

Duty Days Per Year	190-219 Days	220-234 Days	235-259 Days	260 Days
Number of Paid Holidays	9	10	11	12

Section 2. Vacation

Full-time employees earn vacation in accordance with the following schedule:

<u>Years of Service</u>	<u>Allotted Vacation</u>
1-2	15 days or 120 hours
3-13	20 days or 160 hours
14-19	22 days or 176 hours
20 and above	25 days or 200 hours

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. An employee who terminates employment during the fiscal year and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit.

Provided that an employee notifies the School District in writing a minimum of ten (10) duty days in advance of intent to resign, the employee may be paid for earned and accrued vacation.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is ten (10) days. The maximum number of vacation days accumulated at the time employment is severed will be ten (10) carryover days plus prorated vacation days earned in the current fiscal year.

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 thirty (30) hours per week in a position covered by this Guidebook with an assigned duty year of one-hundred ninety (190) 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 this program is voluntary. The maximum monthly School District contributions toward the premium are as follows:

Type of Coverage	Monthly District Contribution as of January 1, 2023	Monthly District Contribution as of January 1, 2024
Single	\$586.95	\$625.92
Single + One	\$1,209.60	\$1342.88
Family	\$1,572.90	\$1764.06

Employees enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum School District contribution toward the type of coverage for which the employee is enrolled. An employee receiving wage replacement benefits from the School District’s workers’ compensation or long-term disability insurance carriers is eligible for the employer contribution for health and hospitalization-medical insurance.

In the event that the employee selects a hospitalization-medical insurance plan for which the monthly premium is less than the School District contribution, the School District will deposit, into the employee’s health reimbursement account (HRA) or Health Savings Account (HSA), the difference between the School District contribution and the amount of the monthly premium. An employee will make their selection between an HRA or HSA during the School District’s annual open enrollment period, which will be effective as of the new insurance plan year.

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 5. Dental Insurance: The School District will offer a dental insurance plan to full-time employees. Eligible employees that elect dental coverage will pay all premium costs via payroll deduction.

Section 6. Term Life Insurance: Full-time employees are eligible to participate in the School District's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. Life insurance benefits are reduced by 50% when an employee reaches age 70. The School District pays the entire premium for such coverage. Full-time employees may apply for supplemental group term life insurance coverage in \$10,000 increments up to the amount of basic life coverage plus \$5,000. 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.

Section 7. Accidental Death and Dismemberment Insurance: An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to one time the employee's basic annual salary rounded up to the next whole thousand. The School District pays the entire premium for this coverage.

Section 8. Long-Term Disability Insurance: Full-time employees are eligible to participate in the School District's long term disability insurance program. The School District pays the entire premium for this coverage.

Section 9. Flexible Benefit Plans: An eligible employee may participate in the Flexible Spending Plans established by the School District pursuant to Section 125 of the Internal Revenue Code.

ARTICLE VI Leaves of Absence

Section 1. Basic Leave Allowance: Full-time employees will earn twelve (12) 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 earned over the course of the fiscal year. An employee who is hired after July 1 will have their basic leave allowance prorated for a partial year of service. Unused basic leave may accumulate without limit.

Section 2. Sick and Family Illness Leave: One day of basic leave may be used by an employee for each day of absence due to personal illness or injury. An employee may use accumulated basic leave as reasonably necessary to care for their child, spouse, parent, and others in accordance with state law.

An employee who has been absent may be required to present a statement from a physician verifying an illness that prevented them from performing their work duties and certifying that the employee has recovered sufficiently to return to normal duties. An employee who is absent more than five (5) consecutive working days must present this certification.

Section 3. 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 normal work 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 emergency. It is not necessary to indicate the reason for the leave on the request.

An employee making a timely request for use of personal business leave may use the leave unless the employee is notified that their request has been denied.

Section 4. Critical Illness and Bereavement Leave: An employee may use up to five (5) days of accrued basic leave due to a death or critical illness in the immediate family. Immediate family includes an employee's spouse, children, parents, brothers, sisters, grandparents, and in-laws of a similar degree of relationship. For death or critical illness in other than the immediate family, up to three (3) days of leave allowance may be used per occurrence upon approval of the Human Resources Department.

Section 5. 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 basic leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 6. Sick Leave Pool: A sick leave pool exists for eligible employees. The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident or 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 7. Family, Medical and Parental Leaves: The School District complies with all applicable state laws, federal laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to individual situations will be determined by the School District on a case-by-case basis.

An employee is eligible for a parental leave of absence without pay for a period of up to twelve (12) months for the birth of a child or the placement of a child with the employee for adoption, including any period of related family medical or parental leave. The employee must request parental leave at least sixty (60) calendar days before such leave is to begin. The sixty (60) day notice requirement may be waived when an emergency makes this notice impossible. 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 begins at a date agreed upon between the School District and the employee. Unless approved by the School District, failure to return to work upon expiration of a parental

leave results in termination of employment. On return from leave, an employee will be reinstated to their original job or to the most similar position available and retain all years of service and leave benefits accrued prior to taking the leave of absence.

Section 8. 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 hourly wage or salary and the fee received for such jury or court duty.

Section 9. Incentive Leave: The School District will grant one (1) unrestricted incentive leave day with pay to any employee who completed their prior duty year without using any leave allowance for sick or family illness leave, or personal business leave. This incentive leave day may be used upon three (3) days written notice to the employee's supervisor, provided the leave does not impair the operation of the department or School District. This incentive day does not carry forward from one fiscal year to the next.

Section 10. 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 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: Other leave of absence requests not stated in this Article are subject to the discretion of the Superintendent.

ARTICLE VII Tax-Deferred Savings Plan

Section 1. Tax-Deferred Matching Contribution: Employees may participate in the School District's tax-deferred 403(b) plan by contributing a portion of their base wages or salary to the plan. The School District matches individual contributions to the annuity fund up to two (2) percent of the employee's base wages or salary and no greater than \$2,000.00 per year.

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 wage or 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.

ARTICLE VIII
Retirement Benefits

Section 1. Retirement Eligibility and Benefits:

Full-time employees will receive as severance pay \$750 for each year of continuous service with the School District if they meet the following qualifications:

1. Completed at least fifteen (15) years of continuous service with the School District;
2. Completed at least seven (7) years of service employed in positions covered by this Guidebook; and
3. Reached fifty-five (55) years of age.

Employees must submit a written resignation to the School District at least ten (10) duty days prior to the last day of employment.

Section 2. Payment Procedures: Payment will be paid by the School District into an employee's 403(b) account within thirty (30) days of the effective date of retirement or as soon thereafter as is administratively practical. If an employee retiree dies before the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking same, to the deceased's estate.

Section 3. Medical and Hospitalization Insurance: A full-time employee who receives a severance payment under this Article is eligible for a School District contribution equal to the School District's contribution for single coverage at the time of retirement. The School District's contribution will increase each year by the same amount as the School District's contribution to single coverage for active employees during the retiree's period of eligibility.

This employer premium contribution will cease as of the expiration of five (5) years from the date of retirement or the employee's death, whichever is earlier. The School District 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 School District, 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 are ineligible to continue in the School District plan.

ARTICLE IX
Compensation for Exempt Positions
(Positions Listed in Appendix A)

Section 1. Base Salaries: All base salaries are based on two-hundred sixty (260) days and 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:

2023-2024

Step	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII	Level VIII	Level IX
1	\$83,713	\$81,160	\$75,394	\$72,787	\$70,438	\$68,634	\$62,244	\$59,203	\$57,176
2	\$88,583	\$85,881	\$78,787	\$77,014	\$74,517	\$72,614	\$65,883	\$62,627	\$60,489
3	\$93,465	\$90,591	\$82,332	\$81,216	\$78,596	\$76,581	\$69,450	\$66,038	\$63,801
4	\$98,328	\$95,313	\$87,192	\$85,474	\$83,587	\$80,604	\$73,089	\$69,493	\$67,119

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

2024-2025

Step	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII	Level VIII	Level IX
1	\$86,225	\$83,595	\$77,656	\$74,971	\$72,552	\$70,693	\$64,111	\$60,979	\$58,891
2	\$91,240	\$88,457	\$81,151	\$79,324	\$76,753	\$74,792	\$67,859	\$64,506	\$62,303
3	\$96,269	\$93,309	\$84,802	\$83,652	\$80,954	\$78,879	\$71,533	\$68,019	\$65,715
4	\$101,278	\$98,172	\$89,808	\$88,038	\$86,095	\$83,022	\$75,282	\$71,578	\$69,133

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

ARTICLE X

Compensation for Non-Exempt Positions

(Positions Listed in Appendix B)

Section 1. Compensation: Hourly wage increases for CST employees are contingent on a satisfactory performance evaluation.

Section 2. Hourly Wage Schedules:

2023-2024

Step	Level X	Level XI	Level XII	Level XIII	Level XIV
1	\$37.88	\$30.04	\$28.18	\$27.56	\$25.19
2	\$40.07	\$31.78	\$29.80	\$29.15	\$26.65
3	\$42.27	\$33.51	\$31.44	\$30.75	\$28.11
4	\$44.47	\$35.25	\$33.06	\$32.34	\$29.56

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

2024-2025

Step	Level X	Level XI	Level XII	Level XIII	Level XIV
1	\$39.01	\$30.94	\$29.03	\$28.39	\$25.95
2	\$41.27	\$32.73	\$30.70	\$30.03	\$27.45
3	\$43.54	\$34.51	\$32.38	\$31.67	\$28.95
4	\$45.80	\$36.32	\$34.06	\$33.31	\$30.46

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

**Appendix A
CST Exempt Positions**

Position	Position Level
Technical Operations Administrator	I
Buildings and Grounds Manager	II
Payroll Manager	III
Technical Operations Developer	IV
Technical Operations Analyst - Communications	V
Benefits Coordinator	V
Cultural Liaison	V
District Accountant	V
Student Enrollment Coordinator	V
Student Information Coordinator	V
Assistant Supervisor of Transportation	VI
Custodial Supervisor (ECC; EHS)	VI
Custodial Supervisor (MS)	VII
Activities Coordinator	VIII
Custodial Supervisor (ELEM)	VIII
District-Wide Grounds Supervisor	IX

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.

**Appendix B
CST Non-Exempt Positions**

Position	Position Level
Superintendent's Executive Assistant	X
Accounting Specialist	XI
District Maintenance I	XI
Human Resources Specialist	XI
Payroll Specialist	XI
Lead Technology Support Specialist	XII
Technical Operations Analyst – Audio Visual	XII
Technical Operations Analyst – Info & Identity	XII
Technical Operations Analyst - Workstations	XII
District Maintenance II	XIII
Confidential Department Specialist	XIV
Digital Media Specialist	XIV

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