



DEFINING EXCELLENCE

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

July 1, 2023 through June 30, 2025

Approved by ISD 273 School Board _____.

**NON-AFFILIATED EMPLOYEE GUIDEBOOK
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INTRODUCTION

ARTICLE I

Purpose

Section 1. Purpose: Edina Public Schools 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. 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 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.

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.

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.

SEE DEFINITIONS IN ARTICLE II.

**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**

~~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.

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: 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. 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.

~~A full-time, full-year employee may carry forward up to 25 vacation days into the next fiscal year. 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. ~~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.~~

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: ~~A Full-time, full-year employee receives~~ **earn eighteen** (18) days of basic leave each year ~~annually on July 1.~~ 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 ~~fiscal~~ years of service. 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 ~~may~~ **will** be required to present this certification. ~~If the School District requires a certification for an absence of less than six (6) days, then it will designate the physician and be responsible for paying the cost of the physician's examination.~~

For certification of absences greater than five (5) consecutive working days, an employee will be responsible for paying the cost of the physician's examination unless the School District requires examination by a specified physician, in which instance the School District will be responsible for paying the cost of the examination.

Section 3. Family Illness or Bereavement Leave: An employee may use a reasonable amount of accumulated basic leave for absences due to an illness or injury to the employee's dependent child, spouse, mother, father, mother-in-law, father-in-law, or others in accordance with state law. For reasonable periods as the employee's 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 fifteen (15) days from accumulated basic leave.

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. 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.

Section 5. Personal Business Leave: For absence required for the transaction of personal business that cannot be completed outside normal work hours 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. 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.

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. 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.

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, **but may** **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 for** a with their newborn or newly adopted child or children. ~~Whenever possible,~~ **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 **Employer** and employee, parental **leave** may also be granted to begin before any period of physical disability resulting from the pregnancy. **However, 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 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 **School District 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 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 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 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. Premium payments must be received by the district's insurance administrator at least one month in advance.

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. 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.

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. 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.

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: 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. 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 Employer will provide offer a dental insurance plan for to full-time employees and contribute monthly amounts, not to exceed the amounts listed below, towards the monthly premium costs for such dental plan. 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.

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 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 and is approved by the insurance carrier for the maximum supplemental life insurance coverage will receive an additional School District 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 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 Employer 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 Employer contribution for hospital medical insurance towards medical and hospitalization insurance through the School District's group plans. The Employer will

provide income protection insurance for each employee in the amount of two-thirds (2/3) of the employee's basic 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 age 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 employee 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 Social Security. The Employer pays the entire premium.

Section 7. Flexible Spending Plans: An eligible employee is eligible may participate in the Flexible Benefits Plan established by the School District Employer pursuant to Section 125 of the Internal Revenue Code, provided, however that an employee meets all other requirements for eligibility set forth in the Plan.

ARTICLE 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. 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.

Section 2. Meetings in Pursuit of School District Interests: The School District Employer 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 Employer 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 Employer. 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. 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 **School District Employer** 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 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 workweek when weekend meetings or travel occur.

Section 6. Technology Allowance: An employee **will be 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 ~~Use of funds~~ may include, but are 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** ~~or payout~~ 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	\$109,863	\$114,672	\$108,750	\$98,704
2	\$132,110	\$111,170	\$116,923	\$110,882	\$100,653
3	\$134,709	\$112,934	\$119,218	\$113,057	\$102,743
4	\$137,360	\$113,784	\$121,560	\$115,275	\$106,173
5	\$140,064	\$115,090	\$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	\$113,158	\$118,112	\$112,013	\$101,665
2	\$136,073	\$114,505	\$120,430	\$114,208	\$103,673
3	\$138,750	\$116,322	\$122,795	\$116,448	\$105,825
4	\$141,481	\$117,197	\$125,206	\$118,733	\$109,358
5	\$144,266	\$118,543	\$131,580	\$121,063	\$112,582

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

PERFORMANCE INCENTIVES ELIMINATED AND AMOUNTS ADDED TO SALARY SCHEDULES IN YEAR 1 OF PROPOSED GUIDEBOOK.

Appendix A
Non-Affiliated Positions

Position	Position Level
Assistant Director of Business Services	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 Edina Virtual Pathways Coordinator	C
Supervisor of Technology Services	C
Supervisor of Transportation Services	C
Supervisor of Health Services	D
Community Involvement Programs Coordinator	E
Digital Learning Coordinator	E
Early Learning Center Coordinator	E
Operations and Facilities Coordinator	E
Student Support Services Coordinator	E
Youth Programs 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.

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.

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.

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.