



Board Meeting Date: 7/17/2023

Title: Proposed Guidebooks for Confidential, Supervisory & Technical (CST), and Non-Affiliated Employees

Type: Consent

Presenter(s): Sonya Sailer, Director of Human Resources; Mert Woodard, Director of Business Services

Description: The School District has Guidebooks that contain compensation and benefit information for non-union employees serving in at-will positions. These Guidebooks apply to forty-six employees serving in positions classified as confidential, supervisory, technical (CST), and other non-affiliated. Input was sought from these employees regarding compensation and benefit improvements with salary/hourly wage, district contribution towards health insurance, and 403(b) matching contribution reported as the three largest priorities.

The proposed Guidebooks are attached with bold font used to represent new language and strikethrough font used to show language to be removed. Language has been added and deleted to provide consistency with current practices and between Guidebooks and to aid the reader to better understand the available benefits. References to monthly wages have been removed and replaced with annual salaries or hourly wages depending on exempt or non-exempt status under the Fair Labor Standards Act. Title changes and reclassifications were made where appropriate.

The School Board's Governance Committee met with District management on June 14, 2023 to review the overall plans for modifications and costs for improvements to these Guidebooks to ensure consistency with other employee groups. Highlights of the proposed Guidebooks include:

1. Step advancement for eligible employees in 2023-2024 and 2024-2025.
2. Salary/wage increases and/or market adjustments for all positions in both years with most at 3%.
3. District contributions to health insurance were increased to ensure competitiveness and consistency between the positions in these Guidebooks, which represented a monthly contribution increase for 78% of these employees.
4. Matching contributions towards the 403(b) plan were increased for 83% of these employees. Other retirement benefits were modified to ensure consistency between similarly graded positions.
5. Performance pay provisions were added to the base salary/wage for eligible positions as an improvement and removed from the Guidebooks.

The two-year total package for these proposed Guidebooks combined is \$13,328,065, which represents an increase of \$549,904. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 6.9%. This amount is within the School Board's financial parameters and Dr. Stanley supports the recommendation.

Recommendation: Approved the proposed CST and Non-Affiliated Employee Guidebooks

Desired Outcomes from the Board: Approval of the proposed CST and Non-Affiliated Employee Guidebooks

Attachments:

1. DRAFT bold/strikethrough versions of proposed Guidebooks with changes highlighted in yellow
2. Final clean copies of the proposed Guidebooks

