



DEFINING EXCELLENCE

**Community Education  
Program Specialists, Leads, and Assistants  
Compensation and Benefits Guidebook**

**July 1, 2023 through June 30, 2025**

Approved by ISD 273 School Board \_\_\_\_\_.

**COMMUNITY EDUCATION PROGRAM SPECIALISTS, LEADS, AND ASSISTANTS' 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 certain employees serving the School District in at-will positions within Community Education. This Guidebook applies to non-exempt positions, which are 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 five (5) hours per day for a minimum of one-hundred ninety (190) days per year (inclusive of paid holidays).

**Section 4. Part-time Employee:** An employee regularly employed and scheduled to work less than five (5) hours per day or for fewer than one-hundred ninety (190) days per year (inclusive of paid holidays).

**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, and benefits eligibility including any employee costs. A copy of the 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 schedule as appropriate.

### **ARTICLE IV Holidays and Vacation**

**Section 1. Holidays:** Employees are entitled to paid holidays as designated by the School District. Holiday pay is prorated based on an employee's regular daily hours. The number of paid holidays that an employee receives is based on their duty year as shown on the following schedule:

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

**Section 2. Vacation:** An employee regularly assigned to work at least two-hundred thirty-five (235) days per year (inclusive of paid holidays) will receive vacation days as set forth in the following schedule:

<b>Years of Service</b>	<b>235-259 Days Number of Vacation Days</b>	<b>260-Days (12-months) Number of Vacation Days</b>
1-2	5	15*
3-13	7	20
14-19	10	22
20 and above	12	25

*\*Twelve-month Program Specialists in the 1-2 years of service category at the time of School Board approval of this Guidebook will continue to receive seventeen (17) days per year until they move to the 3-13 years of service category.*

Employees who work at least two-hundred and thirty-five (235) 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 thirty-five (235) 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.

An eligible employee may schedule vacation subject to their supervisor's approval.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is ten (10) days. Provided that an employee notifies the School District in writing a minimum of ten (10) days in advance of intent to resign, the employee may be paid for earned and accrued vacation. 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.

If an employee's assignment(s) with the School District changes such that the employee is no longer eligible for vacation, then earned and accumulated vacation hours will be paid out in a lump sum.

## **ARTICLE V**

### **Insurance Benefits**

**Section 1. Selection of Carriers:** The selection of insurance carriers and policies will be made by the School District.

**Section 2. 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 3. 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:

<b>Type of Coverage</b>	<b>Monthly District Contribution as of January 1, 2023</b>	<b>Monthly District Contribution as of January 1, 2024</b>
Single	\$550.00	\$625.92
Single + One	\$825.00* \$900.00**	\$950.00
Family	\$1,125.00* \$1,200.00**	\$1,250.00

\*Leads and Assistants in 2023

\*\*Program Specialists in 2023

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.

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.

<b>Type of Coverage</b>	<b>District Monthly Contribution</b>
<b>Single</b>	\$35.20
<b>Single + One</b>	\$41.63
<b>Family</b>	\$62.24

**Section 5. 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 fifty (50 percent when an employee reaches age seventy (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 the employee's base salary. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for supplementary 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 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 7. 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 8. 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:** Employees will earn basic leave in accordance with their duty year (inclusive of paid holidays). Basic leave is prorated based on an employee's regular daily hours. 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.

<b>Duty Days Per Year</b>	<b>190-219 Days</b>	<b>220-234 Days</b>	<b>235-259 Days</b>	<b>260 Days</b>
<b>Number of Basic Leave Days</b>	9	10	11	12

Employees that work fewer than one-hundred ninety (190) duty days per year will receive leave as provided for by law.

**Section 2. Sick and Family Illness Leave:** One (1) 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 earned and accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of their normal work hours. Requests for personal business leave must be submitted to the employee's immediate supervisor via the electronic leave system at least three (3) duty days in advance of the requested date, except in cases of extreme emergency.

**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 who have exhausted all basic leave. The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic injury 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. To access the sick leave pool, contact human resources.

**Section 7. Family, Medical, and Parental Leave:** 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 and the payments received for such jury or court duty, unless the employee is a party in the case.

**Section 9. 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 10. Emergency Closings:** In cases of emergency School District closings, an employee reports as directed by their supervisor.

**Section 11. 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**  
**Compensation**  
*(Positions Listed in Appendix A)*

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

**Section 2. Hourly Wage Schedules:**

**2023-2024**

<b>Step</b>	<b>Level 1</b>	<b>Level 2*</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
<b>1</b>	\$27.82	\$23.49	\$19.00	\$16.00	\$15.94	\$13.28
<b>2</b>	\$28.38	\$24.90	\$19.50	\$17.33	\$16.58	\$14.67
<b>3</b>	\$28.96	\$26.37	\$20.74	\$18.77	\$17.81	\$15.54
<b>4</b>	\$29.55	\$27.88	\$22.01	\$20.32	\$19.16	\$16.50
<b>5</b>	\$30.16	\$29.25	\$23.66	\$22.00	\$20.65	\$18.51

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

*\*An incumbent employee that currently earns an hourly wage higher than the current wage scale will continue to receive that wage until the wage scale exceeds such amount.*

**2024-2025**

<b>Step</b>	<b>Level 1</b>	<b>Level 2*</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
<b>1</b>	\$28.65	\$23.49	\$19.57	\$16.48	\$16.42	\$13.68
<b>2</b>	\$29.24	\$24.90	\$20.09	\$17.85	\$17.08	\$15.11
<b>3</b>	\$29.83	\$26.37	\$21.37	\$19.33	\$18.34	\$16.01
<b>4</b>	\$30.44	\$27.88	\$22.67	\$20.93	\$19.73	\$16.99
<b>5</b>	\$31.06	\$29.25	\$24.37	\$22.66	\$21.27	\$19.07

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

*\*An incumbent employee that currently earns an hourly wage higher than the current wage scale will continue to receive that wage until the wage scale exceeds such amount.*

### Appendix A

Position	Position Level
Program Specialist	1
Childcare Lead	2
Kids' Club Site Lead	3
Woodshop Lead	3
Enrichment Lead	4
Kids' Club Lead	4
Childcare Assistant	5
Lead Building Aide	6

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.