



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: Edina Public Schools (“Employer”) 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. The following guidebook for Community Education Services Hourly Employees (“employee”) has been designed to facilitate and enhance the role of employees in providing programs and services to all members of the community. The School Board has approved this guidebook.

No provision of this Guidebook is intended to create a contract between the School District Employer and an employee, or to limit the rights of the School District Employer 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 Employer 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, salary information, and if the employee’s eligibility for benefits. This guidebook is available on the district’s website.
SECTION MOVED TO COMPENSATION

1.2 – Preliminary Evaluation Period

The first year of an employee’s initial employment with the Employer or the first year of 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 with 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.

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. ~~2.2 – Step Movement~~ At the beginning of the fiscal year (July 1), an employee may be eligible for step movement on the schedule when the employee was hired prior to January 1 of the fiscal year. Step movement is contingent on the employee's satisfactory performance. An employee may only advance one step per fiscal year. Student recreation leaders will be eligible for step movement in consultation with supervisor.

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. ~~1.3 – 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, salary information, and if the employee's eligibility for benefits. This guidebook is available on the district's website.

Section 2. Credit for ~~Outside~~ Previous Experience:

The Human Resources Department may grant experience credit towards the applicable hourly wage schedule as appropriate.

~~2.5 – Summer Employment~~ In addition to any school term assignment, an employee is eligible to apply for summer assignments. If selected for the summer assignment, the rate of pay remains the same as the rate for the school term assignment. If eligible for holiday pay in the school term assignment, the employee will be eligible for any applicable holiday pay, in accordance with Section 2.3.

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:

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

2.3 — Holiday Pay for Full Year Employees An employee with a full-time assignment (i.e. 25 hours a week or more) for the school year is eligible to receive holiday pay in accordance to the school board approved calendar (usually 11-12 holidays). Any holiday pay is for the employee's assigned daily hours as a CES hourly employee. Placement of any holidays is determined by the Employer. To be eligible for holiday pay, the employee needs to be an active employee before and after the district holiday.

Section 2. Vacation: An full-time employee regularly assigned to work 12 months per fiscal year 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:

Years of Service	235-259 Days Number of Vacation Days	260-Days (12-months) Number of Vacation Days
1-4 (17) 1-2	5	15*
5-14 (20) 3-13	7	20
15+ (21) 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. An eligible employee may carry up to ten vacation days from one employment year to another. Provided that an employee notifies the School District Employer 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 days, then earned and accumulated vacation hours will be paid out in a lump sum.

~~**2.4 – Vacation Days**—An employee with a full time assignment (25 hours a week or more) for the school year is eligible to receive vacation days as allocated in this paragraph. A full time employee will accrue one vacation day per month for each month actively working, based on the assigned number of daily hours. Daily vacation pay is based on the employee's assigned daily hours as CES hourly employee. This allocation may be distributed as a lump sum yearly distribution. If the employee terminates employment prior to the end of the school year or assignment, the Employer may recover through payroll deduction any unearned but taken vacation days. An eligible employee may schedule vacation subject to supervisor approval. Requests for vacation must be approved by the supervisor in advance and will be granted at the supervisor's discretion. A vacation-eligible employee may carry up to 10 vacation days from one fiscal year to next fiscal year. Provided that an employee notifies the Employer in writing a minimum of ten days in advance of intent to resign, the employee may be paid for earned, accrued vacation. The maximum number of vacation days accumulated at the time employment is severed will be up to ten carry over days plus prorated vacation days earned but not taken in the current fiscal year. If an employee's assignment(s) changes such that the employee is no longer eligible for vacation days, accumulated vacation hours will be paid out in a lump sum.~~

ARTICLE V

Insurance Benefits

~~**2.6 – Group Insurance Policies** For purposes of this section, an eligible employee is an employee who is assigned to work for 25 hours or more per week during either the school year or fiscal year. The Employer will provide an eligible employee the group insurance coverage described in Section 2.6.~~

~~It is understood and agreed that the insurance provisions of this Section are merely descriptive of the coverage provided, and that the eligibility of an employee for benefits is governed by the terms of the master insurance contracts in force between the Employer and the insurers providing coverage.~~

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:

Type of Coverage	Monthly District Contribution as of January 1, 2022 2023	Monthly District Contribution as of January 1, 2024
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.

An eligible employee may enroll for Single, Single Plus One, or Family coverage in the Employer's hospitalization-medical insurance program. Participation in this program is voluntary. The Employer will contribute the amount designated in the appendix toward the monthly premium for each eligible enrolled employee. An employee enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled. An employee receiving wage replacement benefits from the Employer's workers'

compensation insurance carrier or the long-term disability insurance carrier is eligible for the Employer contribution for health and hospitalization medical insurance.

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

Type of Coverage	District Monthly Contribution
Single	\$35.20
Single + One	\$41.63
Family	\$62.24

Each eligible employee may enroll in the Employer's dental insurance program. Participation in this program is voluntary. The Employer will contribute the amount designated in the appendix toward the monthly premium for each eligible enrolled employee. An eligible employee enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.

Section 5. Term Life Insurance: Full-time employees are eligible. An eligible employee is able to participate in the School District's Employer'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.

An eligible employee Full-time employees may apply for supplemental group term life insurance coverage in \$1,000, \$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 all 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 Employer 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. An eligible employee is provided coverage in the Employer's long-term disability insurance program. The Employer 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.

An employee is eligible to participate in the Flexible Benefits Plan established by the 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 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.

Duty Days Per Year	190-219 Days	220-234 Days	235-259 Days	260 Days
Number of Basic Leave Days	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.

An employee is granted a basic leave allowance of one day per month for absence without deduction from pay. This allowance is calculated based on the employee's assignment. The basic leave allowance may be used for sick leave, family illness leave, bereavement leave and personal business leave under the terms and conditions enumerated below. Unused basic leave may accumulate without limit. An employee is not paid for accumulated basic leave allowance upon termination of employment, except as specifically provided otherwise in this guidebook. A substitute employee or seasonal employee (e.g. summer) does not earn basic leave.

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 of themselves and for family members in accordance with state and federal law. 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.

An employee who has been absent may be required to present a statement from a physician verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. An employee absent more than five consecutive working days must present this

certification. If certification is required for an absence less than six days, the Employer will designate the physician and assume the cost of the examination. Charges for certification of absences greater than five consecutive working days will be the employee's responsibility unless the Employer requires examination by a specified physician, in which instance the Employer will assume the cost of the examination.

Section 3. Personal Business Leave: An employee may use up to four (4) days of available earned and accumulated basic leave allowance during any one school year each fiscal year may be used by employees for absence required for the transaction of personal business that cannot be completed outside of regularly assigned their normal work hours. This allowance will be calculated based on assigned average number of hours. Requests for personal business leave must be submitted to the employee's immediate supervisor via the electronic leave system in writing 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.

An employee may use basic leave allowance provided for absences due to an illness or injury to the employee's dependent child ("child") for reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use accumulated basic leave allowance for the employee's own illness or injury.

For absence because of illness in the family, the employee may deduct a reasonable number 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 per state law.

For absence because of death in the family, the employee may deduct a reasonable number of days per incident from accumulated leave at no salary deduction.

For absence because of the death of friends or relatives outside the family, the employee may deduct a reasonable number of days from accumulated basic leave at no salary deduction.

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.

Sick leave benefits will be coordinated with any other benefits received by an employee from any Employer insurer, including but not limited to long-term disability and workers compensation. This coordination will ensure that total pay received from all sources does not exceed the employee's regular daily rate of pay. Deductions from the employee's basic leave balance will be made according to the pro rata portion of basic sick leave used.

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. 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 65 consecutive work days. After 65 consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool, but may be eligible for LTD, as determined by the Employer's carrier.

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.

The Employer complies with all applicable laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to an employee's eligibility and situations are determined in accordance with these laws and policies.

An employee is eligible for a parenting leave of absence without pay for a period of up to 12 months, including any period of related family medical or parental leave, for child care. The employee must apply for parenting leave at least 60 calendar days before this leave is to begin. The 60-day requirement may be waived when an emergency makes this notice impossible. Parenting leave begins at a date agreed upon between the Employer and the employee. Failure to return to work upon expiration of a leave results in termination of employment.

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. An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave.

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. 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 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.

Retirement 4.1 – Hospitalization Medical Insurance An employee who retires as defined by Minn. Stat. § 471.61, subd. 2b while health insurance eligible may elect to continue participation, at the employee's own expense, in the Employer's group medical hospitalization insurance plan if permitted by the terms of the policy with the insurance carrier. The employee must pay the entire first month's premium for insurance commencing on the date of retirement. The employee must arrange with the Employer's insurance administrator to pay subsequent monthly premium amounts in advance in a timely manner. The failure to make a timely payment will result in the Employer not making a premium payment for the retiree. The retiree risks forfeiture of insurance coverage without redress against the Employer.

The Employer 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 Employer, Medicare 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 due to other employment or due to eligibility in a spouse's employer-paid group medical plan are ineligible to continue in the Employer plan.

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

Step	Level 1	Level 2*	Level 3	Level 4	Level 5	Level 6
1	\$27.82	\$23.49	\$19.00	\$16.00	\$15.94	\$13.28
2	\$28.38	\$24.90	\$19.50	\$17.33	\$16.58	\$14.67
3	\$28.96	\$26.37	\$20.74	\$18.77	\$17.81	\$15.54
4	\$29.55	\$27.88	\$22.01	\$20.32	\$19.16	\$16.50
5	\$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

Step	Level 1	Level 2*	Level 3	Level 4	Level 5	Level 6
1	\$28.65	\$23.49	\$19.57	\$16.48	\$16.42	\$13.68
2	\$29.24	\$24.90	\$20.09	\$17.85	\$17.08	\$15.11
3	\$29.83	\$26.37	\$21.37	\$19.33	\$18.34	\$16.01
4	\$30.44	\$27.88	\$22.67	\$20.93	\$19.73	\$16.99
5	\$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

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

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.