



Board Meeting Date: 11/13/2023

Title: Proposed 2023-2025 Guidebook for Community Education Program Specialists, Leads, and Assistants; Updated Appendix A for 2023-2025 Confidential, Supervisory and Technical Employees (CST) Guidebook; Miscellaneous Wage Rates as of November 14, 2023

Type: Consent

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

Description: The School District has two Guidebooks that contain compensation and benefit information for non-union community education employees serving in at-will positions. These Guidebooks apply to one-hundred ninety-eight employees working in various positions classified as either exempt or non-exempt. For consistency, this proposal recommends the movement of seven exempt community education positions to the CST Guidebook. This change will allow the School District to consolidate the remaining non-exempt positions into one Community Education Guidebook, specifically for program specialists, leads, and assistants. This proposal also recommends consolidation of temporary/casual community education positions with other similar district positions in a Miscellaneous Wage Rates document for clarity and uniformity.

Input was sought from impacted employees regarding compensation and benefit improvements with salary/wage and district contribution towards health insurance reported as the largest priorities.

The proposed 2023-2025 Community Education Guidebook for Program Specialists, Leads, and Assistants, updated Appendix A showing seven exempt positions proposed for addition to CST, and updated Miscellaneous Wage Rates are attached with bold font used to represent new language and strikethrough font used to show language proposed for removal. 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. Title changes and reclassifications were made where appropriate.

The School Board's Governance Committee met with District management on November 8, 2023 to review the overall plans for modifications and the costs for these improvements to ensure consistency with other employee groups. Highlights of the proposed changes include:

1. Step advancement for eligible employees in 2023-2024 and 2024-2025.
2. Salary/wage increases for most positions of approximately 3% in both years.
3. Positions that realized a mid-year increase in 2022 will recognize a 3% increase in 2024-2025.
4. District contributions to health insurance were increased for all eligible employees with adjustments to hours required for eligibility to ensure competitiveness and fairness between positions.
5. Accrual of basic leave, vacation, and paid holidays modified to better align with similar positions.

The two-year total package for the proposed 2023-2025 Community Education Guidebook, movement of exempt employees to the 2023-2025 CST Guidebook, and Miscellaneous Wage Rate modifications combined is \$11,443,522, which represents an increase of \$511,291. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 7.5%. This amount is within the School Board's financial parameters and Dr. Stanley supports the recommendation.

Recommendation: Approve the proposed 2023-2025 Community Education Guidebook, movement of exempt positions to the 2023-2025 CST Guidebook, and updated Miscellaneous Wage Rates.

Desired Outcomes from the Board: Approval of the proposed 2023-2025 Community Education Guidebook, movement of exempt positions to the 2023-2025 CST Guidebook, and updated Miscellaneous Wage Rates.

Attachments:

1. DRAFT bold/strikethrough version of proposed 2023-2025 Community Education Guidebook with changes highlighted in yellow
2. Final clean copy of proposed 2023-2025 Community Education Guidebook
3. Updated Appendix A of 2023-2025 CST Guidebook
4. Updated Miscellaneous Wage Rates