

Anoka-Hennepin Independent School District No. 11

TERMS AND CONDITIONS OF ADMINISTRATIVE EMPLOYEES ADMINISTRATOR / SUPERVISOR / NON-EXEMPT POSITIONS

For those employees issued administrator / supervisor / non-exempt contracts, the following terms and conditions of employment apply:

- I. **PERFORMANCE OF DUTIES:** The employee will faithfully perform the duties prescribed by the School Board and Superintendent, whether or not these duties are specifically described in this contract or in a general job description and abide by District's policies for the annual salary indicated on the individual employee contract. Each individual contract and these terms and conditions are subject to all applicable federal and state laws. The employee must furnish throughout the life of the individual contract a valid and appropriate continuing license if a license is required for the position as determined by the State or job description.
- II. **DURATION:** These terms and conditions are subject to all applicable state and federal laws relevant to qualification, licensure, employment, termination, and discharge. These terms and conditions and the employee's individual contract remain in full force and effect during the term of the individual contract, except as modified in writing by mutual consent of the School Board and employee, unless otherwise terminated as provided by law or accepted written resignation.
- III. **MEETINGS:** The employee, upon approval of the Superintendent, may attend appropriate professional meetings, conventions, and conferences at the local, state, and national levels, with expenses incurred paid by the District pursuant to district policies regarding reimbursement.

Guidelines for national conferences include attendance once every three years; specific designated director level positions may be authorized to attend national conferences every year.

IV. DUTY YEAR AND LEAVES:

- A. **Basic Work Year:** The employee's duty year is the entire calendar year (i.e. 260/261/262 days) unless otherwise determined by the Superintendent. The employee is expected to perform services on those legal holidays on which the District is authorized to conduct school. The employee is expected to be available to work during any emergency unless otherwise excused by the Superintendent.
- B. **Vacation:** The employee earns paid vacation for a full contract year, prorated for less than a full contract year, based on the following:

0-3 years	15 days of vacation
4-9 years	22 days of vacation
10-15 years	25 days of vacation
16 or more years	30 days of vacation

For the purpose of determining the amount of vacation, credit for years of employment will be determined by the Superintendent or designee pursuant with the following guidelines:

- 1. All continuous internal employment experience within Anoka-Hennepin School District is credited.
 - 2. External employment experience, which is deemed comparable to the Anoka-Hennepin assignment, will be credited, while not to exceed 3 years of credit. Director level positions may be credited with up to 9 years of outside comparable experience.
 - 3. Vacation days not used during the contract year will accumulate without limit; however, the maximum vacation days taken during any contract year will not exceed 35 days. Employees will be eligible to sell-back up to three days of vacation at their daily rate. Total vacation used and sold back cannot exceed 35 days.
 - 4. An employee who resigns from the District will receive a payout of unused, earned vacation days. This payout is calculated at the employee's daily rate of pay to a maximum of 55 days. This payout is subject to applicable state and federal taxes and other mandated withholdings.
 - 5. An employee who retires from the District may receive a payout of unused, earned vacation days. This payout is calculated at the employee's daily rate of pay to a maximum of 75 days. This payout is deposited into Anoka-Hennepin's Special Pay Plan according to the rules of said plan.
- C. **Holidays:** The employee has 12 paid holidays each contract year designated as follows: Independence Day (1), Labor Day (1), Thanksgiving (2), Winter Holiday (2), New Year's (1), President's Day (1), Spring (2), and Memorial Day (1), Rev. Dr. MLK Day (1). If Juneteenth becomes recognized as a District Holiday, it will become a paid holiday for District administrators.
 - D. **Sick Leave:** Each contract year, the employee earns 18 sick leave days prorated for less than a full contract year. Unused sick leave days accumulate without limit.
 - E. **Personal Leave:** Three noncumulative personal leave days, deductible from an employee's sick leave allocation, are available each year for incidents of a personal or emergency nature. Requests for personal leave must be approved by the immediate supervisor and in accordance with district guidelines.

- F. Employees in Non-exempt Positions - Overtime: An employee classified as a non-exempt employee who is authorized to work beyond 40 hours per week will be paid time-and-one-half for each hour worked beyond 40 hours per week. Compensatory time off may be taken in place of paid overtime at the discretion and approval of the employee's supervisor.
- a. For compensatory time purposes, an employee may not accumulate over 60 hours of overtime, equaling 90 hours of compensatory time. All compensatory time must be used or paid off as of June 30 of each year.
 - b. For the purposes of this section, paid District holidays are considered towards compensable hours worked; sick or vacation days are not considered towards compensable hours worked.

V. BENEFITS:

- A. Tax-Sheltered Annuities: Effective July 1, 2023, the District will contribute up to \$5,500 per fiscal year in matching funds for a full time employee towards the District's 403(b) plan.
- B. Travel: The employee will be reimbursed for authorized travel in accordance with District policy.
- C. Professional Organization: The employee will be eligible for payment of membership dues for one state and one national professional association or organization, as approved by the Department supervisor.
- D. Liability Insurance: The District provides a liability insurance policy covering the employee.
- E. Retirement Sick Leave:
1. District Employment Prior to December 31, 1999: Retirement sick leave severance benefits are available to an employee hired prior to December 31, 1999, who is immediately eligible and receiving PERA/TRA retirement annuity benefit.
 - a) Payment is determined by multiplying the daily rate (annual salary/260 days) multiplied by the number of days of unused sick leave, up to a maximum of 80 days.
 - b) Payment is made in accordance with the provisions of Anoka-Hennepin's Special Pay Plan and state and federal applicable laws and regulations.
 - c) Any employer contributions to 403(b) or 457 will reduce the unused sick leave retirement payment on a dollar for dollar offset.
 2. District Employment on or After January 1, 2000: Any employee hired by the district after January 1, 2000, with at least five (5) consecutive years of experience in the District will not be eligible for the sick leave retirement severance payment in Section V.E.1, but is eligible for the retiree sick leave Health Reimbursement Account as outlined in Section V.E.3. The retiring employee must be immediately eligible and receiving PERA/TRA retirement annuity benefit. The value of accumulated sick leave over 80 days will be applied to the Health Reimbursement Account.
 3. An employee eligible for retirement may continue to participate in the group hospital/medical and dental insurance plans by paying the entire premium on a prepaid quarterly basis. The value of unused sick leave days over 80 days, will be deposited into the Health Reimbursement Account according to the Plan rules.
- F. Insurance Benefits and District Contribution: The District contributes a District-determined amount, as specified by the individual employment contract, toward a flexible benefits account for the purchase of other designated employee benefits in accordance with the District's Flexible Benefit Plan. The employee is required to participate in the four core insurance benefits (i.e. health, dental, LTD, life), as determined by the District. **Employees who are family insurance policy holders in a deductible health plan will receive an additional \$840 contribution to their integrated HRA during the 2024-25 policy year.**
- G. Employee Claims Against the District: Any description of insurance benefits is intended to be informational only and an employee's eligibility for benefits is governed by the terms of the District's insurance policy. An employee can make no claim against the District as a result of a denial of insurance payments.

July 1, 2024 – June 30, 2025 Policy Period

**Anoka-Hennepin Wage Guidelines for Unaffiliated Administrator/Supervisor/Non-Exempt Staff (Non-Cabinet)
2024-25**

Level	Assign Type Code	Assignment Type Description	Salary Min	Salary Max
LDRSHP LVL 8****	1008	Director Student Services	\$152,617	\$183,140
	1077	Director Elem Schools		
	1088	Director Special Ed Elementary		
	1089	Director Special Ed Secondary		
LDRSHP LVL 7****	1047	Director Elem Curr & Inst	\$142,634	\$171,160
	1057	Director Secd Curr & Inst		
	1079	Director Community Education		
	1092	Director Career and Tech Ed		
LDRSHP LVL 6****			\$134,308	\$161,170
LDRSHP LVL 5***	1009	Director Employee Services	\$127,902	\$153,482
	1014	Director Finance		
	1016	Director of Transportation		
	1017	Director Labor Rel & Benefits		
	1018	Director Child Nutrition		
	1020	Director Building & Grounds		
	1037	Director Purchasing		
	1051	Asst Dir Student Services		
	1062	Director Techn & Info Services		
	1090	Director Employee Devl & Eval		
	1094	Director Enterprise Technology		
LDRSHP LVL 4****	1043	Associate General Counsel	\$121,240	\$145,489
LDRSHP LVL 3**			\$114,776	\$137,731
LDRSHP LVL 2**	1052	Student Services Coordinator	\$108,101	\$129,722
	1071	Health Services Coordinator		
	1064	Mental Health Coordinator		
LDRSHP LVL 1**	1019	Asst Director Child Nutrition	\$101,428	\$121,714
	1021	Asst Dir Building & Grounds		
	1035	Asst Dir Comm & Public Rel		
	1068	Security & Emergency Ops Mgr		
	1080-ABE	Comm Ed Manger - ABE		
	1080-ECF	Comm Ed Manager - ECFE		
TECHN LVL 3**	1045	Data Operations Manager	\$95,059	\$114,071
	1046	Data Integration Manager		
	1098	Client Support Services Mgr		
TECHN LVL 2	1093	Enterprise Network Engineer	\$90,307	\$108,368
TECHN LVL 1	1097	Network Services Coordinator	\$81,657	\$97,988
NON-EXEMPT	1031	Transp Rte Coord	\$28.39	\$35.90
	1040	Educational Data Coord	Hourly	

School Board Approved:
5/20/2024

Level	Assign Type Code	Assignment Type Description	Salary Min	Salary Max
ADMN MGMT LVL 7**	1013	Payroll Manager	\$101,428	\$121,714
	1084-ADV	Comm Ed Prg Supv Adv Plus		
ADMN MGMT LVL 6**	1022	B/G Maintenance Mgr	\$94,733	\$113,680
	1023	B/G Sites/Grounds Mgr		
	1024	B/G Health/Safety Mgr		
	1048	B/G Construction Projects Mgr		
	1049	Employee Services Manager		
	1050	HRIS Manager		
	1053	Res Eval Test Analytics Coord		
	1055	Accounting Manager		
	1069	Finance Compliance Manager		
	1069-CED	Finance Compliance Mgr - CED		
	1074	Sped Finance Compliance Mgr		
1084-CS	Comm Ed Prg Supv Comm Schools			
ADMN MGMT LVL 5**	1025	CNP Mgr-Site Op & Food Safety	\$88,058	\$105,670
	1032	Insurance Benefits Supv		
	1054	Research Eval Test Compliance Mgr		
	1056	Staffing Supervisor		
	1063	Admn Serv Business Specialist		
	1065	Student Asst/Homeless Liaison		
	1066	CNP Business Specialist		
ADMN MGMT LVL 4	1015	Accountant	\$82,153	\$98,583
	1027	B/G Coordinator IAQ		
	1030	Transportation Safety Coord		
	1034	Communications Specialist		
	1042	Admin Assistant Superintendent		
	1059	Recruit Retention Specialist		
	1061	Research Eval Test Analyst		
	1073	Purchasing Supervisor		
1083	Comm Ed Parent Inv Coord			
1087	Comm Ed Communications Coord			
ADMN MGMT LVL 3	1082	Print Shop Supervisor	\$73,497	\$88,196
ADMN MGMT LVL 2	1039-LGL	Paralegal/Legal Admin Assist	\$68,187	\$81,824
	1075	Conference Services Supervisor		
	1067	CNP Chef Supervisor		
ADMN MGMT LVL 1	1033	MARSS Coordinator	\$64,658	\$77,877
	1039	Administrative Assistant		
	1041	Financial Data Specialist		
	1058	Payroll Data Specialist		
	1076	HRIS Data Analyst		

Eligible for: ****10% Performance pay, ***5% Performance pay, **3% Performance pay
Fixed Flex Contribution: \$21,363