

TERMS AND CONDITIONS OF CABINET LEVEL EMPLOYMENT

Effective July 1, **2024** to June 30, **2025**

For those employees issued Cabinet-level 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 cabinet 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	20 days of vacation
4-9 years	23 days of vacation
10-15 years	26 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 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.
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 and the day after (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 Cabinet members.

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.

#### V. BENEFITS:

A. Tax-Sheltered Annuities: The District will contribute up to \$6,000 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 Superintendent.

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 150 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 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 the amounts specified above, 150 or 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. Fixed flex contribution shall be **\$22,337**. **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.

**Leadership Levels and Salary Ranges**

**LDRSHP LVL 1 (\$175,132 - \$228,547)**

Associate Superintendent

General Counsel

**LDRSHP LVL 2 (\$170,601 - \$222,634)**

Chief Operations Officer

Chief Financial Officer

Chief Technology & Information Officer

**LDRSHP LVL 3 (\$159,368 - \$207,388)**

Executive Director of Community Education and Government Relations

Executive Director of Communications and Public Relations

Executive Director of Human Resources

Executive Director of Research, Evaluation, and Assessment

*Employees are eligible for: up to 10% performance pay*

*Employees have the option to buy back up to ten (10) unused vacation days per fiscal year at the Employee's daily rate of pay based on the base salary divided by 260 days.*