

**E-12 Miscellaneous Employees Benefit Policy
Non-Bargaining Unit Employees**

DUTY YEAR: 2024-25

Duty year and hours of work: The fiscal year will be defined as beginning on July 1 and ending on June 30. E - 12 Miscellaneous Employees' specific duty days and/or hours during the year will be established by the Supervisor responsible for the program or department. **Casual summer assignments worked prior to August 1st will be paid based on the wage authorization for the previous fiscal year.**

A. Holidays: **Employees in regular defined positions of at least 180 days at 6 hours per day or more** are eligible for paid holidays coinciding with the School Board designated days. Eligible employee will earn the following pro-rated paid holidays if they are employed in positions that earn holidays:

<u>Eligible Duty Year Position</u>	<u>Holidays</u>	<u>Dates</u>
260 Days 6 hours or more	12	Fourth of July, Labor Day, Thanksgiving (2 days), Winter Break (2 days), New Year's Day, Martin Luther King Jr. Day, President's Day, Spring (2 days), Memorial Day
240 Days – 180 Days 6 hours or more	11	Labor Day, Thanksgiving (2 days), Winter Break (2) New Year's Day, Martin Luther King Jr. Day, President's Day Spring (2 days), Memorial Day

If Juneteenth is recognized as a holiday, it will be treated as a paid holiday for 260 day employees. Due to the demands of the program, alternate days may be designated by the Program Supervisor in exchange for scheduled holidays that are duty days.

B. Vacation: Employees who are employed for 260 days at eight hours per day are eligible for paid vacation days as of July 1 of each year:

<u>Full Time Employment Years</u>	<u>Vacation Days</u>
Less than 5 years	10
5 years up to 10 years	15
10 years up to 15 years	20
15 years up to 20 years	22
20 years or more	23

In order to determine the number of years credited for vacation accrual, the following guidelines will be used:

- 1 - All related work experience in the School District will be credited.
- 2 - Comparable employment experience outside the School District will be considered for experience credit.

Requests for vacation must be approved by the immediate supervisor. **The** maximum vacation taken during any fiscal year shall not exceed **28 days**; however, additional earned vacation time (annual vacation plus accumulated unused vacation) may be allowed **during an FMLA approved leave.**

Vacation days not used during the fiscal year will accumulate to an unlimited amount.

Employees who retire with three months' notice shall be paid up to a maximum of forty (40) days of unused vacation.

Employees who resign with two weeks' notice shall be paid up to a maximum of twenty-five (25) days of unused vacation.

Non-Exempt hourly employees are eligible for overtime if they work more than 40 hours in a workweek (Sunday thru Saturday). Overtime shall be paid at time-and-a-half. There shall be no comp time.

LEAVES:

- A. Sick Leave: Employees in regular defined positions of **less than 260 days and at least 180** days at 6 hours per day or more per year will accrue **12 days of sick leave. Employees in full year (260 day) positions will accrue 15 days of sick leave per year.**
- B. Personal Leave: Employees in regular defined vacation eligible positions of 260 days at eight hours per day will earn three days of personal leave per year that may be used during each fiscal year without salary deduction. The days used will be deducted from the employee's accrued sick leave. Requests for personal leave must be submitted in writing and pre-approved in advance by the Supervisor and Labor Relations Director. Employees in regular defined positions of less than 260 days at eight hours per day and at least 180 days at 6 hours per day or more per year will earn three days of personal leave per year that may be used during each fiscal year at the employee's discretion without salary deduction. The days used will be deducted from the employee's accrued sick leave.
- C. Family Medical Leave: Employees may apply for family medical leave in accordance with state statute, federal law and school district guidelines.
- E. Maternity/Parental Leaves: An employee will be eligible for these leaves in accordance with District policy and state and federal laws. Earned sick leave may be used for all work days included in an FMLA approved maternity or parental leave.

INSURANCE:

Eligibility: Employees who are employed in benefit eligible positions requiring at least 180 days per year and six hours per day or more are eligible for Single or Family Health & Hospitalization Insurance, Dental Insurance, Term Life, **and** Long-Term Disability. Eligible employees must enroll within 30 days of employment or new eligibility in new position.

The District will provide the following contributions for insurance eligible employees:

- **\$810 per month to the cost of single health insurance.**
- **\$1,515 per month to the cost of family health insurance.**
- **\$2,325 per month to the cost of family health insurance when an employee is married to another benefit eligible employee who serves as a dependent on the employees family health insurance plan.**
- **\$80 per month to the cost of dental insurance.**
- **The full premium for Long Term Disability**
- **The full premium for a \$50,000 term life insurance policy.**

RETIREMENT:

Retirement severance pay shall be available to **benefit** eligible employees (positions of 180 days and 6 hours or more) who, retire with ten (10) years of District 11 continuous employment, notify the District of the intended retirement with at least three months' notice, and are immediately eligible and receiving a state retirement annuity benefit (excluding those hired after July 1, 2005).

- The retirement severance pay will be determined by taking the unused sick leave days times the daily wage rate.
- Employee shall be eligible upon retirement for severance pay up to 80 days of unused sick leave.
- The severance payment shall be made as a lump sum payment upon retirement. Deductions such as State and Federal income tax, social security or PERA/TRA shall be made only as required by law. If the retiree dies before the severance payment has been made, the balance due shall be paid to a named beneficiary or to the estate of the deceased. For those eligible, the sick leave severance payment shall be deposited in the retiree's name into the Anoka-Hennepin Special Pay Plan according to the plan provisions.
- Retirement Severance shall not apply to an employee who is discharged for cause by the school district.
- Current benefit eligible and enrolled employees who retire under this article may voluntarily continue in the School District health and/or dental plan by paying the quarterly premium on a prepaid basis.
- Current benefit eligible and enrolled employees who retire and have more than 80 days of unused sick leave will be eligible for the Anoka-Hennepin Health Care Savings Plan. The value of sick leave days not paid as severance pay will be deposited in the retiree's name in the Health Care Savings Plan.
- Retirement severance pay and benefits are available only once in a lifetime for an employee.
- Effective July 1, 2022, E-12 Miscellaneous Policy employees in insurance benefit eligible position are eligible for up to a \$2000 School District Match to a 403(b) tax sheltered annuity in accordance with the School District program. This School District Match shall offset on a dollar for dollar basis any sick leave severance payment that employees hired prior to July 1, 2005 may be eligible for at the time of retirement.
- Effective July 1, 2005, insurance benefit eligible newly hired employees in specific positions indicated in the Wage and Benefit Guidelines as eligible for the 403(b) match program will no longer be eligible for Sick Leave Severance pay. The positions are eligible for the sick leave insurance credit if the sick leave accrued days are greater than 80 days with the value of the days over 80 applying towards the Anoka-Hennepin Health Care Savings Plan.

POSITION PERFORMANCE REVIEW PERIOD: New employees or employees in new positions will be subject to a performance review period of up to one year for determination of continuation in the position. Employment for employees is based on the number of duty days for the position assignment during the applicable fiscal year.

There shall be no prepayment of wages. The School District will make every effort to recoup any overpayment of wages from subsequent paychecks. Paychecks will be issued electronically by direct deposit on pay dates as determined by the District Payroll Department.

Effective July 1, 2024 – June 30, 2025

School Board Approved: May 20, 2024

**Anoka-Hennepin Wage Guidelines for Miscellaneous E-12 Staff
2024-25**

Level	Assign Type Code	FLSA	Assignment Type Description	Casual/non-exempt assignments		Salaried/Exempt assignments	
				Hourly Min	Hourly Max	Daily Min	Daily Max
Level 1	1545/8045	Non-Exempt	School Monitor	\$16.50	\$21.45		
	8020	casual	Conf Services Aide				
	8051/8055	casual	HS Facility Monitor				
	8016	casual	CAPE Asst Tchr-Casual				
	8017	casual	Crossing Guard				
Level 2	1532/8015	Non-Exempt	CAPE Staff - Teacher	\$17.50	\$22.75		
	1536/8036	Non-Exempt	Job Coaches				
Level 3	1500	Non-Exempt	Comm Project Assistant	\$19.00	\$24.70		
	1515	Non-Exempt	Tech Support Assistant				
Level 4	1541	Non-Exempt	Certified Brailist	\$20.50	\$26.65		
	8085	casual	Auditorium Technician				
Level 5	1517	Non-Exempt	Tech Support Specialist II	\$27.50	\$35.75	\$220.00	\$286.00
	1602/8022	Exempt	ESL Intake Specialist				
	1609	Exempt	Observatory Coordinator				
	8013	casual	Traffic Control Officer				
Level 6	1516	Non-Exempt	Tech Support Specialist III	\$29.00	\$37.70	\$232.00	\$301.60
	1662	Exempt	Child Nutrition Staffing Coord				
	1663	Exempt	Child Nutrition Training Coord				
	1635	Exempt	Job Coach - Supervisor				
	1595	Non-Exempt	Speech Lang Pathologist Assist				
Level 7	1607	Exempt	ESL Cultural Liaison	\$30.00	\$40.50	\$240.00	\$324.00
	1608	Exempt	American Indian Ed Advisor				
	1612	Exempt	Chemical Health Prevention Spc				
	1606/8026	Exempt	Student Achievement Advisor				
	8040	casual	Student Services Casual				
Level 8	1611	Exempt	Board Cert Behavior Analyst			\$304.00	\$395.20
Level 9	1618	Exempt	American Indian Ed Supervisor			\$352.00	\$457.60