

Community Education Benefit Guidelines Non-Bargaining Unit Employees

DUTY YEAR:

Duty year and hours of work: The year will be defined as beginning on July 1 and ending on June 30 for the fiscal year. Community Education employees' specific duty days and hours will be established by the Community Education Manager or Supervisor responsible for the program.

- A. Paid Time Off: Employees employed by the Community Education Department are eligible for paid holidays coinciding with the School Board designated days. Eligible employees will earn the following paid holidays:

<u>Duty Year</u>	<u>Holidays</u>	<u>Dates</u>
260 Any hours – pro-rated	11	Fourth of July, Labor Day, Thanksgiving (2 days), Winter Break (2 days), New Year's Day, President's Day, Spring (2 days), Memorial Day
240 – 190 Days 6 hours per day or more	10	Labor Day, Thanksgiving (2 days), Winter Break (2 days), New Year's Day, President's Day Spring (2 days), Memorial Day

Due to the demands of the program, alternate days may be designated by CE management in exchange for scheduled holidays.

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

<u>CE 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 or more	22

In order to determine the amount of vacation days eligible, the following guidelines will be used:

- 1 - All related work experience in the Community Education Department will be credited.
- 2 - Comparable employment experience outside Community Education will be considered for credit.

Employees must use earned vacation days during the following fiscal year. Vacation carryover will not be allowed into the next fiscal year except in unusual circumstances with prior approval of the CE Manager.

Employees who have been employed more than one year by the Community Education Department and give two weeks notice will be able to receive up to a maximum of a year's accrual of vacation upon termination.

- C. Non-Exempt employees are eligible for overtime pay if they work over forty (40) hours in a workweek (Sunday thru Saturday). Overtime will be calculated at time-and-a-half. For the purposes of overtime calculation, paid holidays shall be considered as work days; all other absences are not counted towards work time. There is no compensatory time off.

LEAVES:

- A. Sick Leave: Community Education employees in regular defined positions of 500 hours or more per year will accrue sick leave at the rate of 112 hours earned per one year of full time (2080 hours) worked pro rata.
- B. Personal Leave: Three days of personal leave may be used during each duty 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 CE management and the Labor Relations & Benefits department.
- C. Family Medical Leave: Employees may apply for family medical leave in accordance with state statute, federal law and school district policy.
- D. Maternity Leave: A Community Education employee may choose to use earned sick leave for the program duty days (defined by the CE Manager) missed during the normal workweek for the disability period up to thirty (30) work days. A letter requesting to use these days must be submitted to Labor Relations/Benefits. This disability period shall begin no later than the first day of confinement and will not exceed 30 days, unless certification of medical disability.

- E. Adoption/Paternity Leaves: An employee will be eligible for these leaves in accordance with District policy and state and federal laws. Up to seven (7) days of accrued sick leave may be applied during this leave. Requests must be submitted to Labor Relations/Benefits.

INSURANCE:

Eligibility: Community Education employees, who are employed in a position that is defined as at least 172 days per year and six hours per day, are eligible for Insurance Benefits as outlined in the Wage and Benefit Schedule. Eligible employees must enroll within 30 days of employment; changes to enrollment may only be made within 30 days of a qualifying life event change.

RETIREMENT:

Retirement severance pay shall be available to Community Education employees who meet the following criteria (hired before July 1, 2004): For the purpose of this Section, the school year shall begin with July 1 of one year and end on June 30 of the following year.

1. To qualify for retirement severance pay an employee must have at least ten (10) years of District 11 experience in a sick leave benefit eligible position and notify the District of the intended early retirement by March 1 and are immediately eligible and receiving a state retirement annuity benefit.
2. The retirement severance pay base will be determined by taking the unused sick leave hours times the hourly rate.
3. Employee shall be eligible upon early retirement, subject to all subdivisions of the Section, for retirement severance pay, up to 100 days of unused sick leave prorata.
4. The retirement 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 eligible, the sick leave severance payment will be deposited into the Anoka-Hennepin Special Pay Plan subject to the plan provisions. If the retiree dies before the severance payment has been made, the balance due shall be paid to a named beneficiary or, lacking same, to the estate of the deceased.
5. This section shall not apply to employee who is discharged for cause by the school district.
6. Current CE benefit eligible employees enrolled in the School District health and/or dental insurance may continue to be enrolled in those plans following retirement with the retiree paying the entire premium on a prepaid quarterly basis.
7. Current CE benefit eligible and enrolled employees who have accrued more than 100 days of sick leave are eligible for the Anoka-Hennepin Health Care Savings Plan. The value of sick leave days over the 100 days shall be deposited in the retirees' name into the Health Care Savings Plan according to the Plan provisions.
8. Retirement severance pay and benefits are available only once for an employee.
9. Effective July 1, 2004, Community Education employees in positions specified in the Wage and Benefit Guidelines who have been employed in an insurance benefit eligible position for one year or more as of July 1 are eligible for up to \$1000 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, 2004 may be eligible for at the time of retirement. Effective July 1, 2009, the match amount shall increase to \$1500 per fiscal year.
10. Effective July 1, 2004, insurance benefit eligible employees in positions specified 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 continue to be eligible for the sick leave insurance credits if the accrued sick leave is greater than 100 days with the value of the days over 100 applied towards the Health Care Savings Plan as defined in 7. above.

POSITION PERFORMANCE REVIEW PERIOD: Length and term of employment for employees is based on the number of duty days for the position assignment during the applicable fiscal year beginning July 1st and ending June 30th. New employees or employees in new positions will be subject to a position performance review period of up to 120 days for determination of continuation through the remaining position assignment.

If as a result of funding or enrollment, there is a loss of revenue to support a position or program, the School District will notify the affected employees within 30 days of impending termination.

There shall be no prepayment of wages. The school district will make every effort to recoup any overpayment of wages from subsequent paychecks. The payment of wages for hourly community education employees will be in accordance with the delayed payroll cycle.

Effective July 1, 2016 – June 30, 2017

School Board Approved: June 27, 2016