



Anoka-Hennepin School District 11

403(b) Instructions - Traditional

To set up or change your 403(b) voluntary contributions or district match amounts, you need to fill out and return the attached Salary Reduction Agreement. You are able to make changes at any time throughout the year; you do NOT have to wait for Open Enrollment.

Please fill out the Salary Reduction Form completely. Include the following information:

1. **403(b) SERVICE PROVIDER:** Chose one or more of the four district approved service providers. Be sure to set up your account with the company prior to sending your forms to the payroll department. A financial advisor or vendor representative can help you set up your account. **Please note: For all new accounts, the service provider signature is required.**
2. **Employee Contribution:** Enter the dollar amount you want contributions to be per payday. If you work less than 12 months, your deductions are taken over 20 pay periods. If you are a 12-month employee, your deductions are taken over 26 pay periods.

Example: \$2000 over 20 pay periods is \$100 per pay period.
\$2000 over 26 pay periods is \$77 per pay period
3. **District Match:** If you meet the eligibility requirements to participate in the 403(b) matching program, the District will match your per payday contribution up to the amount for which you are eligible. If you wish to opt out of the District match, be sure to enter NO in the designated column
 - your per payday match will not exceed your per payday deduction amount
 - your per payday match will not exceed the maximum eligible per payday match amount for your position

The Salary Reduction Agreement needs:

1. Your printed name
2. Your signature and date of signature
3. The last 4 digits of your Social Security Number. (for identification purposes)

For any future changes in your contributions, match, or companies, a new Salary Reduction Agreement needs to be signed, dated, and on file in the payroll department.

Please send all completed forms to:
ESC - PAYROLL DEPT

If you have any questions, please contact the Labor Relations & Benefits Dept. at 763-506-1108.

Anoka-Hennepin 403(b) Match Amounts - 7/01/2025

Position Type Code	# of Days or Hours Worked	Group	Per Pay Period Match Amt	# of Pay Periods	Annual Max
10 ADM & NEX		Administrators	\$211.54 paycheck	26	\$ 5,500
10 CAB		Cabinet	\$230.77 paycheck	26	\$ 6,000
11		Special Ed Supervisors*	\$150 paycheck	26	\$ 3,900
15/16	< 260 days	Misc E-12	\$100 paycheck	20	\$ 2,000
15/16	260 days	Misc E-12	\$76.93 paycheck	26	\$ 2,000
20	260 days	Principals*	\$200 paycheck	26	\$ 5,200
20	230 days	Asst Princ 10 mo*	\$200 paycheck	26	\$ 5,200
30/17		Teacher/Tier 1*	\$100 paycheck	20	\$ 2,000
35		Teacher – ABE/ECFE*	\$100 paycheck	20	\$ 2,000
36		SRKR/Preschool Tchrs*	\$100 paycheck	20	\$ 2,000
40		Confidentials	\$125 paycheck	26	\$ 3,250
41	260 days	Secretaries 12 mo	\$96.16 paycheck	26	\$2,500
41	230 days	Secretaries 10 mo	\$75 paycheck	20	\$1,500
43		SOS*	\$110 paycheck	26	\$2,860
43		SOS 10 month*	\$124.35 paycheck	20	\$2,860
45	6+ hours	Paraeducator	\$87.50 paycheck	20	\$1,750
48	260 days	Tech Specs*	\$115 paycheck	26	\$2,990
48	230 days	Tech Specs CAPE	\$149.50 paycheck	20	\$2,990
50		Custodians*	\$100 paycheck	26	\$ 2,600
52		Building Supervisors	\$150 paycheck	26	\$3,900
60	6+ hours	CNP Assts*	\$100 paycheck	20	\$ 2,000
62		CNP Site Sups	\$150 paycheck	20	\$3,000
62	260 days	CNP Site Sups	\$115.38 paycheck	20	\$3,000
71		CED Coordinators	\$100 paycheck	20	\$ 2,000
72/73	260 days	CED w/ Benefits	\$76.93 paycheck	26	\$ 2,000
72/73	< 260 days	CED w/ Benefits	\$100 paycheck	20	\$ 2,000
88		Prog Assts*	\$100 paycheck	20	\$ 2,000
90		Prog Assts*	\$100 paycheck	20	\$ 2,000

* Currently in negotiations for 2025-26 Fiscal Year - See contract for eligibility

Anoka-Hennepin 403(b) Vendor Representatives

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