

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.
- 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.
 - 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:
- 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.
 - Payment is determined by multiplying the daily rate (annual salary/260 days) multiplied by **one-half of the first 160 days** of unused sick leave.
 - Payment is made in accordance with the provisions of Anoka-Hennepin's Special Pay Plan and state and federal applicable laws and regulations.
 - Any employer contributions to 403(b) or 457 will reduce the unused sick leave retirement payment on a dollar for dollar offset.
 - 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 **one-half of the first 160 days of unused** sick leave **and 100% of the value of any sick leave** over 160 days will be applied to the Health Reimbursement Account.
 - 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 **one-half of the first 160 days of unused sick leave and 100% of the value of any sick leave** over 160 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 contributions shall be \$21,363 for employees with single or dependent coverage and \$25,636 for employees with family coverage.**
- 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, 2025 – June 30, 2026 Policy Period

Anoka-Hennepin Wage and Benefit Guidelines for Unaffiliated Administrator/Supervisor/Non-Exempt Staff (Non-Cabinet)
2025-26

Level	Assign Type Code	Assignment Type Description	Salary Min	Salary Max
LDRSHP LVL 10	1006 1010	Assistant Superintendent - Elem Assistant Superintendent - Secd	\$188,635	\$226,362
LDRSHP LVL 9	1012 1026 1036 1081 1094	Exec Dir Learning & Achievement Exec Dir Student Support Services Exec Dir Comm & Public Relations Exec Dir Community Ed. Exec Dir Technology	\$175,043	\$210,052
LDRSHP LVL 8	1008 1085	Director Student Services Director Special Education	\$160,248	\$192,298
LDRSHP LVL 7	1092	Director Career and Tech Ed	\$149,765	\$187,427
LDRSHP LVL 6	1060	Director Research Eval. & Testing	\$141,024	\$179,212
LDRSHP LVL 5	1009 1014 1016 1017 1018 1020 1037 1062 1086 1090 1051 1086	Director Employee Services Director Finance Director Transportation Director Labor Relations & Benefits Director Child Nutrition Director Buildings & Grounds Director Purchasing Director Student Info. Sys. & Enrol. Director Enterprise Technology Director Employee Devel. & Eval. Assistant Director Student Services Assistant Director Special Educ.	\$134,297	\$161,156
LDRSHP LVL 4	1043	Associate General Counsel	\$127,302	\$152,762
LDRSHP LVL 3			\$120,515	\$144,618
LDRSHP LVL 2	1052 1064 1071	Student Services Coordinator Mental Health Coordinator Health Services Coordinator	\$113,506	\$136,207
LDRSHP LVL 1	1019 1021 1035 1068 1080-ABE 1080-ECF	Asst Director Child Nutrition Asst Dir Building & Grounds Asst Dir Comm & Public Rel Security & Emergency Ops Mgr Comm Ed Manger - ABE Comm Ed Manager - ECFE	\$106,500	\$127,800

TECHN LVL 3	1045 1046 1098	Data Operations Manager Data Integration Manager Client Support Services Mgr	\$99,812	\$119,774
TECHN LVL 2	1093	Enterprise Network Engineer	\$92,564	\$111,077
TECHN LVL 1	1097	Network Services Coordinator	\$83,698	\$100,438

NON-EXEMPT	1031 1040	Transp Rte Coord Educational Data Coord	\$29.10 Hourly	\$36.89
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New/Revised positions in Bold

EE Count: 107

School Board Approved:

Level	Assign Type Code	Assignment Type Description	Salary Min	Salary Max
ADMN MGMT LVL 8	1029 1029-SFP 1096-MDT 1096-TEC	Coordinator Learning and Achiev. Coordinator State & Fed. Programs Coordinator Media Technology Coordinator Technology	\$113,506	\$136,207
ADMN MGMT LVL 7	1013 1084-ADV	Payroll Manager Comm Ed Prg Supv Adv Plus	\$106,500	\$127,800
ADMN MGMT LVL 6	1022 1023 1024 1048 1049 1050 1053 1055 1069 1069-CED 1074 1084-CS	B/G Maintenance Manager B/G Sites & Grounds Manager B/G Health/Safety Manager B/G Construction Proj. Manager Employee Services Manager HRIS Manager Res. Eval. Test. Analytics Coord Accounting Manager Finance Compliance Manager Finance Compliance Mgr - CED Finance Compliance Mgr - SPED Comm Ed Prg Supv Comm Schools	\$99,471	\$119,365
ADMN MGMT LVL 5	1025 1032 1038 1054 1056 1063 1065 1066	CNP Mgr - Site Op & Food Safety Insurance Benefits Supervisor American Indian Ed Supervisor Res Eval Testing Compliance Staffing Supervisor Admin Svc. Business Specialist Student Asst/Homeless Liaison CNP Business Specialist	\$92,463	\$110,956
ADMN MGMT LVL 4	1015 1027 1030 1034 1042 1059 1061 1073 1083 1087	Accountant B/G Coordinator Indoor Air Qual. Transportation Safety Coord Communications Specialist Exec Assist. Supt & School Board Recruit Retention Specialist Research Eval Test Analyst Purchasing Supervisor Comm Ed Parent Inv Coord Comm Ed Communications Coord	\$84,207	\$101,048
ADMN MGMT LVL 3	1082	Print Shop Supervisor	\$75,334	\$90,401
ADMN MGMT LVL 2	1039-LGL 1067 1075	Paralegal/Legal Admin Assist CNP Chef Supervisor Conference Services Supervisor	\$69,891	\$83,869
ADMN MGMT LVL 1	1033 1039 1041 1058 1076	MARSS Coordinator Administrative Assistant Financial Data Specialist Payroll Data Specialist HRIS Data Analyst	\$66,275	\$80,019