

## Anoka-Hennepin Independent School District No. 11

### TERMS AND CONDITIONS OF ADMINISTRATIVE EMPLOYMENT: 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.
  - 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 11 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). **If Rev. Dr. Martin Luther King Jr. Day or Juneteenth become recognized as District Holidays, they will become paid holidays 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.
    - 1. For specific designated director positions hired prior to December 1999, a resignation benefit will be available with School Board approval for those who are not eligible for the retirement benefits listed in Section V.E. and meet the following

criteria:

- a) Only employment experience in Anoka-Hennepin School District will be credited.
- b) After 10 years of continuous employment, 50 days of sick leave pay less any contributions to the employer 403(b) match. After 15 years of continuous employment, 100 days of sick leave pay less any contributions to the employer 403(b) match.
- c) Any payout is subject to applicable state and federal taxes and other mandate withholdings.

- 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.
- a. 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.
  - b. 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: The District will contribute up to \$5,000 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 Department supervisor.
- 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, 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.
- 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, 2021 – June 30, 2022 Policy Period**

**Anoka-Hennepin Wage Guidelines for Unaffiliated Administrator/Supervisor/Non-Exempt Staff**

**2021-22**

Level	OCC	Positions	Salary Min	Salary Max
LDRSHP LVL 11***	1003-1005 1044	<b>Associate Superintendent</b> <b>General Counsel</b>	\$163,239	\$183,623
LDRSHP LVL 10***	1007 1028 1095	<b>Chief Operations Officer</b> <b>Chief Financial Officer</b> <b>Chief Tech &amp; Info Office</b>	\$158,503	\$178,295
LDRSHP LVL 9***	1081	<b>Exec Dir Comm &amp; Govt Rel</b>	\$153,784	\$172,986
LDRSHP LVL 8***	1008 1077 1088 1089	Director Student Services Director Elem Schools Director Special Ed Elem Director Special Ed Secd	\$144,341	\$162,365
LDRSHP LVL 7***	1047 1057 1079 1092	Director Elem Curr & Ins Director Secd Curr & Ins Director Comm Ed Director Career and Tech	\$134,899	\$151,744
LDRSHP LVL 6***	1036 1060	<b>Director Comm &amp; PR</b> <b>Director Res-Eval-Test</b>	\$127,025	\$142,886
LDRSHP LVL 5**	1009 1014 1016 1017 1018 1020 1062 1071 1072 1094	<b>Director Employee Servic</b> Finance Director Director of Transportati <b>Director Labor Rel &amp; Ben</b> Director Child Nutrition Director Building & Grounds Director Techn & Info Serv AsstDir StuServ HealthServ AsstDir StuServ MentalHlth Director Enterprise Techn	\$120,966	\$136,072
LDRSHP LVL 4**	1043	Associate General Counsel	\$114,666	\$128,985
LDRSHP LVL 3*			\$108,551	\$122,107
LDRSHP LVL 2*			\$102,240	\$115,006
LDRSHP LVL 1*	1019 1021 1035 1051 1080	Asst Director Child Nutrition Asst Dir Bldg & Grds Asst Dir Comm & Public Rel Asst Dir Student Services Comm Ed Manager	\$95,928	\$107,907

TECHN LVL 2	1045 1046	Data Operations Manager Data Integration Manager	\$89,905	\$101,131
TECHN LVL 1	1097	Network Services Coord	\$77,229	\$86,872

NON-EXEMPT	1026 1031 1040	Communications Tech Asst Transp Rte Coord Educational Data Coord	\$26.60 Hourly	\$33.01
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Level	OCC	Positions	Salary Min	Salary Max
ADMN MGMT LVL 7*	1013 1029 1084	Payroll Manager Purchasing Manager Comm Ed Prg Supv	\$95,928	\$107,907
ADMN MGMT LVL 6	1022 1023 1024 1048 1049 1050 1055 1069 1074 1084	B/G Supv Maintenance B/G Supv Sites/Grounds B/G Supv Health/Safety B/G Supv Construction Proj Employee Services Manage HR Systems Manager Accounting Manager Finance Compliance Manag Sped Finance Compliance Comm Ed Prg Supv	\$89,596	\$100,784
ADMN MGMT LVL 5	1025 1032 1052 1056 1063 1065 1066 1086 1096	CNP Mgr-Site Op & Food S Ins Benefits Supv Inclusion & Diversity Co Employee Services Supv Admin Serv. Bus. Specialist Student Assist/Homeless Child Nutrition Business Comm Ed Business Spec Client Support Serv Supv	\$83,283	\$93,683
ADMN MGMT LVL 4	1015 1027 1030 1034 1042 1059 1061 1073 1075 1083 1087	Accountant B/G Coordinator IAQ Transp Safety Coord Communications Specialis Admin Assist Supt Recruit Retention Spec Res Eval Test Analyst Purchasing Supervisor B/G Emergency Mgmt Coord Comm Ed Parent Inv Coord Comm Ed Communications C	\$76,971	\$86,584
ADMN MGMT LVL 3	1038	Res-Eval-Test Office Sup	\$68,862	\$77,460
ADMN MGMT LVL 2	1067 1039-Lgl	Child Nutrition Chef Sup Paralegal/Legal Admin Asst	\$63,886	\$71,865
ADMN MGMT LVL 1	1039 1041 1033 1058	Admin Assistant Financial Data Specialis MARSS Coordinator Payroll Data Specialist	\$60,581	\$68,939

**Cabinet positions in Bold**

Eligible for: \*\*\*10% Performance pay, \*\*5% Performance pay, \*3% Performance pay  
Fixed Flex: \$18,187 (\$19,525 cabinet)