

Community Education Benefit Guidelines Non-Bargaining Unit Employees

DUTY YEAR: 2023-24

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	12	Fourth of July, Labor Day, Thanksgiving (2 days), Winter Break (2 days), New Year's Day, Martin Luther King Day, President's Day, Spring (2 days), Memorial Day
240 – 190 Days 6 hours per day or more	11	Labor Day, Thanksgiving (2 days), Winter Break (2 days), New Year's Day, Martin Luther King 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 assigned to positions by the Community Education Department for 260 days and at least six hours per day are eligible for paid vacation days as of July 1 of each year. Vacation accrual will be prorated based upon the employee's assigned hours per day compared to an eight-hour duty day. For example, an employee assigned 260 days at 8 hours per day will accrue 8 hours of vacation for each vacation day earned; an employee assigned 260 days at 6 hours per day will accrue 6 hours of vacation for each vacation day earned.

<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 up to 20 years	22
20 years or more	23

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.

Requests for vacation must be approved by the immediate supervisor. Generally, the maximum vacation taken during any fiscal year shall not exceed one year's accrual; however, additional earned vacation time (annual vacation plus accumulated unused vacation) may be allowed with the approval of the immediate supervisor.

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.

- 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.
- 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: Community Education employees, who are employed in a position that is defined as at least **170** 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 retirement **with at least three months' notice** 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 retirement, subject to all subdivisions of the Section, for retirement severance pay, up to **80** days of unused sick leave pro rata.
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 **an** 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 80 days of sick leave are eligible for the Anoka-Hennepin Health Care Savings Plan. The value of sick leave days over the 80 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, **2023**, Community Education employees in positions specified in the Wage and Benefit Guidelines who have been employed in an insurance benefit eligible position are eligible for **a School District Match of \$2000 per fiscal year** 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.
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 80 days with the value of the days over 80 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 **one year** 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, 2023 – June 30, 2024

Approved by School Board: May 22, 2023

School District Wage & Benefit Guidelines for Misc Community Education Non-Bargaining Unit Positions														
2023-24														
				Rates and Salary Data				District Contribution to Employee Benefits Sept. 1, 2023 - Aug. 31, 2024						
				July 1, 2023-June 30, 2024				CED POSITIONS = 170 - 6 HOURS PER DAY						
Assign Type	Assignment Type Description	days	hours	Hrly Min	Hrly Max	Salary Min	Salary Max	Single H/H	Family H/H	Spouse H/H	Life Ins	LTD	Dental	403(b)
7361	ECFE/School Readiness Supervisor	261	8			\$76,070	\$90,953	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7325	ABE Program Supervisor	261	8			\$76,070	\$90,953	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7364	ECFE/School Readiness Prg Coord	261	8			\$70,971	\$79,366	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7340	A+ Program Coordinator	261	8			\$66,531	\$83,102	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
	A+ Program Coord Longevity					\$2,000	\$4,000							
7362	ECFE/SR Outreach Facilitator	261	8			\$65,134	\$71,314	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7363	ECFE Cultural Liaison	212	8			\$52,905	\$57,926							
7449	A+ PT Registered Nurse	PT	HOURLY	\$34.85	\$37.95									
7315	Volunteer Service Supervisor (DW)	261	8			\$59,603	\$63,260	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7341-FY	A+ Site Coordinator (12 mo)	261	8			\$49,956	\$58,070	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7341-190	- A+ Site Coordinator (10 mo)	190	8			\$36,506	\$42,112	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
	A+ Site Coord Longevity					\$2,000	\$3,000							
	A+ Site Coord Large School Stipend					\$1,500	\$2,000							
7641	- A+ Site Coordinator (CASUAL)	CASUAL	HOURLY	\$24.02	\$27.92									
7223	ABE Services Coordinator			\$22.65	\$25.22			\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7306	Recreation Supervisor	261	8			\$51,438	\$59,837	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7308	Technology Coordinator	261	8			\$67,224	\$75,167	\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7201	CED Adults W/Disab Spec	200	6	\$22.04	\$24.19			\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7220	ABE Volunteer Coordinator	230	8	\$23.11	\$25.27			\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7242	A+ Site Leaders (12 mo)	261	8	\$20.13	\$24.46			\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7242	A+ Site Leaders (12 mo 6 hrs/day)	261	6	\$20.13	\$24.46			\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
7242	- A+ Site Leaders (10 mo)	176	6	\$20.13	\$24.46			\$770	\$1,375	\$2,145	\$50,000	Yes	\$80	\$2,000
	A+ Site Leader Longevity			\$1.00	\$1.75									
7442		PT	HOURLY	\$20.13	\$24.46									
7642		CASUAL	HOURLY	\$20.13	\$24.46									
7842		SUB	HOURLY	\$20.13	\$24.46									
7410	Volunteer Service Coord.	PT	HOURLY	\$16.91	\$22.76									
7412	Parent Involvement Specialist		HOURLY	\$18.19	\$20.96									
7224	ABE Assistants			\$16.66	\$23.06			\$770	\$1,375	\$2,145	\$30,000	Yes	\$80	\$2,000
7424		PT	HOURLY	\$16.66	\$23.06									
7624		CASUAL	HOURLY	\$16.66	\$23.06									
7824		SUB	HOURLY	\$16.66	\$23.06									
7427	ABE Test Proctor-PT	CASUAL	HOURLY	\$16.00	\$17.80									
7265/66	Ass't Instr. (ECFE, School Read. (LR))	175	6	\$16.74	\$19.57			\$770	\$1,375	\$2,145	\$30,000	Yes	\$80	\$2,000
7465/66		PT	HOURLY	\$16.74	\$19.57									
7665/66		CASUAL	HOURLY	\$16.74	\$19.57									
7865/66		SUB	HOURLY	\$16.74	\$19.57									
7247	A+ Child Care Asst. LN 2 (FT)	176	7.5	\$18.00	\$20.25			\$770	\$1,375	\$2,145	\$30,000	Yes	\$80	\$2,000
7446-47	A+ Child Care Asst. LN 1 & 2 (PT)	176	HOURLY	\$16.50	\$20.25									
	A+ Child Care Asst. Longevity			\$0.50	\$1.00									
7646-47	A+ Child Care Asst. LN 1 & 2 (CASUAL)	CASUAL	HOURLY	\$16.50	\$20.25									
7846-47		SUB	HOURLY	\$16.50	\$18.00									
7872	SchR Instructor-SUB	SUB*	HOURLY	\$22.29	\$22.29									
3701	Sub Teacher ABE	SUB*	HOURLY	\$22.29	\$22.29									
3702	Sub Teacher ECFE	SUB*	HOURLY	\$22.29	\$22.29									
	Aquatics Part Time Staff	CASUAL	HOURLY											
7631	- AQ Lifeguard			\$14.35	\$15.63									
7632	- AQ Head Lifeguard			\$15.38	\$16.66									
7633	- AQ WaterSafetyAide			\$12.30	\$13.07									
7634	- AQ WaterSafetyInstructor			\$16.40	\$17.68									
7635	- AQ Pool Shift Supervisor			\$17.43	\$18.71									
7636	- AQ CPR LG TrngInst			\$18.45	\$19.73									
7637	- AQ Lead LG TrngInst			\$19.48	\$20.76									
7638	- AQ Instr Trainer			\$20.50	\$21.78									
7639	- AQ Aerobics Specialist			\$16.91	\$23.58									
	Community Education Part Time Staff	CASUAL	HOURLY											
7651	- Facility Monitor			\$16.00	\$16.00									
7655	- Facility Monitor - Weekend			\$17.00	\$17.00									
7652	- Project Power Instr 1			\$12.30	\$17.43									
7653	- Project Power Instr 2			\$17.78	\$23.11									
7654	- Project Power Specialist			\$22.55	\$33.62									
7681	- Adult Learning Inst 1			\$12.30	\$17.68									
7682	- Adult Learning Inst 2			\$17.78	\$23.11									
7683	- Adult Learning Spec 1			\$22.55	\$33.62									
7684	- Adult Learning Spec 2			\$33.83	\$58.43									
7686	- CommSchl Activity Assistant			\$11.53	\$12.05									
7687	- CommSchl Instructor 1			\$12.30	\$17.68									
7688	- CommSchl Instructor 2			\$17.78	\$23.11									
7689	- CommSchl Specialist			\$22.55	\$33.62									
7691	- CED Assistant Coach			\$14.35	\$18.45									
7692	- CED Head Coach			\$17.43	\$24.55									
7693	- CED Equipment Manager			\$15.38	\$17.94									

APPROVED BY SCHOOL BOARD: 06/26/23

* A one time payment of \$400 will be paid to all current employees, as of July 1, 2023, who completed assignments of 475 hours or more in sick leave eligible positions during the 2022-23 Fiscal Year. Part-year employees who are between terms on July 1st are considered current employees.