

ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT NO. 11

School Board Policy

Regarding Terms and Conditions of Employment

for Confidential Employees

Effective July 1, 2022 through June 30, 2024

Section I. Description

This policy shall apply to all employees defined as "confidential employees," hereinafter referred to as "employees" and ISD No. 11, hereinafter referred to as "the employer."

Section II. Working Hours

The full-time work year shall be 2080 hours based on 52 weeks at 40 hours per week. The relationship between 2080 hours and the actual assigned hours for the position will produce the fraction or percentage of other duty year calculations. The year that shall be considered begins on July 1 and ends on June 30. The normal work schedule shall be forty hours per week consisting of five eight-hour days. The starting and ending times of the workday shall be determined by the employee's supervisor. Each employee shall receive a 30 minute unpaid lunch break per day. When employees work beyond 40 hours per week, employees shall be paid either by use of compensatory time off at a rate of one-and-one-half hours for each overtime hour worked over 40 hours per week, or at the rate of time and one-half the employee's regular hourly rate of pay for each hour worked over 40 hours per week. Payment of compensatory time off in lieu of overtime pay shall be at the discretion and approval of the employee's immediate supervisor.

- a) Employees shall not be allowed to accumulate over ninety (90) hours of compensatory time (60 hours of overtime) except upon written request of the employee and approval of the supervisor. Any compensatory time over ninety (90) hours shall be paid off at the employee's regular rate of pay for each hour over ninety (90).
- b) Compensatory time off shall be granted at times as mutually agreed upon between the employee and the employee's immediate supervisor.

Section III. Paid Holidays

Employees shall have **twelve (12)** paid holidays per year. These holidays shall accommodate the administrative duty year and normally be Independence Day, Labor Day, 2 days at Thanksgiving, 2 days at Winter Break, New Year's Day, **Martin Luther King Day**, Presidents Day, 2 days at Spring Break, and Memorial Day.

If Juneteenth is observed as a school district holiday for employees, it shall become a paid holiday.

Section IV. Vacation

The full-time work year shall be 2080 hours based on 52 weeks at 40 hours per week. The relationship between 2080 hours and the actual assigned hours for the position will produce the fraction or percentage of other duty year calculations. Vacation credit will be earned in the following manner on the next pay period after eligible category:

Employees who have five years or less shall earn ten days vacation per year.

After five years employees shall earn 15 days vacation per year.

After ten years employees shall earn 20 days vacation per year.

After fifteen years employees shall earn 21 days vacation per year.

After seventeen years employees shall earn 22 days vacation per year.

After twenty years employees shall earn 23 days vacation per year.

Employees working less than a full year will be pro-rated. All vacation time must have the prior approval of the employee's supervisor. With supervisor approval, employees may carryover vacation from one year to the next of up to one year's vacation accrual. Employees who have more than one year of employment and resign with adequate notice shall be paid for their earned vacation to a maximum of 25 days. Employees who retire from district employment shall be paid for up to 40 days of earned but unused vacation.

Section V. Sick Leave

Fifteen days per year shall be earned per fiscal year accumulated per pay day and it will be allowed to accumulate to an unlimited amount. For employees working less than a full year, sick leave will be pro-rated. Sick leave may be used for the following reasons:

1. Personal illness or injury.
2. Serious illness or injury of the employee's spouse, parent, children, grandchildren, siblings, or in-laws of similar degree of relationship.
3. Bereavement purposes on account of death of a member of the immediate family. The immediate family shall be determined by State Law.

Three non-cumulative days of personal/emergency leave per year deductible from sick leave shall be granted for incidents of an emergency nature. Requests for personal/emergency leave must be approved by the employee's supervisor.

Any employee who has used less than one-half of the years allotted sick leave may choose to buy back up to five unused days at employee's current hourly rate.

The District shall comply with the provisions of the Federal Family and Medical Leave Act.

Section VI. PARENTING LEAVE: (Maternity/Paternity/Adoption)

- a. **Purpose and Procedures: A leave of absence shall be granted to an Employee for the purpose of providing full-time parental care for a new-born or newly adopted child(ren). Whenever possible, arrangements for such leaves shall be made at least ninety (90) days prior to the beginning date of the leave. A planned date of return to duty shall also be arranged at the same time. The Employee should meet with the principal/supervisor in considering the particular educational needs of the students at their school building or department in selecting an effective date for beginning of and/or returning date from such leave. The leave must commence within the first twelve (12) months of the birth or adoption.**
- b. **Use of Sick Leave for Parenting Leave: For any leave of absence for maternity, paternity or adoption, Employee shall be able to access their earned sick leave**

during the parenting leave up to twelve (12) weeks. Documentation of date of birth or adoption shall be submitted to the Employee Services Department.

- c. **Parenting Leave in Excess of Twelve (12) Weeks:** Any leave of absence in excess of twelve (12) weeks for maternity, paternity or adoption that results from the birth or adoption of a child(ren) that is medically necessary as evidenced by an attending physician's statement is covered by the sick leave provisions of this Agreement. The attending physician's statement shall be submitted to the Employee Services department concerning the medical circumstances that require the leave. Employees may access their earned sick leave during parenting leave up to the time specified by their physician.
- d. **Employees returning from childcare leave shall return to the same position or a comparable position.**
- e. **Sick leave and vacation benefits accumulated at the start of the maternity/childcare leave will be granted at the return from leave; such benefits do not accumulate during the leave.**
- f. **FAMILY/MEDICAL LEAVE: Employees will be eligible for family medical leave in accordance with state and federal statute.**

Section VII. Jury Duty

An employee called for jury duty shall suffer no loss of salary. Full salary shall be paid by the employer but compensation received by the employee for jury duty exclusive of expenses shall be returned to the District.

Section VIII. Hospitalization/Major Medical Insurance

Beginning September 1, 2022, the District shall contribute sixteen thousand **nine hundred forty** dollars (\$16,940) toward a flexible benefit account for the purchase of designated employee benefits in accordance with the Anoka-Hennepin Fringe Benefit Plan. **Beginning September 1, 2023,** the District shall contribute **eighteen thousand forty dollars (\$18,040)** toward a flexible benefit account for the purchase of designated employee benefits in accordance with the Anoka-Hennepin Fringe Benefit Plan. Should insurance laws change the status of the flexible benefit plan during the life of this policy, the total monetary benefit will not be reduced.

Liability Insurance - The employer shall provide liability insurance on all employees to cover acts of the employees while acting within the scope of their employment. Such policy shall include an errors and omissions clause.

Worker's Compensation - The employer shall provide worker's compensation insurance as required by law with the following provisions: upon the request of the employee who is absent from work as a result of a compensable injury, the employer will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the

employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay.

Long-Term Disability - Confidential Employees who are on long-term disability shall be allowed to continue participating in the group insurance plan in which they participated prior to going on long-term disability.

The District shall contribute an amount equal to that contributed for an active employee for single health/hospitalization. Dependent coverage contribution by the District shall continue at the amount in effect at the time of disability and shall cease two years from the time of long-term disability eligibility.

Section IX. Retirement/Early Retirement

1. Employees hired prior to January 1, 2000 and who are immediately eligible for a state retirement pension, and have ten years in the district shall qualify for up to **80** days of unused sick leave times the daily rate of pay as retirement severance compensation.
2. Effective July 1, 2018, the School District will contribute up to three thousand dollars (\$3,000) per year towards a matching 403(b) tax-sheltered annuity for all eligible full time Confidentials employed for more than one year. **Effective July 1, 2023, the School District will contribute up to three thousand two hundred fifty dollars (\$3,250) per year towards a matching 403(b) tax-sheltered annuity for all full time Confidential employees.** For employees hired prior to January 1, 2000, each dollar contributed by the School District towards the matching 403(b) shall reduce the retirement severance payment based on unused sick leave by the same dollar amount.

For employees hired after January 1, 2000, the sick leave severance is not available.

3. Severance payments shall be made in one lump sum upon retirement to the District's Special Pay Plan in accordance with federal rules and regulations. Deductions such as state and federal income tax, social security or PERA shall be made as required by law. If the retired employee dies before the severance payment has been made the balance due shall be paid to the named beneficiary or, lacking same, to the estate of the deceased.
3. Health and Dental insurance: Benefit eligible and enrolled employees eligible for retirement may elect to continue to participate in the District's Health and Dental insurance programs. The value of accumulated sick leave over **80** days shall be allocated to the Health Care Savings Plan for the individual retiring employees.
4. This section shall not apply to any employee who is discharged for cause by the School District.

CONFIDENTIAL EMPLOYEES

Biweekly Salary Schedule
Effective July 1, 2022 through June 30, 2023
(Step Movement)

Step	1	2	3	4	5	6	7	8	9	10	Career Date*		
											Pre 12/31/08	Pre 12/31/02	Pre 12/31/97
4	1880	1917	1968	1999	2051	2082	2132	2182	2238	2294	2362	2432	2492
3	1743	1785	1828	1872	1919	1966	2015	2067	2119	2173	2244	2300	2360
2	1637	1681	1729	1811	1856	1910	1958	2010	2061	2123	2184	2247	2307

Effective July 1, 2023 through June 30, 2024
(Step Movement)

Step	1	2	3	4	5	6	7	8	9	10	Career Date*		
											Pre 12/31/08	Pre 12/31/03	Pre 12/31/98
4	1927	1965	2017	2049	2102	2134	2185	2237	2294	2363	2421	2493	2553
3	1787	1830	1874	1919	1967	2015	2065	2119	2172	2227	2300	2358	2418
2	1678	1723	1772	1856	1902	1958	2007	2060	2113	2176	2239	2303	2363

Upon Board approval of this policy, a one time off-schedule payment of seven hundred dollars (\$750) will be provided to all current employees.

*Career Date based on combined in-district experience as a Confidential and/or Educational Office Professional.

A Confidential employee substituting for another employee in a higher classification for more than ten consecutive days shall receive that higher classification rate at her own step.

Confidentials who have or obtain an Associate of Arts/Science degree **or an equivalent number of credits applicable towards a bachelor's degree (60 semester or 90 quarter credits)** will receive an additional \$1.00 per hour. Confidentials who have or obtain a **bachelor's degree** will receive an additional \$1.50 per hour.

There will be no stacking of Certificates and Degrees. The highest level of pay will be applied.

Approved by the School Board on December 12, 2022.