

Community Education Benefit Guidelines Non-Bargaining Unit Employees

DUTY YEAR: 2025-26

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 Days 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

If Juneteenth is recognized as a District holiday, it will **be treated as** a paid holiday for **260 day** employees. 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 **number of years credited for** vacation, 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. The maximum vacation taken during any fiscal year shall not exceed 28 days; however, additional earned vacation time (annual vacation plus accumulated unused vacation) may be allowed **during** FMLA approved leave.

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.

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 120 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 at least five days in advance, except in emergency situations. The employee's supervisor has discretion to approve or deny requests on a first requested first granted basis and based on established limits on the number of employees who may take personal leave on any given day.
- 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: **Employees**, who are employed in **benefit eligible** positions **requiring** at least 170 days per year and six hours per day, are eligible for **Single or Family Health & Hospitalization Insurance, Dental Insurance, Term Life, and Long-Term Disability**. Eligible employees must enroll within 30 days of employment **or initial eligibility in new positions**; changes to enrollment may only be made **during the annual open-enrollment period or** within 30 days of a qualifying life event change. **The District will provide the following contributions for insurance eligible employees:**

- **\$850 per month to the cost of single health insurance.**
- **\$1,590 per month to the cost of family health insurance.**
- **\$2,440 per month to the cost of family health insurance when an employee is married to another benefit eligible employee who serves as a dependent on the employee's family health insurance plan.**
- **\$80 per month to the cost of dental insurance.**
- **The full premium for Long Term Disability**
- **The full premium for a \$50,000 term life insurance policy.**

RETIREMENT:

A. Retirement Benefit Eligibility:

1. To qualify for retirement severance pay **and/or the Anoka-Hennepin Retiree Healthcare Reimbursement Arrangement (HRA) benefits** an employee must have at least ten (10) years of District 11 experience in a sick leave benefit eligible position, notify the District of the intended retirement with at least three months' notice, and **be** immediately eligible **for** a state retirement annuity benefit.
2. The retirement severance **and retiree HRA** pay base will be determined by taking the unused sick leave hours times the hourly rate.
3. This section shall not apply to an employee who is discharged for cause by the school district.
4. Retirement severance pay and benefits are available only once for an employee.

B. Retirement Severance:

1. Employee **hired prior to July 1, 2004** shall be eligible upon retirement, subject to all subdivisions of the Section, for retirement severance pay of up to **one half the value of the first 160 days of unused sick leave (and less any district contribution to a matching 403(b) plan as set forth in Section E paragraph 1 below.)**.
2. The retirement severance payment shall be made as a lump sum payment upon retirement **from the District – which is defined as becoming an annuitant to a state retirement annuity benefit within 6 months of separation of employment**. Deductions such as State and Federal income tax, social security or PERA/TRS 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 to the estate of the deceased.

C. Insurance Continuation:

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.

D. Retiree HRA

Insurance Benefit Eligible employees, upon retirement from the District – which is defined as becoming an annuitant to a state retirement system within 6 months of separation from employment – shall have one half of the value of the first 160 days of accumulated sick leave and 100% of the value of any accumulated sick days in excess of 160 deposited in the retirees' name into the employee's Retiree HRA according to the Plan provisions.

E. 403(b)

1. Community Education employees 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.
- 2, 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 **retiree HRAas defined in Section D 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. **Paychecks will be issued electronically by direct deposit on pay dates in accordance with the pay cycle as determined by the District payroll department.**

Effective July 1, 2025 – June 30, 2026

School District Wage & Benefit Guidelines for Misc Community Education Non-Bargaining Unit Positions									
2025-26									
FULL TIME BENEFIT ELIGIBLE						PART TIME, CASUAL, & SUB			
Assign Type Code	Assignment Type Description	Hrly Min	Hrly Max	Salary Min	Salary Max	Assign Type Code	Assignment Type Description	Hrly Min	Hrly Max
7361	ECFE/School Readiness Supervisor			\$81,410	\$96,305				
7325	ABE Program Supervisor			\$81,410	\$96,305				
7364	ECFE/School Readiness Prg Coord			\$75,237	\$85,180				
7340	A+ Program Coordinator			\$68,516	\$85,595				
	A+ Program Coord Longevity			\$2,100	\$4,175				
7362	ECFE/SR Outreach Facilitator			\$67,077	\$73,073				
7363	ECFE Cultural Liaison (212 days 8 hrs/day)			\$54,482	\$59,356				
7341-FY	A+ Site Coordinator			\$58,882	\$61,317	7641	A+ Site Coordinator (CASUAL)	\$28.20	\$29.37
7341-190	- A+ Site Coordinator (10 mo 190 days 8 hrs/day)			\$42,864	\$44,809				
	A+ Site Coord Longevity			\$2,100	\$4,175				
	A+ Site Coord Large School Stipend			\$1,500	\$2,000				
7305	CED Staffing Specialist			\$54,530	\$63,431				
7306	Recreation Supervisor			\$54,530	\$65,013				
7308	Technology Coordinator			\$69,228	\$79,358				
7223	ABE Services Coordinator	\$23.79	\$27.40						
7201	CED Adults W/Disab Spec	\$23.14	\$26.28						
7220	ABE Volunteer Coordinator	\$23.80	\$26.18						
7212	Parent Involvement Specialist	\$19.69	\$24.56			7410	Volunteer Service Coord (PT)	\$19.69	\$24.56
7242	A+ Site Leaders	\$20.72	\$25.82			7442	A+ Site Leaders (PT)	\$20.72	\$25.82
7243-SL	A+ Hybrid Site Leader	\$20.72	\$25.82			7642	A+ Site Leaders (CASUAL)	\$20.72	\$25.82
	A+ Site Leader Longevity	\$1.00	\$1.75			7842	A+ Site Leaders (SUB)	\$20.72	\$25.82
7224	ABE Assistants	\$17.17	\$23.72			7424	ABE Assistants (PT)	\$17.17	\$23.72
						7624	ABE Assistants (CASUAL)	\$17.17	\$23.72
						7824	ABE Assistants (SUB)	\$17.17	\$23.72
7265/66	Ass't Instr. (ECFE, Preschool)	\$17.70	\$20.75			7465/66	Asst Instr (PT)	\$17.70	\$20.75
						7665/66	Asst Instr (CASUAL)	\$17.70	\$20.75
						7865/66	Asst Instr (SUB)	\$17.70	\$20.75
						7467-PRE	Proactive Intv Prg PreSch PT	\$18.70	\$21.75
						7667-PRE	Proactive Intv Prg Presch Cas	\$18.70	\$21.75
						7449	A+ PT Registered Nurse	\$35.89	\$38.91
						7371	Youth Service Coord (<i>hourly equiv</i>)	\$32.67	\$38.52
7247	A+ Child Care Asst. Lane 2	\$18.54	\$21.58			7446-47	A+ Child Care Asst. LN 1 & 2 (PT)	\$17.00	\$21.58
7243-CC2	A+ Hybrid CCA Lane 2	\$18.54	\$21.58						
	A+ Child Care Asst. Longevity	\$0.50	\$1.00			7646-47	A+ Child Care Asst. LN 1 & 2 (CASUAL)	\$17.00	\$21.58
						7846-47	A+ Child Care Asst. LN 1 & 2 (SUB)	\$17.00	\$18.54
CASUAL AND SUBSTITUTE ASSIGNMENTS ONLY									
	Community Education Casual Staff						Aquatics Casual Staff		
7651	- Facility Monitor	\$16.91	\$16.91			7631	- AQ Lifeguard	\$15.25	\$17.00
7655	- Facility Monitor - Weekend	\$17.91	\$17.91			7632	- AQ Head Lifeguard	\$16.25	\$17.75
						7633	- AQ WaterSafetyAide	\$14.00	\$15.25
7652	- Project Power Instr 1	\$14.25	\$19.25			7634	- AQ WaterSafetyInstructor	\$16.89	\$18.67
7653	- Project Power Instr 2	\$18.31	\$24.40			7635	- AQ Pool Shift Supervisor	\$17.95	\$19.75
7654	- Project Power Specialist	\$23.23	\$34.14			7636	- AQ CPR LG TrngInst	\$19.00	\$20.56
						7637	- AQ Lead LG TrngInst	\$20.06	\$21.65
7681	- Adult Learning Inst 1	\$14.25	\$19.75			7638	- AQ Instr Trainer	\$21.11	\$22.73
7682	- Adult Learning Inst 2	\$18.31	\$24.40			7639	- AQ Aerobics Specialist	\$17.41	\$24.90
7683	- Adult Learning Spec 1	\$23.23	\$34.14						
7684	- Adult Learning Spec 2	\$34.84	\$59.52						
7686	- CommSchl Activity Assistant	\$14.00	\$15.00						
7687	- CommSchl Instructor 1	\$14.25	\$20.00						
7688	- CommSchl Instructor 2	\$18.31	\$24.40						
7689	- CommSchl Specialist	\$23.23	\$35.50						
							Substitute Teachers (hourly)		
7691	- CED Assistant Coach	\$14.78	\$19.48			7872	SchR Instructor-SUB	\$23.53	\$23.53
7692	- CED Head Coach	\$17.95	\$25.92			3701	Sub Teacher ABE	\$23.53	\$23.53
7693	- CED Equipment Manager	\$15.84	\$18.67			3702	Sub Teacher ECFE	\$23.53	\$23.53
	SCHOOL BOARD APPROVED:								