

**E-12 Miscellaneous Employees Benefit Policy
Non-Bargaining Unit Employees**

DUTY YEAR: 2022-23

Duty year and hours of work: The fiscal year will be defined as beginning on July 1 and ending on June 30. E - 12 Miscellaneous Employees' specific duty days and/or hours during the year will be established by the Supervisor responsible for the program or department.

- A. Holidays: Specific positions designated in the Wage and Benefit Guidelines are eligible for paid holidays coinciding with the School Board designated days. Eligible employee will earn the following pro-rated paid holidays if they are employed in positions that earn holidays:

<u>Eligible Duty Year Position</u>	<u>Holidays</u>	<u>Dates</u>
260 Days 6 hours or more	12	Fourth of July, Labor Day, Thanksgiving (2 days), Winter Break (2 days), New Year's Day, Martin Luther King Jr. Day , President's Day, Spring (2 days), Memorial Day
240 Days – 180 Days 6 hours or more	11	Labor Day, Thanksgiving (2 days), Winter Break (2) New Year's Day, Martin Luther King Jr. Day , President's Day Spring (2 days), Memorial Day

Due to the demands of the program, alternate days may be designated by the Program Supervisor in exchange for scheduled holidays that are duty days.

- B. Vacation: Employees who are employed for 260 days at eight hours per day are eligible for paid vacation days as of July 1 of each year:

<u>Full Time Employment Years</u>	<u>Vacation Days</u>
Less than 5 years	10
5 years up to 10 years	15
10 years or more	20
20 years or more	22

In order to determine the number of years credited for vacation accrual, the following guidelines will be used:

- 1 - All related work experience in the School District will be credited.
- 2 - Comparable employment experience outside the School District will be considered for experience credit.

Employees may use vacation after they have earned it. Earned vacation must be used by the end of the next fiscal year. Vacation carryover will not be approved beyond the next fiscal year except in very unusual circumstances with prior approval of the Program Supervisor and Labor Relations/Benefits Director.

Employees who have been employed more than one year by the School District and give two weeks notice will be eligible to receive up to a maximum of one year's earned accrual of unused vacation days upon termination.

Hourly employees are eligible for overtime if they work more than 40 hours in a workweek (Sunday thru Saturday). Overtime shall be paid at time-and-a-half. There shall be no comp time.

LEAVES:

- A. Sick Leave: Employees in regular defined positions of 170 student days at 6 hours per day or more per year will accrue sick leave at the rate specified in the Wage and Benefit Guidelines pro rata.
- B. Personal Leave: Employees in regular defined vacation eligible positions of 260 days at eight hours per day will earn three days of personal leave per year that may be used during each fiscal 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 the Supervisor and Labor Relations Director. Employees in regular defined positions of less than 260 days at eight hours per day and at least 170 student days at 6 hours per day or more per year will earn three days of personal leave per year that may be used during each fiscal year at the employee's discretion without salary deduction. The days used will be deducted from the employee's accrued sick leave.

- C. Family Medical Leave: Employees may apply for family medical leave in accordance with state statute, federal law and school district guidelines.
- D. Maternity Leave: Employees may choose to use earned sick leave for the program duty days (defined by their Supervisor) missed for the disability period up to thirty (30) week days. A letter requesting to use these days must be submitted to Labor Relations/Benefits. This disability period shall begin no later than the first day of confinement, no sooner than 10 days prior to the birth and will not exceed 30 week days, unless certification of medical disability.
- E. Adoption/Paternity Leaves: An employee will be eligible for these leaves in accordance with District policy and state and federal laws. Up to seven (7) sick leave days may be applied to the leave.

INSURANCE:

Eligibility: Employees who are employed in benefit eligible positions requiring at least 170 days per year and six hours per day or more are eligible for Single or Family Health & Hospitalization Insurance, Dental Insurance, Term Life, or Long-Term Disability as outlined in the Wage and Benefit Guidelines Schedule. Eligible employees must enroll within 30 days of employment or new eligibility in new position.

RETIREMENT:

Retirement severance pay shall be available to eligible employees (positions of 170 days and 6 hours or more) who are enrolled in District benefits, retire with ten (10) years of District 11 continuous employment, notify the District of the intended retirement by March 1, and are immediately eligible and receiving a state retirement annuity benefit (excluding those hired after July 1, 2005).

- The retirement severance pay will be determined by taking the unused sick leave days times the daily wage rate.
- Employee shall be eligible upon retirement for severance pay up to 80 days of unused sick leave.
- The 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 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. For those eligible, the sick leave severance payment shall be deposited in the retiree's name into the Anoka-Hennepin Special Pay Plan according to the plan provisions.
- Retirement Severance shall not apply to an employee who is discharged for cause by the school district.
- Current benefit eligible and enrolled employees who retire under this article may voluntarily continue in the School District health and/or dental plan by paying the quarterly premium on a prepaid basis.
- Current benefit eligible and enrolled employees who retire and have more than **80** days of unused sick leave will be eligible for the Anoka-Hennepin Health Care Savings Plan. The value of sick leave days not paid as severance pay will be deposited in the retiree's name in the Health Care Savings Plan.
- Retirement severance pay and benefits are available only once in a lifetime for an employee.
- Effective July 1, 2022, E-12 Miscellaneous Policy employees in positions specified in the Wage and Benefit Guidelines employed in an insurance benefit eligible position are eligible for up to **\$2000** School District Match 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, 2005 may be eligible for at the time of retirement.
- Effective July 1, 2005, insurance benefit eligible newly hired employees in specific positions indicated 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 are eligible for the sick leave insurance credit if the sick leave accrued days are greater than 80 days with the value of the days over **80** applying towards the Anoka-Hennepin Health Care Savings Plan.

POSITION PERFORMANCE REVIEW PERIOD: New employees or employees in new positions will be subject to a performance review period of up to one year for determination of continuation in the position. Employment for employees is based on the number of duty days for the position assignment during the applicable fiscal year.

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 as determined by the District Payroll Department.

Effective July 1, 2022 – June 30, 2023

Submitted for School Board Approved: September 12, 2022

**School District Wage & Benefit Guidelines for E-12 Non-Bargaining Unit Positions
2022-23**

Assign Type Code	Assignment Type Description	one time off schd pmnt	days	hrs	Effective July 2022 or after Rates and Salaries 22-23				Benefits		September 2022- August 2023 District Contribution to Insurance Benefits (>= 170 days & 6 hrs)						
					Hrly Min	Hrly Max	Salary Min	Salary Max	SL	H	Single H/H	Family H/H	Spouse H/H	Life Ins	LTD	Dental	403b
1500	Comm Project Assistant	*	FY	8	18.90	22.00			14	12	735	1,310	2,045	50,000	yes	80	2,000
1515	Tech Support Assistant	*	FY	8	18.90	21.50			14	12	735	1,310	2,045	50,000	yes	80	2,000
1505	Tech Support Techn (12 month)	*	FY	8	26.75	34.05			14	12	735	1,310	2,045	50,000	yes	80	2,000
1505	Tech Support Techn (10 month)	*	210	8	26.75	34.05			12	11	735	1,310	2,045	50,000	yes	80	2,000
1517	Tech Support Specialist II	*	FY	8	26.75	34.05			14	12	735	1,310	2,045	50,000	yes	80	2,000
1516	Tech Support Specialist III	*	FY	8	30.00	36.00			14	12	735	1,310	2,045	50,000	yes	80	2,000
1532	CAPE Staff - Teacher	*	181	6-8	16.25	21.05			12	11	735	1,310	2,045	50,000	yes	80	2,000
1536	Job Coaches	*	182	6-8	16.50	20.75			12	11	735	1,310	2,045	50,000	yes	80	2,000
1541	Certified Brailist	*	FY	8	19.60	22.75			14	12	735	1,310	2,045	50,000	yes	80	2,000
1545	School Monitor	*	181	6-8	16.50	19.35			12	11	735	1,310	2,045	50,000	yes	80	2,000
1602	ESL Intake Specialist (12 month)	*	FY	8			56,670	64,850	14	12	735	1,310	2,045	50,000	yes	80	2,000
1602-10M	ESL Intake Specialist (10 month)	*	210	8			45,597	52,178	12	11	735	1,310	2,045	50,000	yes	80	2,000
1606	Student Achievement Advisor	*	195	8			39,300	54,000	12	0	735	1,310	2,045	50,000	yes	80	2,000
1607	ESL Cultural Liaison (12 month)	*	FY	8			79,280	79,280	14	12	735	1,310	2,045	50,000	yes	80	2,000
1607	ESL Cultural Liaison (10 month)	*	230	8			69,864	69,864	12	11	735	1,310	2,045	50,000	yes	80	2,000
1608	Indian Ed Advisor	*	188	8			37,325	54,090	12	0	735	1,310	2,045	50,000	yes	80	2,000
1609	Observatory Coordinator	*	FY	8			56,925	61,400	14	12	735	1,310	2,045	50,000	yes	80	2,000
1611	Board Cert Behavior Analyst	*	210	8			69,845	69,845	12	11	735	1,310	2,045	50,000	yes	80	2,000
1612	Chemical Health Prevention Spc	*	210	8			64,040	64,040	12	11	735	1,310	2,045	50,000	yes	80	2,000
1614	Conf Services Supervisor	*	FY	8			51,025	54,850	14	12	735	1,310	2,045	50,000	yes	80	2,000
1618	American Indian Ed Coordinator	*	220	8			73,171	73,171	12	11	735	1,310	2,045	50,000	yes	80	2,000
1635	Job Coach - Supervisor	*	210	8			38,339	44,020	12	11	735	1,310	2,045	50,000	yes	80	2,000
1662	Child Nutrition Staffing Coord	*	FY	8			67,815	67,815	14	12	735	1,310	2,045	50,000	yes	80	2,000
17##	Tier 1 Teacher		187	8			see tchr working agreement Bachelors lane		12	0	735	1,310	2,045	50,000	yes	80	2,000
					Hrly Min	Hrly Max											
8015	CAPE Tchr-Casual				16.25	21.05			n/a	n/a							
8016	CAPE Asst Tchr-Casual				15.00	18.50			n/a	n/a							
8026	Student Achievement Advisory - PT				25.19	34.62			n/a	n/a							
8036	Job Coach Part Time	*			16.50	20.75			n/a	n/a							
8045	School Monitor - PT				16.50	19.35			n/a	n/a							
8004	CAPE Aide				14.00	15.00			n/a	n/a							
8013	Traffic Control Officer	*			26.60	26.60			n/a	n/a							
8017	Crossing Guard	*			16.15	16.15			n/a	n/a							
8020	Conf Services Aide	*			15.15	15.15			n/a	n/a							
8022	ESL Intake Specialist - casual				27.14	31.06			n/a	n/a							
8040	Student Services Casual				23.94	23.94			n/a	n/a							
8050	Language Int/Translator				21.45	29.85			n/a	n/a							
8051	HS Facility Monitor				15.00	15.00			n/a	n/a							
8055	HS Facility Monitor Weekend				16.00	16.00			n/a	n/a							
8080	Software Support Technician				24.35	24.35			n/a	n/a							
8084	Specialty School Support Staff				22.75	22.75			n/a	n/a							
8085	Auditorium Technician				22.85	22.85			n/a	n/a							

* a one-time payment of \$500 will be provided for employees who, at the time of Board Approval, were regularly scheduled for an average of at least 3 hours per day during the 2021-22 school year.

APPROVED BY SCHOOL BOARD: