

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

DUTY YEAR: 2023-24

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 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 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.

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.

Non-Exempt 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.
- 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 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 **with at least three months' notice**, 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, 2023 – June 30, 2024

School Board Approved: May 22, 2023

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

2023-24

Rate Change effective	Assign Type Code	FLSA	Assignment Type Description	days	hrs	Effective July 2023 or after Rates and Salaries 23-24				Benefits		September 2023- August 2024 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
7/1/2023	1500	Non-Exempt	Comm Project Assistant	FY	8	19.37	22.55			14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1515	Non-Exempt	Tech Support Assistant	FY	8	19.37	22.04			14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1505	Non-Exempt	Tech Support Techn (12 month)	FY	8	27.42	34.90			14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1505	Non-Exempt	Tech Support Techn (10 month)	210	8	27.42	34.90			12	11	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1517	Non-Exempt	Tech Support Specialist II	FY	8	27.42	34.90			14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1516	Non-Exempt	Tech Support Specialist III	FY	8	30.75	36.90			14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1532	Non-Exempt	CAPE Staff - Teacher	181	6-8	17.00	21.60			12	11	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1536	Non-Exempt	Job Coaches	182	6-8	17.00	22.00			12	11	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1541	Non-Exempt	Certified Brailist	FY	8	20.09	23.32			14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1545	Non-Exempt	School Monitor	182	6-8	17.00	19.83			12	11	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1595	Non-Exempt	Speech Lang Pathologist Assist <i>(new)</i>	182	6-8	25.75	31.17			12	11	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1602	Exempt-Admin	ESL Intake Specialist (12 month)	FY	8			58,110	66,471	14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1602-10M	Exempt-Admin	ESL Intake Specialist (10 month)	210	8			46,755	53,482	12	11	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1606	Exempt-Admin	Student Achievement Advisor	195	8			40,283	55,350	12	0	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1607	Exempt-Admin	ESL Cultural Liaison (12 month)	FY	8			81,262	81,262	14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1607	Exempt-Admin	ESL Cultural Liaison (10 month)	230	8			71,610	71,610	12	11	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1608	Exempt-Admin	<i>American</i> Indian Ed Advisor	188	8			45,450	55,089	12	0	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1609	Exempt-Admin	Observatory Coordinator	FY	8			58,348	62,935	14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1611	Exempt-Admin	Board Cert Behavior Analyst	210	8			72,290	72,290	12	11	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1612	Exempt-Admin	Chemical Health Prevention Spc	210	8			65,641	65,641	12	11	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1614	Exempt-Admin	Conf Services Supervisor	FY	8			52,301	60,774	14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1618	Exempt-Admin	American Indian Ed <i>Supervisor</i>	220	8			78,751	78,751	12	11	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1635	Exempt-Admin	Job Coach - Supervisor	210	8			42,000	49,954	12	11	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1662	Exempt-Admin	Child Nutrition Staffing Coord	FY	8			69,510	69,510	14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	1663	Exempt-Admin	Child Nutrition Training Coord <i>(new)</i>	FY	8			69,510	69,510	14	12	770	1,375	2,145	50,000	yes	80	2,000
7/1/2023	17##	Exempt	Tier 1 Teacher	187	8			see tchr working agreement Bachelors lane		12	0	770	1,375	2,145	50,000	yes	80	2,000
CASUAL, PART TIME, NON-BENEFIT ELIGIBLE						Hrly Min	Hrly Max											
8/1/2023	8015		CAPE Tchr-Casual			17.00	21.60			n/a	n/a							
8/1/2023	8016		CAPE Asst Tchr-Casual			16.50	19.00			n/a	n/a							
8/1/2023	8026		Student Achievement Advisory - PT			25.82	35.48			n/a	n/a							
8/1/2023	8036		Job Coach Part Time			17.00	22.00			n/a	n/a							
8/1/2023	8045		School Monitor - PT			17.00	19.83			n/a	n/a							
8/1/2023	8004		CAPE Aide			16.00	17.00			n/a	n/a							
8/1/2023	8013		Traffic Control Officer			27.27	27.27			n/a	n/a							
8/1/2023	8017		Crossing Guard			16.55	16.55			n/a	n/a							
8/1/2023	8020		Conf Services Aide			16.00	16.00			n/a	n/a							
8/1/2023	8022		ESL Intake Specialist - casual			27.83	31.83			n/a	n/a							
8/1/2023	8040		Student Services Casual			24.55	24.55			n/a	n/a							
8/1/2023	8050		Language Int/Translator			22.00	30.60			n/a	n/a							
8/1/2023	8051		HS Facility Monitor			16.00	16.00			n/a	n/a							
8/1/2023	8055		HS Facility Monitor Weekend			17.00	17.00			n/a	n/a							
8/1/2023	8080		Software Support Technician			24.96	24.96			n/a	n/a							
8/1/2023	8084		Specialty School Support Staff			23.32	23.32			n/a	n/a							
8/1/2023	8085		Auditorium Technician			23.42	23.42			n/a	n/a							

APPROVED BY SCHOOL BOARD: 5/22/23