



GENERAL EMPLOYEE INFORMATION 2022-2023

GENERAL INFORMATION

Official notices on payroll, employee relations and personnel matters, as well as other official District notices and position vacancy announcements posted on the official bulletin boards located in every building in the district. District employment information is also included on the Anoka-Hennepin website: ahschools.us/staff

PAYROLL

Questions about your pay, pay dates, and deductions contact the Payroll Department
Phone 763-506-1050 or email payroll.help@ahschools.us

Direct Deposit

Anoka-Hennepin is direct deposit for payroll and reimbursements. View your payroll information on Skyward.

Skyward allows employees to check their payroll, tax withholding, benefit information and more online. Log on to Skyward at: ahschools.us > login (a-h connect) > Skyward app. For questions regarding your username and secure password and logging into the lock & key, call the Help Line at 763-506-HELP (ext.64357)

Child Support Deductions

Minnesota Statute 518.611, Subdivision 8, requires employees to notify the School District of child support obligations withheld from paychecks.

Social Security - Medicare

Current 2021 information indicates that the employee contribution rate will be 6.2% on a limit of \$142,800 for Social Security and 1.45% for Medicare on all earnings. The U.S. Congress determines the rates/limits.

Withholding Allowance Certificate Form W-4

Employees wishing to change their withholding allowance certificate form W-4 can obtain form at their school office, from the Payroll Department or at [IRS.gov](https://www.irs.gov) Return the form directly to the Payroll Department at the Educational Service Center.

Anoka-Hennepin Credit Union: 763-422-0290

Full-service banking for all Anoka-Hennepin employees.

Coon Rapids Branch/Main	3505 Northdale Blvd NW, Coon Rapids 55448
Anoka Branch	601 East Main Street, Anoka 55303
Champlin Branch	11681 Theatre Dr N, Champlin 55316
Forest Lake	Northland Plaza, 1550 S. Lake, Suite 100, Forest Lake 55025
St. Francis	23280 St. Francis Blvd NW, St. Francis MN 55070

PENSION PLANS

P.E.R.A (Public Employees Retirement Association)

P.E.R.A. is the pension plan for all classified (non-licensed) staff.

Phone: 651-296-7460; Website: mnpera.org

The employee contributes 6.5% and the District contribution is 7.5%.

T.R.A. (Teacher's Retirement Association)

T.R.A. is the pension plan for all teaching staff (certified).

Phone: 651-296-2409; Website: minnesotatra.org

The employee contributes 7.50% and the District contribution is 8.55%.

EMPLOYEE SERVICES DEPARTMENT 763-506-1100

The Employee Services Department is responsible for all employee personnel matters, recruiting, the application process, administration of contracts and working agreements, leaves, 504, and the Frontline (sub finder) system.

ahschools.us/EmployeeServices

Equal Employment Opportunity

As an Equal Opportunity/Affirmative Action Employer, the Anoka-Hennepin School District complies with federal and state laws prohibiting discrimination. It is the policy of the School Board to provide equal opportunity in all matters related to employment. Inquiries about the District's Equal Employment Opportunity and Religious, Racial, and Sexual Harassment/Violence policies: Equal Employment Opportunity Officer, Educational Service Center, 2727 N Ferry St., Anoka, MN, 55303.

Employment Website

To view current job postings and complete/update an on-line application, go to ahschools.us > [Employment](#)

Veterans' Preference

To claim veteran's preference, an applicant or employee must attach a legible photocopy of their DD214 to the most recent application form in their applicant or personnel file.

OptumHealthSM Employee Assistance Program

The School District provides a program of confidential assessment, short-term counseling, and referral service for a broad range of personal concerns. This service is without cost to the employee through OptumHealth.

Available 24 hours a day and 7 days per week: **866-374-6061 TTY/TDD users call 711**

LABOR RELATIONS & BENEFITS

Insurance

An excellent benefit package offered to all eligible employees. Questions about insurance benefits and specific details about your coverage or insurance premiums: ahschools.us/Insurance or call 763-506-1080.

Job Injury

Worker's Compensation, which relates to "on-the-job" injuries, covers all employees. If injured on the job, it is your responsibility to report it IMMEDIATELY to your school health services or immediate supervisor, who will then report it to the Insurance Department at 763-506-1083.

403b - Information can be found at: ahschools.us/LaborRelations or call 763-506-1108.

BUILDING SAFETY

Weapons

Weapons or look-alike weapons of any kind are not tolerated on school property or in the school zone, including District owned buildings and grounds; leased or rented facilities; school sponsored activities; field trips; school buses and other vehicles; and school bus loading and unloading areas. If you suspect a student or anyone else has a weapon, report it to the principal or another administrator immediately.

Drug Free Workplace and Tobacco Free Environment

In accordance with the Drug Free Workplace Act of 1988, it is the policy of the Anoka-Hennepin School District to provide a drug free workplace and to inform employees of drug counseling, rehabilitation, and employee assistance programs for employees. All School District facilities and property are tobacco free. Information regarding these policies is available from the Employee Services Department.

Health & Safety

Health and Safety training regarding employee Right-To-Know and Blood Borne Pathogens is available and required for all staff. Information regarding this training is available from the Health and Safety Supervisor in the Buildings and Grounds Department at 763-506-1220.

Mandatory Reporter

If you suspect or are a witness to abuse or neglect, you must report it to your supervisor or building principal.