

## Anoka-Hennepin Independent School District No. 11

### TERMS AND CONDITIONS OF EMPLOYMENT: ADMINISTRATOR / SUPERVISOR / NON-EXEMPT

For those employees issued administrator / supervisor / non-exempt contracts, the following terms and conditions shall apply:

- I. **BASIC SERVICES:** Said administrator / supervisor / non-exempt shall faithfully perform the services prescribed by the School Board and Superintendent, whether or not such services are specifically described in this contract or in a general job description, and abide by the rules, regulations, and policies as established by the School Board, and any additions or amendments thereto, for the annual salary indicated on the Administrator/ Supervisor Contract, and subject to all applicable federal and state laws relevant thereto. The administrator / supervisor shall furnish throughout the life of this contract a valid and appropriate continuing license, if a license is required as an administrator/supervisor in the state of Minnesota, as provided by applicable state laws, rules, and regulations.
- II. **DURATION:** This contract is subject to all applicable laws, rules, and regulations of the state of Minnesota relevant to qualification, licensure, employment, termination, and discharge. This contract shall remain in full force and effect during the term of the contract, except as modified by mutual consent of the School Board and administrator / supervisor, unless otherwise terminated as provided by law or written resignation.
- III. **MEETINGS:** The administrator / supervisor, upon approval of the Superintendent, shall attend appropriate professional meetings, conventions, and conferences at the local, state, and national levels, with expenses incurred paid by the school district pursuant to district policies regarding reimbursement. Guidelines for national conferences include attendance once every three years; specific designated director level positions may be authorized to attend national conferences every year.
- IV. **DUTY YEAR AND LEAVES:**
  - A. **Basic Work Year:** The administrator's / supervisor's duty year shall be the entire year (260 days) unless otherwise determined by the Superintendent, and the administrator / supervisor shall perform services on those legal holidays on which the school district is authorized to conduct school if the School Board so determines. The administrator / supervisor shall be on duty during any emergency, natural or unnatural, unless she/he is otherwise excused in accordance with School Board administrative policy.
  - B. **Vacation:** The administrator / supervisor shall earn paid vacation for a full duty year (260 day) contract, prorated for less, based on the following:
    - 0 – 3 years 15 days
    - 4 – 9 years 22 days
    - 10 - 15 years 25 days
    - 16 + years 30 days

For the purpose of determining the amount of vacation, credit for years of employment will be determined by the Superintendent or designee pursuant with the following guidelines:

1. All employment experience in Anoka-Hennepin School District will be credited.
  2. Employment experience out of Anoka-Hennepin School District, which is deemed comparable to the Anoka-Hennepin assignment, will be credited - not to exceed three years (3). Designated director level positions may be credited with up to nine (9) years of outside comparable experience.
  3. Vacation days not used during the contract year will accumulate without limit; however, the maximum vacation taken during any contract year shall not exceed thirty-five (35) days.
  4. Administrators/Supervisors who resign their position will receive vacation pay at their daily rate for unused vacation to a maximum of fifty-five (55) days subject to state and Federal taxes.
  5. Administrators/Supervisors who retire from the District will receive vacation pay at their daily rate for unused vacation to a maximum of seventy (70) days, to be deposited into Anoka-Hennepin's Special Pay Plan according to the rules.
- C. **Holidays:** The administrator/supervisor shall be entitled to eleven (11) paid holidays each contract year designated as follows: Independence Day (1), Labor Day (1), Thanksgiving (2), Winter Holiday (2), New Year's (1), President's Day (1), Spring (2), and Memorial Day (1).
  - D. **Sick Leave:** Each contract year the administrator / supervisor shall earn 18 sick leave days for 260 duty days, prorated for less. Unused sick leave days will accumulate without limit.
    1. For specific designated director positions hired prior to December 1999, a resignation benefit will be available with School Board approval for those who are not eligible for the retirement benefits listed in Section V.F. and meet the following criteria:

- a) Only administrative employment experience in Anoka-Hennepin School District will be credited.
  - b) After 10 years of continuous employment, 50 days of sick leave pay less any contributions to the employer 403(b) match. After 15 years of continuous employment, 100 days of sick leave pay less any contributions to the employer 403(b) match.
  - c) Deductions for State and Federal taxes will be made as applicable.
- E. Emergency Leave: Three (3) noncumulative emergency leave days deductible from sick leave shall be granted each year for incidents of an emergency nature. Requests for emergency leave must be approved by the immediate supervisor.
- F. Overtime: Employees classified as non-exempt who are authorized to work beyond forty (40) hours per week shall be paid time-and-one-half for each hour worked beyond forty hours per week. Compensatory time off may be taken in lieu of overtime at the discretion and approval of the employee's supervisor.
- a. Employees shall not be allowed to accumulate over 60 hours of overtime (ninety hours of compensatory time). All overtime/compensatory time must be used or paid off as of June 30 of each year.
  - b. For the purposes of this section, paid holidays shall be considered compensable hours worked; sick or vacation days shall not be considered compensable hours of work.

V. BENEFITS:

- A. Tax-Sheltered Annuities. The school district will contribute up to \$5,000 per fiscal year for a full year employee towards Anoka-Hennepin's 403(b) plan.
- B. Travel: The administrator / supervisor will be reimbursed for authorized travel in accordance with School Board policy.
- C. Professional Dues: Administrator / supervisor will be eligible for payment of membership dues for one (1) state and one (1) national professional association or organization, as designated and approved by the Superintendent.
- D. Liability Insurance: The school district shall provide an errors and omissions liability insurance policy covering the administrator / supervisor.
- F. Retirement Sick Leave:
1. Retirement sick leave severance benefits shall be available to an administrator / supervisor hired prior to December 31, 1999 who is immediately eligible and receiving PERA/TRA retirement annuity benefit
    - a) Payment is determined by multiplying the daily rate (annual / 260) times the number of days of unused sick leave up to a maximum of one hundred fifty (150) days pay.
    - b) Payment shall be made in accordance with the provisions of Anoka-Hennepin's Special Pay Plan and state and Federal applicable laws and regulations.
    - c) Any employer contributions to 403(b) or 457 will reduce the unused sick leave retirement payment on a dollar for dollar offset.
  2. New administrators / supervisors hired by the district after January 1, 2000, will not be eligible for the sick leave retirement severance payment, but are eligible for the retiree sick leave Health Care Savings Plan as outlined in Section V. F.3. The value of accumulated sick leave over 100 days will be applicable to the Health Care Savings Plan.
  3. Administrators / supervisors eligible for retirement may continue to participate in the group hospital/medical and dental insurance plans by paying the entire premium on a prepaid quarterly basis. The value of unused sick leave days over the amounts specified above, 150 or 100 days, shall be deposited into the Anoka-Hennepin Retiree Health Care Savings Plan according to the Plan rules.
- G. Insurance Benefits: The school district shall contribute an amount determined by the School Board toward a flexible account for the purchase of other designated employee benefits in accordance with the Anoka-Hennepin School District Flexible Benefit Plan. Administrators / supervisors are required to participate in the four core benefits.
- H. Claims Against the District: The parties agree that any description of insurance benefits is intended to be informational only and the eligibility of the employee for benefits shall be governed by the terms of the insurance policy purchased by the school district pursuant to this agreement. It is understood that the school district's obligation is to purchase an insurance policy for eligible participants and pay such amounts as agreed to herein, and that no claim shall be made against the school district as a result of a denial of insurance payments by insurance carrier(s).

**July 1, 2018 – June 30, 2019 Policy Period**