

ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT NO. 11

School Board Policy

Regarding Terms and Conditions of Employment

for Confidential Employees

Effective July 1, **2020** through June 30, **2021**

## Section I. Description

This policy shall apply to all employees defined as "confidential employees," hereinafter referred to as "employees" and ISD No. 11, hereinafter referred to as "the employer."

## Section II. Working Hours

The full-time work year shall be 2080 hours based on 52 weeks at 40 hours per week. The relationship between 2080 hours and the actual assigned hours for the position will produce the fraction or percentage of other duty year calculations. The year that shall be considered begins on July 1 and ends on June 30. The normal work schedule shall be forty hours per week consisting of five eight-hour days. The starting and ending times of the workday shall be determined by the employee's supervisor. Each employee shall receive a 30 minute unpaid lunch break per day. When employees work beyond 40 hours per week, employees shall be paid either by use of compensatory time off at a rate of one-and-one-half hours for each overtime hour worked over 40 hours per week, or at the rate of time and one-half the employee's regular hourly rate of pay for each hour worked over 40 hours per week. Payment of compensatory time off in lieu of overtime pay shall be at the discretion and approval of the employee's immediate supervisor.

- a) Employees shall not be allowed to accumulate over ninety (90) hours of compensatory time (60 hours of overtime) except upon written request of the employee and approval of the supervisor. Any compensatory time over ninety (90) hours shall be paid off at the employee's regular rate of pay for each hour over ninety (90).
- b) Compensatory time off shall be granted at times as mutually agreed upon between the employee and the employee's immediate supervisor.

## Section III. Paid Holidays

Employees shall have eleven (11) paid holidays per year. These holidays shall accommodate the administrative duty year and normally be Independence Day, Labor Day, 2 days at Thanksgiving, 2 days at Christmas, New Year's Day, Presidents Day, 2 days at Spring Break, and Memorial Day.

## Section IV. Vacation

The full-time work year shall be 2080 hours based on 52 weeks at 40 hours per week. The relationship between 2080 hours and the actual assigned hours for the position will produce the fraction or percentage of other duty year calculations. Vacation credit will be earned in the following manner on the next pay period after eligible category:

- Employees who have five years or less shall earn ten days vacation per year.
- After five years employees shall earn 15 days vacation per year.
- After ten years employees shall earn 20 days vacation per year.
- After fifteen years employees shall earn 21 days vacation per year.

After seventeen years employees shall earn 22 days vacation per year.

After twenty years employees shall earn 23 days vacation per year.

Employees working less than a full year will be pro-rated. All vacation time must have the prior approval of the employee's supervisor. With supervisor approval, employees may carryover vacation from one year to the next of up to one year's vacation accrual. Employees who have more than one year of employment and resign with adequate notice shall be paid for their earned vacation to a maximum of their yearly accrual amount. Employees who retire from district employment shall be paid for up to 30 days of earned but unused vacation.

#### Section V. Sick Leave

Fifteen days per year shall be earned per fiscal year accumulated per pay day and it will be allowed to accumulate to an unlimited amount. For employees working less than a full year, sick leave will be pro-rated. Sick leave may be used for the following reasons:

1. Personal illness or injury.
2. Serious illness or injury of the employee's spouse, parent, children, grandchildren, siblings, or in-laws of similar degree of relationship.
3. Bereavement purposes on account of death of a member of the immediate family. The immediate family shall be determined by State Law.

Three non-cumulative days of personal/emergency leave per year deductible from sick leave shall be granted for incidents of an emergency nature. Requests for personal/emergency leave must be approved by the employee's supervisor.

Any employee who has used less than one-half of the years allotted sick leave may choose to buy back up to five unused days at employee's current hourly rate.

The District shall comply with the provisions of the Federal Family and Medical Leave Act.

#### Section VI. Maternity/Paternity/Adoption Leave

Maternity Leave of Absence - Maternity leave of absence will be granted in accordance with the following regulations:

1. At the first or second visit to the doctor for pregnancy or no later than ninety days after becoming pregnant the employee shall provide a doctor's statement to her supervisor indicating:
  - A. The general health condition of the employee, and
  - B. The expected date of confinement.
2. If the employee remains in good health and wishes a maternity leave, she shall submit a request for maternity leave of absence through her supervisor addressed to Employee Services at least 90 days before the expected date of confinement.

3. The supervisor shall consider the ability to perform the job assignment and the wishes of the employee in determining the starting date for the leave of absence which shall be no later than the first day of confinement.
4. Employees on maternity leave shall have health insurance paid if eligible for FMLA or to the extent of their sick leave applicable to a maximum of 30 duty days after birth. After that the employee may choose to continue coverage by paying the group rate costs.
5. An employee may choose to use earned sick leave for the regular duty days she is disabled up to and including thirty (30) duty days. Additional disability must be verified by a physician. This disability shall begin no later than the first day of confinement and no sooner than ten (10) duty days prior to the date of confinement. Employees must send a request to Labor Relations/Benefits requesting payment for the disability duty days.

Adoption/Paternity Leave of Absence - An employee will be granted adoption or paternity leave of absence in accordance with School District practice. An employee may use 7 sick leave days during this leave of absence.

#### Section VII. Jury Duty

An employee called for jury duty shall suffer no loss of salary. Full salary shall be paid by the employer but compensation received by the employee for jury duty exclusive of expenses shall be returned to the District.

#### Section VIII. Hospitalization/Major Medical Insurance

The District shall contribute **sixteen thousand seven hundred dollars (\$16,700)** toward a flexible benefit account for the purchase of designated employee benefits in accordance with the Anoka-Hennepin Fringe Benefit Plan. Should insurance laws change the status of the flexible benefit plan during the life of this policy, the total monetary benefit will not be reduced.

Liability Insurance - The employer shall provide liability insurance on all employees to cover acts of the employees while acting within the scope of their employment. Such policy shall include an errors and omissions clause.

Worker's Compensation - The employer shall provide worker's compensation insurance as required by law with the following provisions: upon the request of the employee who is absent from work as a result of a compensable injury, the employer will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay.

Long-Term Disability - Confidential Employees who are on long-term disability shall be allowed to continue participating in the group insurance plan in which they participated prior to going on long-term disability.

The District shall contribute an amount equal to that contributed for an active employee for single health/hospitalization. Dependent coverage contribution by the District shall continue at the amount in effect at the time of disability and shall cease two years from the time of long-term disability eligibility.

Section IX. Retirement/Early Retirement

1. Employees hired prior to January 1, 2000 and who are immediately eligible for a state retirement pension, and have ten years in the district shall qualify for up to 90 days of unused sick leave times the daily rate of pay as retirement severance compensation.
2. Effective July 1, 2018, the School District will contribute up to three thousand dollars (\$3,000) per year towards a matching 403(b) tax-sheltered annuity for all eligible full time Confidentials employed for more than one year. For employees hired prior to January 1, 2000, each dollar contributed by the School District towards the matching 403(b) shall reduce the retirement severance payment based on unused sick leave by the same dollar amount.

For employees hired after January 1, 2000, the sick leave severance is not available.

3. Severance payments shall be made in one lump sum upon retirement to the District's Special Pay Plan in accordance with federal rules and regulations. Deductions such as state and federal income tax, social security or PERA shall be made as required by law. If the retired employee dies before the severance payment has been made the balance due shall be paid to the named beneficiary or, lacking same, to the estate of the deceased.
3. Health and Dental insurance: Benefit eligible and enrolled employees eligible for retirement may elect to continue to participate in the District's Health and Dental insurance programs. The value of accumulated sick leave over 90 days shall be allocated to the Health Care Savings Plan for the individual retiring employees.
4. This section shall not apply to any employee who is discharged for cause by the School District.

CONFIDENTIAL EMPLOYEES

Biweekly Salary Schedule

**Effective July 1, 2020 through June 30, 2021**  
(Step Movement)

Step→ Class↓	1	2	3	4	5	6	7	8	9	Career Date*	
										Pre 12/06	Pre 12/00
4	1562	1618	1675	1728	1787	1833	1956	2021	2096	2206	2270
3	1448	1506	1556	1618	1673	1731	1849	1914	1985	2096	2148
2	1360	1419	1472	1566	1618	1682	1796	1888	1930	2040	2098

**\*Career Date based on combined in-district experience as a Confidential and/or Educational Office Professional.**

A Confidential employee substituting for another employee in a higher classification for more than ten consecutive days shall receive that higher classification rate at her own step.

Confidentials who have or obtain an Associate of Arts/Science degree will receive an additional \$1.00 per hour. Confidentials who have or obtain a Bachelors Degree will receive an additional \$1.50 per hour.

There will be no stacking of Certificates and Degrees. The highest level of pay will be applied.

Submitted for approval by the School Board on **June 22, 2020.**