

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

**DUTY YEAR:**

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<br>6 hours or more            | 11              | Fourth of July, Labor Day, Thanksgiving (2 days), Winter Break (2 days), New Year's Day, President's Day, Spring (2 days), Memorial Day |
| 240 Days – 180 Days<br>6 hours or more | 10              | Labor Day, Thanksgiving (2 days), Winter Break (2) New Year's 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 amount 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 **171** 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 **171** 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 **171** days and 6 hours or more) who 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 100 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 employees who retire and have more than 100 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, 2004, E-12 Miscellaneous Policy employees in positions specified in the Wage and Benefit Guidelines employed in an insurance benefit eligible position for one year or more as of July 1 are eligible for up to \$1000 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 and enrolled 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 100 days with the value of the days over 100 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. The payment of wages for miscellaneous employees will be in accordance with the delayed payroll cycle.

**Effective July 1, 2018 – June 30, 2019**  
**School Board Approved: May 29, 2018**