WORKING AGREEMENT

BY AND BETWEEN

ANOKA-HENNEPIN
INDEPENDENT SCHOOL DISTRICT NO. 11
SCHOOL BOARD

AND

ANOKA-HENNEPIN EDUCATION

MINNESOTA

JULY 1, ~~2023~~ **2025** THRU JUNE 30, ~~2025~~**2027**

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ARTICLE I
RECOGNITION

In accordance with the PELRA-71, as amended, the School Board, hereinafter referred to as the Board, recognizes the Anoka-Hennepin Education Minnesota, hereinafter referred to as the AHEM, as the Exclusive Representative of teachers employed by the School Board of Anoka-Hennepin Independent School District No. 11. The terms Board and AHEM shall include authorized officers, representatives, and agents. Despite references herein to Board and AHEM as such, each reserves the right to act hereunder by designated representatives.

ARTICLE II
LAWS, RULES AND REGULATIONS

The parties agree to abide by the State and Federal Laws, rules established by the Minnesota Department of Education and reasonable rules and regulations established by the Board. Such Board rules and regulations will not be in conflict with this Agreement.

ARTICLE III
DEFINITION

Section 1. The term "teacher" shall mean any person employed by the District in a position for which licensure is required by the Minnesota Professional Educator Licensing and Standards Board or in a position of physical therapist, ~~or~~ occupational therapist, **or** audiologist; **or in a position creating and delivering instruction to children in a preschool program.** ~~, American Sign Language teacher, social worker, school nurse, school psychologist, except~~ **However, it shall not include** superintendent, assistant superintendents, confidential employees, principals and assistant principals and others who devote more than 50% of time to administrative or supervisory duties, **and such other employees excluded by law.** ~~and an individual who renders part-time teaching service for less than 300 hours in a fiscal year as an instructor in an adult vocational education program.~~

The term "teacher" shall include an employee hired by the Board to replace an absent teacher for more than 30 working days, and an employee hired by the Board for a teaching position created by increased enrollment, curriculum expansion, courses which are a part of the curriculum whether offered annually or not, or other appropriate reason.

Job Sharing: The term job sharing shall mean the practice of two (2) teachers employed by the District to share a full-time teacher position. The following conditions shall apply:

Subd. 1. Eligibility: A request to job share must be submitted to Employee Services prior to February 1st of each year. Teachers assigned to job sharing must be tenured and must be able to assume full-time positions if vacancies occur in the other portion(s) of their job share positions. The District shall have the right to request as a condition of assignment, that tenured part-time teachers waive their rights to full-time tenure in the event that their job-share positions become full-time positions created by unforeseen vacancies in the other portions of their assignments.

Subd. 2. Job Share Agreement: All teachers assigned to job share positions will sign an agreement with the District defining their employment and specific duties for the duration of their assignments.

Subd. 3. Renewal: Job shares are approved on a one-year-only basis and may be renewed on a yearly basis by agreement of the teacher, principal, and Employee Services Department. Annual approval of job shares for an individual teacher will generally be limited to no more than 5 consecutive school years.

Subd. 4. Duties: Duties will include shared responsibilities for service normally provided by full-time contracted teachers, including service on all District-defined student days and additional service on such non-student days (conferences, workshops, in-service planning days, etc.) as mutually agreed. Service of job share partners must be scheduled to permit coverage of the full assignment.

Subd. 5. Incumbency: It is understood that for District approved job shares for teachers from different buildings, each teacher's entitlement will be within the building in which the job share takes place based on the teacher's contract entitlement which immediately preceded the job share. Therefore, when the job share ends, each teacher will have contract entitlement within the building to the extent their District seniority and licensure hold and the current Working Agreement language shall apply during the staffing process.

Subd. 6. Compensation and Benefits: Compensation for each teacher participating in the job share will be based on the rate established in the teachers' Working Agreement for that teacher's appropriate lane and performance increment on the teacher salary schedule. Days of service in this assignment will accrue toward future salary performance increment advancement as defined in the teachers' Working Agreement. For purposes of employee benefits, the position will be allocated the equivalent of one full-time position to be divided between the teachers serving on a part-time-basis in accordance with their defined duty schedule. Sick leave and other leaves are available on a pro-rata basis rounded to the nearest half day.

Section 2. Full-year Teacher
A full-year teacher shall be defined as teaching at least 187 days or having at least 1340 hours of employment.

Section 3. Full-time Teacher
A full-time teacher shall be defined as working at least an average 7 hours, 10-minute duty day.

ARTICLE IV
TEACHERS' RIGHTS

Section 1. The AHEM shall have the right to use school buildings before or after school hours for meetings, scheduling such use with the Principal of the school, providing that this shall not interfere with or interrupt school operations. Expenses incident to the meeting shall be borne by the AHEM in accordance with Board policy.

Section 2. Duly authorized representatives of AHEM shall be permitted to discuss matters pertaining to AHEM business with District personnel on campus at all reasonable times at the discretion of the Principal, provided that this shall not interfere with or interrupt normal operations.

Section 3. The AHEM shall have the right to place appropriately identified notices and other material on designated school bulletin boards and in teachers' mailboxes.

Section 4. The Board agrees to make available such information, statistics and records as are necessary for the proper enforcement of this Agreement.

Section 5. Payroll Deductions: Teachers shall have the right to have their membership dues deducted for the Exclusive Representative on a payroll deduction plan. This shall be the exclusive right of AHEM and shall not be granted to any other organization competing to represent teachers in collective bargaining. The Board shall continue such deductions in succeeding years until notified by AHEM to cease.

Section 6. The Board will meet with AHEM to discuss policies and matters of concern on a monthly basis if requested and at least every four months. This right shall not be granted to any other organization competing to represent teachers in collective bargaining.

Section 7. AHEM shall have a designated mailbox at the District Office located adjacent to other school mailboxes.

Section 8. Teacher participation in extracurricular and other duties scheduled after normal duty hours shall be voluntary. Accommodation for open house attendance shall be made on an individual building basis. Teachers wishing to cease participating in duties for which compensation is received shall notify the Principal by April 1, so that the teacher shall be relieved of such duties for the following year.

Section 9. Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board, provided it does not interfere with the instructional program of the school.

Section 10. Teachers shall not be disciplined, reprimanded, reduced in rank or compensation without just cause. Whenever possible, the supervisor will discuss with the teacher those activities of the teacher which would normally lead to a written disciplinary action and shall offer suggestions for correction. A copy of the written disciplinary action shall be given to a teacher before it is placed in the personnel file.

Teachers shall be entitled to have an AHEM representative present at an investigatory interview which the teacher reasonably believes might result in a record of disciplinary action against the teacher. Such a meeting must be held within 48 hours after the teacher is notified.

If the District takes action to suspend or discharge a teacher, the District shall notify the teacher in writing with specific reasons. When it is necessary to remove a teacher from the classroom, the teacher shall receive immediate oral notification of the reason(s) for the action followed promptly by written notification.

Section 11. No visitor other than School District officials and parents of the students enrolled in the teacher's class shall be allowed in the classroom without prior notification to the teacher.

Section 12.

Subd. 1. All evaluations and files in the School District relating to each individual teacher shall be available during regular school business hours to each individual teacher upon the teacher's written request to the appropriate supervisor or the Director of Employee

Services. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion in the file written information in response to any material contained therein; provided, however, the School District may destroy such files as provided by law. A teacher shall be notified if any negative information is put in the teacher's file. Likewise, the teacher shall have the right to challenge (according to MS 122A.40, Subd. 19, standards) any material in the teacher's file.

Subd. 2. Teachers shall be evaluated according to state law, school board policy, and administrative procedure by the appropriate assigned supervisor.

Section 13. AHEM Leave: AHEM shall be allowed 100 days per year for AHEM business with AHEM reimbursing the School District for required substitute cost. Any unused AHEM days at the end of the school year may be accumulated for use the next year. The following rules shall apply:

Subd. 1. Notification to the principal or supervisor shall be made as soon as the employee is aware of the use of an AHEM day.

Subd. 2. Notification of days used shall be made to the Labor Relations/Benefits Department by AHEM on a trimester basis.

Subd. 3. Payment for days used shall be made to the District on January 1, April 1, and July 1.

Subd. 4. AHEM leave will be deducted in full or half days only.

Subd. 5. AHEM will not be required to reimburse the substitute cost for AHEM days used by AHEM negotiation team members during non-student contact days.

Section 14. The Board shall give each teacher a letter defining the teacher's salary, performance increment and lane placement for the school year.

Section 15. Entitlement: A teacher shall be deemed to have continuing contract entitlement rights as established by the most recent employment contract between the teacher and the District. If the teacher's entitlement is adjusted (full-time to part-time or visa versa), a new contract shall be signed by both the teacher and the District. Contracts shall include references to any entitlement retention rights from approved voluntary contract reductions as set forth in Article XV, Section 10, or due to a teacher obtaining a non-licensed District assignment outside of the bargaining unit as set forth in Article XV, Section 11.

Subd. 1. Part-time teachers in the Student Support Programs, Supplemental Programs, or Alternative Programs not on continuing contract who work less than 536 hours per school year do not have continuing contract entitlement rights.

Section 16. Copyrights: Any teacher who develops courseware and teaching materials of any nature in any media form shall retain full ownership and rights to such courseware and teaching materials.

The employer agrees to permit author(s) to copyright or patent any material produced or created by an employee.

This section refers only to those materials in courseware that are developed on the teacher's own time, with the teachers own resources, and for which no District compensation has been paid. A teacher may pilot a program in the classroom with District approval and the District would have the option to purchase the program at cost.

Section 17. Committees: Teachers shall be offered representation on each District-wide advisory committee. A majority of those teachers will be appointed by the exclusive representative and shall be a part of the recommendation-making process of the committee. Should the exclusive representative fail to appoint teachers as per this provision, appointments may be made by the administration.

Section 18. Site-based Decision Making: The District and its employee organizations will work together to implement site-based decision making in Anoka-Hennepin schools. A District advisory board to assist site councils will consist of administrators, community members, and representative licensed and non-licensed staff. Each employee organization shall be responsible for selecting its representatives for this board.

Employees who serve on the site council will be selected by a method chosen by the building staff. Participation of employees will be voluntary.

No Contractual provision will be waived without the express written consent of the appropriate AHEM officers.

Section 19. The District will provide the Union access to employee data and orientation time as required under MN ~~Statue~~ **Statute** 179A.

ARTICLE V
BOARD RIGHTS

Section 1. Inherent Managerial Rights: AHEM recognizes that the Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Reservation of Managerial Rights: The foregoing enumeration of Board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly delegated in this Contract are reserved to the School Board.

ARTICLE VI
LENGTH OF THE SCHOOL YEAR

Section 1. Duty Days

Subd. 1. There shall be 187 days of service for teachers. ~~For the 2023-24 school year, the duty year for new teachers (first year Tier 1, first year Tier 2, probationary first year and new probationary third year) shall include an additional three days of orientation prior to the commencement of the school year. and the equivalent of one additional day outside the normal duty day during the school year for new teacher induction activities; the duty year for second and third year returning probationary teachers shall include the equivalent of three days outside the normal duty day for new teacher induction/mentoring activities as determined by the District. The training and development may include Board Credits for Lane Advancements.~~

~~Beginning in 2024-25, T~~the duty year for new teachers (first year Tier 1, first year Tier 2, probationary first year and new probationary third year) shall include an additional three days of orientation prior to the commencement of the school year.

Subd. 2. The work year for school counselors shall be a minimum of 197 days. This shall normally include five (5) days the week before and five (5) days the week after other teachers' school year. The ten additional days shall be paid for at the teacher's pro rata rate of pay over the regular pay periods.

Section 2. Emergency Closings: Teacher attendance shall not be required whenever district-wide student attendance is not required due to inclement weather. If a school is closed or dismissed for students due to emergency conditions beyond the control of the District, teacher attendance will only be required for orderly dismissal of students and protection of District property. There shall be no loss in teacher's salary. The Board reserves the right to make up any loss of student class time or parent-teacher conferences due to emergency closing.

Teachers working in assignments outside of the district (e.g. ABE teachers, Special Education teachers servicing private schools) may be required to attend their assignment on an Anoka Hennepin emergency closing day if their work site is not closed.

Section 3. School Calendar

Subd. 1. On or before February 1, the Board shall meet and confer with AHEM concerning the calendar for the following year.

School shall not be in session during the Education Minnesota Educator Academy. Between November 1 and April 30 there shall be fifteen days or more during which school shall not be in session (exclusive of Saturdays and Sundays).

Subd. 2. In the event it would be necessary to change the school calendar due to unusual circumstances and/or program changes, the School Board will meet and confer with AHEM prior to any school calendar change.

Section 4. Early Intervention Program

On or before February 1, Special Education administration shall meet and confer with Early Intervention Program staff concerning the year round calendar for the following year.

ARTICLE VII
HOURS OF SERVICE

Section 1. Basic Duty Day

Subd. 1. The duty day shall be 7 hours and 40 minutes in length, including the equivalent of ½ hour before and ½ hour after school and a minimum of a 25-minute duty free lunch. The remaining 375 minutes shall include a minimum daily average of 50 minutes for preparation to be provided on a weekly basis in middle and high schools and over a 5-day digital schedule in elementary schools. Teachers shall receive a minimum of 5 minutes preparation time for every 25 minutes of instructional time. Every effort will be made to

provide preparation time in a continuous block, but at no time shall a block be less than 30 minutes. The remaining time shall be used for passing students, supervision, I.E.P. preparation, team planning, traveling, advisor-advisee meetings, and other assigned non-instructional duties. Special Education teachers may be released from supervision responsibilities to attend required due process meetings or student assessments.

Teacher requests to fulfill parent-teacher conference duty time obligations outside of regular paid duty days and at times other than scheduled parent-teacher conferences may be approved by the principal.

The Transition Plus Program, Early Intervention Program, Student Support Programs, Supplemental Programs, or Alternative Programs 7 hour and 40-minute duty day shall be continuous with classes beginning at 7 AM and ending at 10 PM. Any variation in the continuous day or normal start time in these buildings/programs shall be by mutual agreement of the teacher and the District; along with notification to AHEM of any variation.

Subd. 2. Attendance at in-service meetings and non-compensated committee meetings scheduled other than during the school duty day is voluntary. Accommodations for required meetings with parents will be made on an individual building basis.

~~Subd. 3. In cases where special teachers are used, the regular teacher shall not be required to remain in the classroom while the special teacher conducts class.~~

Subd. **3**~~4~~. On notification to the office, teachers may leave the building for unusual situations during their planning periods.

Section 2. Professional responsibility: The application of this policy provides an opportunity for the administration and curriculum staff to call meetings reasonable in number and length which extend beyond the defined duty day where such meetings are necessary in order to conduct the educational programs of the School District.

ARTICLE VIII
INITIAL PLACEMENT ON SALARY SCHEDULE

Section 1. Teachers

Subd. 1. New Teachers: The qualifications of teachers selected for the first time shall be those fixed by the Minnesota Professional Education Licensing Standards Board. ~~A maximum of thirteen (13) years of~~ **P**~~p~~reviously gained years of service in other schools will be credited for teachers employed for the first time by District No. 11 any time during the effective dates of this Contract.

This provision is not retroactive to previous contracts. In order to receive performance increment placement credit at the beginning of a school year, employment records and transcripts must be received within sixty (60) calendar days of employment; the effective date for performance increment placement credit for records and transcripts received after 60 days will be subject to Article IX, Section 2.

Subd. 2. Long-term substitutes, if appointed to a full-time position, shall be granted experience credit for their long-term substitute work as follows: 60 contract days worked

will be the equivalent of one year of experience. The maximum experience credit shall be based on the guidelines set forth in Subd. 1 of this Article.

Subd. 3. Employment of Retired Teachers: See Article X, Section 5, Subd. 3.

Subd. 4. District teacher licensed employees who are placed into the teachers' bargaining unit shall receive previously gained years of service for out of District as well as in District employment pursuant to District guidelines for salary schedule performance increment and lane placement.

Section 2. Nurses, social workers, vocational industrial technical teachers, occupational therapists, physical therapists, and speech language pathologists shall be granted experience credit for relevant non-school work experience with 2000 verified hours equaling one year/one performance increment with the maximum experience credit based on the guidelines set forth in Subd. 1 of this Article. This provision is not retroactive.

Section 3. Effective July 1, 2025, new K-12 teachers shall receive experience credit for previous licensed teaching experience as an Early Childhood Family Education (ECFE), Adult Basic Education (ABE), or Preschool teacher; one year of full time teaching experience equals one performance increment. For purposes of this section, one year of full time teaching for ABE, ECFE, and Preschool teaching is any such position with at least 1044 assigned hours in a calendar year. This provision is not retroactive.

ARTICLE IX
CONTINUING EDUCATION FOR LANE ADVANCEMENT

Section 1. Purpose

Subd. 1. The main purpose of the interim lanes to the MA lane is to encourage staff members to obtain advanced degrees. It is usually desirable, therefore, that all of these credits be graduate credits. However, upon the approval of the Superintendent, a maximum of one-third of these credits may be undergraduate credits earned in a teacher's field, in a closely related field, or in education. All credits counted for the above classifications must be earned after the BA Degree has been received.

Subd. 2. The main purpose of the MA Lane and beyond is to encourage teachers to complete academic study which enhances their content area knowledge and instructional skills. The master's degree and credits earned beyond the master's degree should be in the subject the teacher teaches, education, curriculum, instruction, or a similar concentration normally offered through the graduate program of a college of education.

Subd. 3. Course work primarily intended to prepare a teacher for another profession or trade outside of education will not be applied toward any lane change. Exceptions may be granted by the Superintendent after a review of the individual circumstances.

Subd. 4. For purposes of lane placement, all references to credits are ~~quarter~~ **semester** credits; one semester credit is equivalent to one and one-half quarter credits.

Section 2. Rules

~~Subd. 1. A statement from the registrar of the institution attended certifying the course taken, credits allowed and grade received shall be submitted in the following manner:~~

~~A. Credits earned on or before August 31 and received in the Employee Services Department by October 31, shall become effective from the start of the school year.~~

~~B. For 2023-24, credits earned on or before December 14 and received in the Employee Services Department by January 14 shall be applied on the last two trimesters of the teacher's contracted basic salary. Credits earned on or before March 14 and received in the Employee Services Department by May 1 shall be applied on the last trimester of the teacher's contracted basic salary. Effective July 1, 2024, credits earned on or before January 25 and received in the Employee Services Department by March 25 shall be applied to the second half of the teachers duty year. Weekend dates revert to the previous Friday.~~

~~C. A teacher who earns credits to qualify for the next higher classification on the Salary Schedule will move directly across, horizontally, to the corresponding performance increment in the new lane.~~

~~D. All credits counted toward the salary lanes above the Master's Degree shall be on the graduate level and shall be earned after the Master's Degree has been awarded.~~

~~E. A grade equivalent of "C" or higher, or "P" when pass/fail method of grading is used, is required to apply toward performance increment lane advancement.~~

~~Transcripts: Application for lane advancement need only be accompanied by official transcript(s) covering the actual total credits being used for this lane advancement.~~

~~The only teachers eligible for a lane change into the BA 60 lane are those teachers who were on Career II Performance Increment as of June 30, 2000.~~

Subd. 1. Prior Approval: Credits to be considered for lane advancement must be approved by the Director of Employee Services prior to the teacher completing the course to be guaranteed credit toward lane advancement. A committee made up of equal numbers of appointees from AHEM and the School District will establish guidelines for credit approval for the 2026-2027 school year. The committee will revisit the guidelines annually.

A. Germane: Credits to be considered for application on any lane change of the salary schedule must be germane to the individual teacher's current or potential teaching assignment.

B. Accredited: Graduate credits must be earned from a graduate institution that has an accredited advanced degree program related to the current or potential field or fields relevant to the teacher's licensure area(s).

C. Credit Requirements: All credits counted toward the salary lanes beyond the Master's Degree shall be on the graduate level and shall be earned after the Master's Degree has been awarded.

Subd. 2. Lane Advancement: Application for lane advancement shall be accompanied by official transcripts.

A. A teacher who earns credits to qualify for the next higher classification on the salary schedule will move directly across, horizontally, to the corresponding performance increment in the new lane.

B. Grade and Credits: Credits to be considered for lane change must carry a grade equivalent of "C" or higher or "P" when pass/fail method of grading is used.

C. Effective Date: Credits earned on or before August 31 and received in the Employee Services Department by October 31, shall become effective from the start of the school year. Credits earned on or before January 25 and received in the Employee Services Department by March 25 shall be applied to the second half of the teacher's duty year. Weekend dates revert to the previous Friday.

Subd 3. The only teachers eligible for a lane change into the BA 60 (quarter credits) lane are those teachers who were on Career II Performance Increment as of June 30, 2000.

Section 3. District Credits for Lane Advancements:

Subd. 1: ~~Work Study on the Job Experience:~~ Upon prior approval and recommendation from the **Career and Technical** ~~Vocational~~ Education Director, teachers within the **CTE** ~~vocational education~~ program who have successfully completed job training experience may earn **at least** one **Board** ~~District~~ credit.

Subd. 2: Upon prior approval and recommendation from the Superintendent, teachers who have completed identified training and development may earn Board Credits for Lane Advancement.

Section 4. Credits That Do Not Qualify: If a teacher attends a workshop during the work day, an approved leave (i.e. sabbatical, personal, short-term or long-term) must be used to earn credits that qualify. In addition, no School District funds can be expended for registration and/or reimbursable expenses to earn such credit.

ARTICLE X
BASIC SCHEDULES AND RATES OF PAY

Section 1. Salary Schedules: The salaries reflected in the schedules of Appendix A shall be a part of the letter of employment given to each teacher in the bargaining unit (unless an exception is made in this Article). Teachers hired for less than full time or for less than a full year will be paid a prorated salary according to time worked (one hour = 1/7.16667 full day, one day = 1/187 of full year).

Section 2. Status of Salary Schedule: The performance increment shall be contingent upon satisfactory service and evidence of growth on the part of staff members. The School Board may, upon administrative recommendation, withhold increases in performance increments if work is not satisfactory.

Section 3. Compensation schedules for extracurricular activities in Appendix B, attached hereto, are a part of the Agreement.

Section 4. Paychecks:

Subd. 1. Paychecks will be directly deposited every second Friday.

Subd. 2. Effective July, ~~2023~~**2025**, the first payroll date shall be July ~~14~~**11**, ~~2023~~**2025**. Effective July, ~~2024~~**2026**, the first payroll date shall be July ~~12~~**17**, ~~2024~~**2026**.

Subd. 3. Paychecks shall be subject to deductions under the law for the State Teachers' Retirement and/or other authorized deductions.

403(b) deductions shall be transferred, following the pay schedule as closely as possible.

In the event of overpayments to a teacher, paychecks will also be subject to deduction.

Subd. 4. Teachers

A. ~~Early Intervention Program T~~**T**teachers on a year round calendar shall be paid on the 26 payment pay plan. All other returning teachers will annually be afforded the opportunity to select a 22 or 26 payment pay plan. This will be done by authorization card before May 1. The plan chosen, including year end payoff options, will continue in effect in succeeding years unless changed by a new authorization card.

New teachers shall be afforded the opportunity to select either a 22 or 26 payment plan when hired.

B. All teachers returning from leave and new teachers whose completed employment forms and signed contracts are received in the payroll department at least two weeks prior to the first regular pay date shall be paid on the first regular pay date after returning to work.

C. The balance due on the Contract will be paid in full on the final regular pay date following the end of the school year except for those individuals who chose a 26 pay period option without a payoff.

Subd. 5. Teachers may also elect to have their pay directly deposited on every payday Friday during the summer months rather than having a balance due on the final regular pay date 26 payment plan schedule).

Section 5

Subd. 1. Long-term Substitute Teachers: Long-term substitute teachers who teach continuously for more than thirty (30) days on the same assignment (replacing one individual teacher) shall be paid according to their appropriate lane and performance increment on the Teacher's Salary Schedule. The maximum experience credit shall be based on the guidelines set forth in Article VIII, Section 1, Subd. 1. This provision is not retroactive.

Subd. 2. Building Relief Teachers: Building Relief Teachers hired to work a normal duty year of ~~174~~ **all** student contact days and three staff development days will receive pro-rata

of BA performance increment 1 for each school year. All other provisions of the collective bargaining agreement apply.

Subd. 3. Employment of Retired Teachers: Retired teachers may be re-employed as part of the District's normal posting and selection processes and procedures. Notification of the re-employment of retired teachers shall be given to the Union.

Retired teachers re-employed into regular teaching assignments and/or long-term substitute assignments will receive their pro-rata daily rate of pay applicable at the time of retirement. Retired teachers re-employed into ABE/ECFE**/Preschool** positions will be placed on the **corresponding** ABE/ECFE**/Preschool** compensation schedule. Retired teachers will not be eligible or entitled to receive any benefits set forth in Article XI-XV and XVIII of the working agreement.

Retired teachers shall be eligible to receive three non-cumulative days of sick leave pay per trimester pro-rated to the teacher's daily assignment. Retired teachers will be paid for student contact days, conference time, staff development, prep time and/or supervision time within each trimester's assignment on a pro-rated daily basis. At the end of the assignment, the position the retiree has filled shall be re-posted.

Section 6. Summer School Teachers, Miscellaneous Hourly Rates of Compensation: Pay shall be ~~$38.27 for 2023-24 and~~ $39.04 for ~~2024-25~~**2025-2026 and $39.82 for 2026-2027**.

*The hourly rate to be used for summer work is the one used for the year immediately preceding the summer school session.

The salary of curriculum writing teams and/or rates of pay for hours to be compensated and not otherwise set forth in this Article shall be determined in the same manner as the pay of summer school teachers.

Section 7. Student Support Programs, Supplemental Programs, and Alternative Programs Teachers:

Subd. 1: Teachers whose primary assignment is in the Student Support Programs, Supplemental Programs or Alternative Programs will be placed on the appropriate lane and performance increment schedule as outlined in Appendix A based on their educational degree based on District guidelines set forth in Article VIII, Section 1.

Subd. 2. Part-time teachers in the Student Support Programs, Supplemental Programs or Alternative Programs not on continuing contract for less than 536 hours per school year are not entitled to benefits, sick leave, or continuing contract entitlement.

Subd. 3. Teachers hired to perform part-time assignments in the Alternative Night School Program, or homebound, teleteaching and Supplemental Programs outside of the duty day will be compensated at the teacher's hourly rate up to the maximum hourly rate as set forth in Section 6 of this Article.

Section 8. Leadership Compensation

Compensation Levels	**2025-2026 Stipend**	**2026-2027 Stipend**

Level A	2196	**2240**
Level B	1966	**2005**
Level C	1915	**1953**
Level D	1524	**1554**
Level E	1181	**1205**

Level A:

High School Department Leaders (English, Math, Science, Social Studies**, ESL**)

Level B:
Elementary Building Leaders (Special Education Child Study Team Leader)
Elementary Curriculum Support Team Teachers (Art Curriculum Leadership, Music Curriculum Leadership, Physical Education Curriculum Leadership)

Middle School Department Leaders (Art, Building Technology Coordinator, English, English Second Language (ESL), Family and Consumer Science, School Counselor Industrial Technology, Math, Music, Physical Education, Science, Social Studies, Special Education, Talent Development Leader, World Language)

High School Department Leaders (Art, Building Technology Coordinator, Business Education, ~~ESL,~~ Family and Consumer Science, School Counselor, Industrial Technology, Music, Physical Education, Special Education, World Language)

Secondary Curriculum Support Team Teachers (Art, Business, Drivers Education, Family and Consumer Science, School Counselor, Health, Music, Physical Education, Technical Education, World Language)

Anoka-Hennepin Technical and Sandburg Regional High School Department Leaders (Art/Technology, Business, English/Reading, ESL, Health/Physical Education, Math, Science, Social Studies, Special Education)

TOSA-TALS and TOSA-Tech Facilitators

Psychology Leaders (2 positions – Birth to age 22)

Social Worker Leaders (2 positions – Birth to age 22)

~~Vocational~~ **CTE** Department Leaders (each High School and the STEP Program)

Level C:

Elementary Building Leaders (Kindergarten Representative, First Grade Representative, Second Grade Representative, Third Grade Representative, Fourth and Fifth Grade Inquiry Representative, Fourth and Fifth Grade Humanities Representative, Title 1 School Wide, Intervention Team Leader, English Second Language Building Program Leader)

Middle School Department Leaders (Health, Media, Reading)

High School Department Leaders (Chemical Hygiene Officer, Health, Media, Reading)

Anoka-Hennepin Technical High School, Anoka-Hennepin Regional High School, and Alternative Site Department Leaders (Chemical Hygiene Officer)

Special Education Department Leaders (River Trails Learning Center, Pathways Program, Bridges, Early Childhood Special Education Programs and District Evaluation Team)

Licensed School Nurses

Level D:

Elementary Building Leaders (Principal designated Building Lead Teacher, Targeted Assistance)

Middle School Department Leaders (Chemical Hygiene Officer)

Level E:

Elementary Building Leaders (Comp Ed)
Middle School Department Leaders (Anoka Middle School sixth grade site – separate department leaders for Art, ELA, Math, Music, Physical Education, Reading, Science, Social Studies, Special Education)

Subd. 1. Middle School Leadership Activities: Each middle school building receives $6.95 per pupil per school year to be allotted for building leadership activities, but not limited to, Site Council teams, Building Leadership teams, Student Learning Improvement teams, Interdisciplinary teams, and professional learning communities. **Effective July 1, 2026, each middle school building receives $7.09 per pupil per school year to be allotted for building leadership activities.**

Specific amounts will be determined by a committee consisting of the building principal and faculty representatives. The specific amounts must be determined by October 30 of each school year. The committee may choose to retain a percentage of the allotment for disbursement later within that school year for leadership activities.

Subd. 2. Elementary Technology Leader: Elementary buildings will be allocated between **$1,805 - $2,138 for the 2025-2026 and** ~~$1,805~~**$1,841** - ~~$2,138~~**$2,181 for the 2026-2027 school years** per building (depending on size) for teachers in technology leadership positions, as follows.

Student Count	**2025-2026** Stipend	**2026-2027 Stipend**
Less than 600	1805	**1841**
600-799	1915	**1953**
800-899	2029	**2070**
More than 899	2138	**2181**

Subd. 3. Targeted Services Coordinator: Teachers designated as Middle School Targeted Services Coordinators shall receive ~~$1,235~~**$1,260** - ~~$2,470~~**$2,519** per year, depending on the size of the program.

Subd. 4. AP Coordinators: Teachers designated as AP Coordinators shall be paid the following:

Test Count	**2025-2026** Stipend	**2026-2027 Stipend**
Less than 300	322	**328**
300-599	629	**642**
More than 600	1015	**1035**

Subd. 5. On-Line Learning Monitors: Teachers designated by the District to monitor on-line learning courses shall be compensated $500.00 per course.

~~Subd. 6. SEED Program: Teachers designated to facilitate/present the SEED program course shall be paid $2,000.00~~

Subd. ~~7~~6. Contract extensions for District TOSA positions may be available during the summer or other non-duty time. Approval of contract extensions may be granted by the Director of Curriculum and/or the Associate Superintendent. The supervisor and teacher may agree to a flex calendar (move regular duty days into non-duty day time periods). Supervisors do not need to apply the restrictions on the use of personal days listed in Article XIV, section 2 to days that are Flexed off of the District Calendar. Once the FLEX calendar is approved, restrictions on the use of personal days from Article XIV, Section 2 will apply to the flex calendar agreed to by the administrator and TOSA instead of the standard teacher calendar. Pay shall be on a daily basis prorated from the TOSA's teaching salary.

Section 9. Secondary Vocational: A teacher with a secondary vocational license teaching in an assignment for which a secondary vocational license is required shall be paid an additional $780.00 per year.

Section 10. Information and Training Workshops

Subd. 1. Teachers designated by the District to voluntarily attend information or training workshops on non-duty days shall be compensated at the rate of $~~194.00~~**198.00** per day in addition to any expenses incurred. Attendance at in-service or training workshops on a duty day but beyond the time for a normal duty day will be compensated up to the maximum hourly rate set forth in Section 6 of this Article.

Subd. 2. Workshops of one-half day on non-duty days will be compensated at one-half daily rate.

Subd. 3. Teachers who request and receive District approval to attend workshops, clinics, and seminars sponsored by either the District or outside agencies will be reimbursed by the District for approved expenses incurred (e.g. registration, travel, meals, lodging).

Subd. 4. Participation in staff development that is not included within the designated FTE will be compensated, but not become part of the individual contracts of part-time teachers.

Subd. 5. Teachers who are presenters at District staff development training shall be compensated an additional $~~15.00~~**15.30**/hour for the actual hours of presenting; in addition, they will be paid their hourly rate up to the maximum hourly rate set forth in Section 6 of this Article for an equivalent number of hours to prepare, outside their normal

duty day, for the presentation. This subdivision is not applicable for teachers who are presenting during their designated duty days and who are: TOSA, Technology facilitators, or department leaders or subject area leaders presenting in their subject areas or regarding the use of technology for which they are receiving a leadership stipend.

Section 11. Miscellaneous

Subd. 1. A teacher who voluntarily teaches an additional class period during their prep time on an extended basis (excludes occasional substitute situation in Section 11, subd. 3) will be compensated on the following pro rata basis:

A. The fourth class period overload assignments in a 4 period day schedule shall receive .29 of the teacher's daily rate for each duty day of service except personal leave days. The sixth class period overload assignments in a 7-period day schedule and/or Anoka-Hennepin Regional and Technical High Schools shall receive .17 of the teacher's daily rate for each duty day of service except personal leave days. The fifth class period overload assignments in a 5-period day schedule shall receive .25 of the teacher's daily rate for each duty day of service, except personal leave days.

B. If the assignments are in schools with different schedule period systems, then the pro-rata hourly rate of pay for each student contact day taught will be determined by taking the difference between the total percentage of the teaching assignments and .7143 if the teacher's greater assignment is a seven period day, or .750 if the teacher's greater assignment is a four period day, or .8 if a teacher's greater assignment is a five period model.

C. Elementary teachers who voluntarily agree to teach during their prep time on an extended basis shall be compensated on a pro-rata basis.

D. Effective July 1, 2024, Elementary Specialist teachers (including teachers of Physical Education, Art, Music Explorations, Media and CORE) with an assignment greater than 48 thirty minute sections in a 5 digital day schedule will be compensated an additional .02 FTE for each additional section.

Subd. 2. A secondary teacher assigned to two or more buildings shall be given travel time instead of before or after school duties, unless otherwise agreed to between the teacher and principal/program supervisor. An elementary teacher who travels between buildings during the duty day shall be given a minimum of 1/2 hour reduced student contact time and shall not be assigned to before or after school supervisory duties, unless otherwise agreed to between the teacher and principal/program supervisor. Teachers who travel are guaranteed preparation time as defined in Article VII, Section 1.

Subd. 3. Teaching during Prep Time and Substitute Leave Time: If a teacher is requested by a building/program administrator to teach during assigned preparation time to cover an unfilled absence and the teacher accepts the assignment, the teacher will be compensated at a prorated portion of the daily substitute teacher rate. For the ~~2023-24~~**2025-2026** school year, this equates to the rate of $40.00 for an elementary school hour preparation time or a six and seven period day school; or $50.00 at a five period per day school.

Upon approval of the principal/program supervisor, teachers may cover time with another teacher to teach during that teacher's preparation time in lieu of compensation.

In lieu of the payment above and with the approval of the building/program administrator, a teacher may earn substitute leave time. At the high school level, five class periods of substitution will qualify for a full duty day of substitute leave time. At the middle school level, seven class periods will qualify for a full day of substitute leave time. At the elementary level, three hundred and sixty minutes will qualify for a full day of substitute leave time.

A teacher is limited to earning two days of substitute leave time per school year. Any earned days must be taken (1) within the school year earned; and (2) in full day increments. Earned 'substitute leave time days' are considered "personal leave days" for purposes of the limitations imposed in Article XIV, Section 2. Subd. 1 and Subd. 2. In addition, a teacher may not conjoin personal leave days or seniority days to substitute leave days. Teachers may use the two 'substitute leave time days' conjointly.

Subd. 4. In the event a substitute teacher is not available to fill the absence of an elementary teacher, and through initiation of the principal, students are placed into other elementary teacher classrooms, those teachers will be compensated at the retiree substitute rate divided by the number of elementary teachers absorbing the students. Where Early Childhood/Special Education (EC/SE) teachers team teach, and a replacement teacher is not available to fill the absence of an EC/SE teacher for a half day or a full day, the other EC/SE teacher will be compensated at the retiree substitute rate.

Subd 5. In the event a part-time teacher's primary assignment ends and the teacher is requested by the Principal to serve as a substitute, and the teacher accepts, the teacher will be compensated at a prorated portion of the daily substitute teacher rate.

Subd. 6. A teacher who is not provided with a car and who is authorized to use the teacher's own automobile in pursuance of assigned school duties shall be reimbursed at the IRS approved rate.

Subd. 7. Special education and regular education teachers who are required to attend special education due process meetings outside the duty day and beyond the required conference time per (trimester) and have received prior approval from their supervisor/principal shall be compensated at the teacher's hourly rate up to the maximum as designated in Article X, Section 6. The District special education administration may also authorize additional hours beyond the required conference time per (trimester), to be paid at a teacher's hourly rate up to the maximum as designated in Article X, Section 6 for the special education evaluation team.

~~Subd 8: Elementary Professional Time: For the 2023-24 school year, in consideration of professional time performed beyond the duty day on any duty day, as necessary, elementary teachers in dyads or triads shall be paid $200 per trimester. This additional compensation will no longer be provided after the 2023-24 school year.~~

Subd. **8**~~9~~. Additional Due Process Responsibilities: When a vacancy or leave of absence on an extended basis (more than 6 weeks) results in a group size beyond the approved target range, a teacher assigned additional case management responsibility will, upon the teacher's request, be compensated for up to 20 additional due process hours performed outside of the duty day per trimester.

Subd. 9 RTLC Stipend: Teachers assigned to River Trails Learning Center (RTLC) will receive a $2,000 stipend per year. Stipends will be prorated if FTE is less than a 1.0 at RTLC.

Section 12. **Additional Certification**

A teacher, who achieves National Board of Professional Teaching Standards (NBPTS), American Speech Language and Hearing Association Certificate of Clinical Competence (CCC-SLP, CCC-A) or holds national board certification for Psychology (NCSP), Nursing (NBCSN), Certificate Orientation Mobility Specialist (COMS), Physical Therapy (ABPTS), Occupational Therapy (NBCOT) or school social workers (LICSW) will qualify for an additional $2,000 for each year the certification is in effect and in direct proportion to the relevant teaching assignment. Other recognized national certification or advanced doctorate or specialty degrees will be considered as mutually agreed by the Union and District.

ARTICLE XI
GROUP INSURANCE

Section 1. Eligibility

Subd. 1. Teachers eligible for insurance coverage shall be defined as those teachers who are considered full time on a 187-day contract or 1340 hours of duty time.

Subd. 2. Eligible and enrolled employees hired after the signing of this agreement shall have their insurance coverage begin on the first day at work. The basic health and hospitalization plan, dental, long term disability insurance, life insurance and Workers' Compensation are effective the first day at work. For purposes of this subdivision, probationary teachers terminated and then rehired before the start of the school year will have coverage effective the first day of work. Early Intervention Program teachers participating in the Flexible Spending Reimbursement Accounts will commence effective September 1.

Subd. 3. Long Term Substitutes

A. Long-term substitute teachers hired for less than 90 full days during a school year shall not be eligible for District contribution for insurance plans. These employees may enroll in the District health and hospitalization plan by paying the entire premium.

B. Long-term substitute teachers whose term of employment equals or exceeds 90 full days become eligible for District contribution for insurance plans. They will be reimbursed for any health and hospitalization plan premiums they have paid which the District contributes for other teachers in the bargaining unit.

C. Insurance for a retired teacher in a long-term substitute position shall refer to Article X, Section 5, Subd. 3.

Subd. 4. Voluntary Participation: Participation by an eligible employee in insurance programs under Article XI is voluntary. Eligible employees who choose not to participate shall receive no additional compensation in lieu of not participating.

Subd. 5. Part-time: Upon the employee providing the carrier proof of insurability, effective September 1, 1993, a teacher who teaches less than full-time but greater than or equal to the following: a) A contract for teachers on regular yearly contracts for 40% or greater and teaching at least one class per (trimester); b) A 40% contract each year for Student Support Programs, Supplemental Programs or Alternative Program Teachers shall be eligible for prorated District contribution for negotiated insurance plans as described in the Working Agreement, provided the teacher elects to pay the remaining premium. The premium paid by the District shall be in the same proportion as the teacher's contract or number of hours worked / 1340 hours. If the contract hours change during the year, the District's contribution shall be prorated. Teachers in this category who elect to participate in the dental insurance must commit themselves to participate in the plan for one full year.

Section 2. Hospitalization-Medical-Major Medical

Subd. 1. Single Contribution: The School Board shall contribute up to $~~770.00~~**850.00**/month of the premium cost to the District plan for full-time eligible and enrolled teachers; effective September 1, ~~2024~~**2026**, the School Board shall contribute up to $~~810.00~~**945.00**/month of the premium cost to the District plan for full-time eligible and enrolled teachers. **Effective September 1, 2027, the School Board contribution shall increase by half of the increase in premium of the least expensive health plan until the contribution has been negotiated.**

Subd. 2. Family Contribution: The School Board shall contribute up to $~~1,375.00~~**1,830.00**/month of the premium cost to the District plans for all full-time teachers employed by the District who are enrolled in a School District health and hospitalization plan. Effective September 1, ~~2024~~**2026**, the School Board contribution shall be up to $~~1,515.00~~**1,975.00**/month of the premium cost to the District plan for full-time eligible and enrolled teachers. ~~Thereafter, the District contribution shall increase by the same dollar amount as the negotiated increase in the District contribution for single coverage.~~**Effective September 1, 2027, the School Board contribution shall increase by half the increase in premium of the least expensive health plan until the contribution has been negotiated.**

Subd. 3. Dual Spouse Contribution: When both married spouses work for the School District full-time and are eligible for insurance coverage and enrolled in the District plan, the District shall contribute up to $~~2,145.00~~**2,680.00**/month of the premium cost. Effective September 1, ~~2024~~**2026**, the School Board contribution shall be up to $~~2,325.00~~**2,920.00**/month. **Effective September 1, 2027, the School Board contribution shall be equal to the sum of one single and one family contribution until the contribution has been negotiated.**

Subd. 4. ~~High~~ Deductible Open Access Plan: The District will establish a ~~High~~ Deductible Open Access Health Plan with an HRA. Effective September 1, 2014, the District will make contributions into an integrated active HRA of $750 for the $1,500 single deductible, and $1,500 for the $3,000 family deductible plan each year. The maximum out of pocket cost of usual and customary charges will be $3,000 for single coverage and $6,000 for

family coverage, subject to plan exclusions and limitations of coverage. Plan coverage, claims, and designs shall not be subject to the grievance and arbitration process.

Section 3. Long-term Disability - Income Protection: The Board shall provide this insurance plan at no cost to the employee. The maximum monthly benefit for qualified teachers shall be equal to two-thirds of current annual salary not including extra services compensation.

Subd 1. Sick Leave Bank: The AHEM and the District agree to establish a sick leave bank for those teachers who have exhausted sick leave before qualifying for Long-Term Disability. Teachers who have exhausted sick leave and as a result of illness or injury must undergo continuing treatment by a health care provider or have a spouse or legal dependent who must undergo continuing treatment by a health care provider such as for cancer (chemotherapy, radiation) or kidney disease (dialysis) but will not qualify for Long Term Disability, may apply to the Sick Leave Bank Committee for days up to a maximum of 15 days per year.

Section 4. Term Life – Basic Life and Accidental Death and Dismemberment

Subd. 1. The District shall provide $50,000 for full-time eligible teachers for this plan; part-time teachers may enroll at a pro-rated cost.

Subd. 2. Effective July 1, 1986, teachers may purchase, subject to the eligibility requirements of the carrier, additional supplemental life insurance in aggregates of $10,000.

Section 5. Workers' Compensation: The District shall provide Workers' Compensation insurance as required by law with the following guidelines.

Subd. 1. For the employee who is absent from work as a result of a compensable injury, the District will pay the difference between the compensation received pursuant to the Workers' 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 (unless the employee requests that sick leave not be utilized). The School District will make a payroll deduction for monies received by the employee from the Workers' Compensation insurance coverage.

Section 6. Liability Insurance: The District will carry liability insurance on all teachers to the maximum required by law.

Section 7. Dental Insurance: The District shall contribute up to $~~80~~**85**/month for eligible and enrolled teachers. The maximums will be $1,500 for basic care and $1,250 for orthodontia coverage.

Section 8. Teachers on Leave of Absence: Teachers on approved leave of absence shall be allowed to continue participation in any group insurance plan available for teachers (except Long-term Disability and Workers' Compensation) provided they pay the premium themselves. Teachers participating in any of the insurance plans available shall prepay the District on a quarterly basis. Teachers who cancel their participation shall not be eligible to ~~reenroll~~re-enroll for the insurance until they return to work. Teachers choosing to take benefits under the Federal Family and Medical Leave Act should contact the District insurance department for clarification.

Section 9. Teachers on Long-Term Disability

Subd. 1. Teachers who are on a long-term disability shall be allowed to continue participation in any group insurance plan in which they participated prior to going on long-term disability.

Subd. 2. The District shall contribute an amount equal to that contributed for active employees for single health/hospitalization coverage up to Medicare eligibility. 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.

Subd. 3. The District shall contribute the full premium for full-time teachers (pro-rate for part-time) for life insurance until the waiver of premium commences; if the waiver is not approved by the carrier, the employee may continue the term life by paying the full premium during the leave of absence.

Subd. 4. Dental insurance may be secured by employee payment of the entire premium in effect for active employees.

Section 10. Flexible Benefit Plan: Effective July 1, 1988, the District shall set up a Flexible Benefit Account for every eligible teacher pursuant to Section 1 subds. 1 and 5 of this Article.

Subd. 1. The District contribution shall be in accordance with above Section 2, 3, 4, and 7.

Subd. 2. Each eligible teacher who participates in the plan shall have the opportunity to purchase via payroll deduction, i.e., salary reduction, additional coverage for optional benefits as provided for in the plan.

Section 11. Post-Retirement Insurance: See Article XVIII

ARTICLE XII
PARENTING LEAVE (MATERNITY, PATERNITY, ADOPTION)

The District shall comply with the provision of the federal Family and Medical Leave Act. Teachers shall receive insurance benefits and leaves under the federal Family and Medical Leave Act or under the contract.

Section 1. Purpose and Procedures: A leave of absence shall be granted to a teacher for the purpose of providing full-time parental care for a new-born or newly adopted child(ren). Whenever possible arrangement for such leaves shall be made at least ninety (90) days prior to the beginning date of the leave. A planned date of return to duty shall also be arranged at the same time. Teachers should meet with the principal/supervisor in considering the particular educational needs of the students in their classroom in selecting an effective date for beginning of and/or returning date from such leave. The leave must commence within the first twelve (12) months of birth of adoption. As necessitated by adoption process, exceptions to consecutive days may be granted for adoption leaves.

Section 2. Use of Sick Leave for Parenting Leave: For any leave of absence for maternity, paternity, or adoption, teachers shall be able to access their earned sick leave during parenting

leave up to twelve (12) weeks. Documentation of date of birth of adoption shall be submitted to the ~~Employee Services~~**Benefits** Department.

Section 3. Any leave of absences in excess of twelve (12) weeks for maternity, paternity, or adoption that results from the birth or adoption of a child(ren) that is medically necessary as evidenced by an attending physician's statement is covered by the sick leave provisions of this Agreement. The attending physician's statement shall be submitted to the **Benefits**~~Employee Services department~~ **D**epartment concerning the medical circumstances that require the leave. Teachers may access their earned sick leave during parenting leave up to the time specified by their physician.

Section 4. Teachers returning from parental leave shall return to the same position; in the event the position no longer exists, the relevant provisions of Article XVI shall apply.

Section 5. Sick leave benefits accumulated from parental leave will be granted at the return of the leave.

Section 6. District Contributions for insurance will continue for those employees using sick days and/or as provided for under FMLA.

ARTICLE XIII
CHILD CARE LEAVE OF ABSENCE

The District shall comply with the provision of the federal Family and Medical Leave Act. Teachers shall receive insurance benefits and leaves under the federal Family and Medical Leave Act or under the contract at the teacher's option.

Section 1. Child Care Leave: A Child Care leave is defined as an unpaid leave of absence for the period of time a teacher intends for the care of the child. It is intended for the care of pre-school and kindergarten age children. The specific length of leave will be conditional on a return date at either the start of a school year, or on the first day of a marking period if the leave is within the school year; for Early Intervention Program teachers July 1, October 1, January 1, April 1 or otherwise mutually agreed upon date.

Subd.1. Employees selecting a child care leave, intending to return at the start of the school year or July 1 for Early Intervention Program teachers, must notify the ~~Employee Services~~**Benefits** Department of their intention to return by February 1. If the employee has not notified the ~~Employee Services~~**Benefits** Department by February 1, the District will notify the employee as soon as possible that they will be considered terminated fifteen (15) days after receipt of this notification if the employee fails to respond.

Subd. 2. As part of District staffing processes, teachers may request extension of child care leaves, with notification to **the** ~~Employee Services~~**Benefits Department** by February 1. While the District reserves its right to approve or deny requests, lengths of consecutive leaves shall not normally extend beyond 5 consecutive years.

Subd. 3. Return rights: See Article XVI, Section 1, Subd 3 and 4.

Subd. 4. Insurance: Teachers who are on child care leave, and wish to continue health, dental, life, or supplemental life plans may do so by paying the group rate costs. Teachers participating in any of the insurance plans available shall prepay the District on a quarterly

basis. Teachers who cancel their participation shall not be eligible for the insurance until they return to work.

ARTICLE XIV
SICK-PERSONAL/RELIGIOUS/EMERGENCY LEAVE

The District shall comply with the provision of the federal Family and Medical Leave Act and the Minnesota Earned Sick and Safe Leave Statute. Teachers shall receive insurance benefits and leaves under the federal Family and Medical Leave Act or under the contract.

Section 1. Full-time teachers will be granted 12 days leave of absence accrued and recorded on a per pay day basis over 22 (twenty-two) pay days for personal illness, serious illness of a member of the immediate family or on account of death of a member of the immediate family. The immediate family shall include husband, wife, children, mother, father, sister, brother, grandparents and in-laws of similar degree of relationship. Full-time Early Intervention Program teachers will be granted 12 days leave of absence accrued and recorded on a per pay day basis over 26 (twenty-six) pay days.

For personal illness/injury or illness/injury of the teacher's dependent minor child, dependent adult child, or spouse, the teacher may use up to the amount of sick leave the teacher has accrued and available.

For serious illness of the teacher's parent (or in-law) or non-dependent adult child and for which the teacher must serve as the primary caregiver, the teacher may use up to twelve (12) weeks of sick leave the teacher has accrued and available.

For serious illness of the teacher's sibling (or in-law) or grandparent (or in-law) and for which the teacher must serve as the primary caregiver, the teacher may use up to four (4) weeks of sick leave the teacher has accrued and is available.

Teachers may use up to two (2) weeks of sick leave the teacher has accrued and is available for other uses allowable under MN Statute 181.9413, such as safety leave and care of relatives not included in the definition of immediate family member from the first paragraph of this section.

On account of death of the teacher's spouse, child, or parent (or in-law), the teacher may use up to two (2) weeks of sick leave the teacher has accrued and available for bereavement purposes.

On account of death of the teacher's sibling (or in-law) or grandparent (or in-law), or any other individual related by blood or whose close association with the staff member is the equivalent of a family relationship, the teacher may use up to one (1) week of sick leave the teacher has accrued and available for bereavement purposes.

A dependent minor child and a dependent adult child are defined as follows:

Dependent minor child: an individual under 19 years of age or an individual under age 22 who is still attending secondary school.

Dependent adult child: an unmarried child under 26 years of age enrolled as a part-time or full-time student and/or requires 50% or more of support; or an unmarried child of any age that is incapable of self-care because of a mental or physical disability.

Subd. 1. The 12 days allowed include personal leave, under Section 2 of this Article.

Subd. 2. The 12-day allowance will be granted at the beginning of the school year; however, a teacher may only use sick leave earned to date when going on an approved leave.

Subd. 3. A full-time teacher employed during the school year shall be granted twelve (12) full days of sick leave. Teachers with job share and teachers with part-time contracts will be granted pro-rata days of sick leave; however, part-time teachers in the Student Support Programs, Supplemental Programs or Alternative Programs not on continuing contract who work less than 536 hours per school year are not entitled to sick leave.

Subd. 4. Teachers terminating employment during the school year shall be required to reimburse the District for sick leave days taken but not earned.

Subd. 5. Sick leave shall accumulate to an unlimited amount.

Subd. 6. Sick and personal leave may be taken for a full or one-half day.

Subd. 7. Teachers who have accumulated thirty (30) days of sick leave and who use less than half of the year's allotted sick leave may cash in up to five days (six (6) days for teachers with less than 10 years seniority) of unused sick leave in June of each year, such days to be exchanged at the daily substitute teacher rate by notification to the Labor Relations/Benefits Department. For the 2023-24 school year, that rate is $200 per day. Teachers who have been probationary terminated and who use less than half of the year's allotted sick leave may cash in up to six days of unused sick leave in June of each year, such days to be exchanged at the daily substitute teacher rate by notification to the Labor Relations/Benefits Department.

Teachers who have sold days to the District, and due to serious illness(es) have used their reserve, may purchase days from the District at the daily substitute teacher rate to the limit that they have sold.

Subd. 8. Upon the District's initiative removing a teacher from the teacher's assignment, the teacher's sick leave days may be deducted for the time period necessary to obtain an appropriate health professional review/assessment regarding the teacher's physical or mental health to perform the teacher's job. Days deducted shall be credited back in the event the assessment determines the teacher was able to perform the teacher's job during the time period to obtain the assessment.

For a teacher who is out on sick leave or returning from a leave of absence, the credit back of sick days is not applicable for the time period necessary by the District to address the teachers' ability to perform the teacher's job which includes the assessment of medical information or the necessity of accommodation. Both the District and teacher recognize that reasonable effort to expedite the process is in the mutual interest of both parties.

Subd. 9. Teachers on extended contracts may use sick leave on extension days as outlined in this section of the working agreement. Personal leave and seniority days may not be used on extension days.

Section 2. Personal Leave and Seniority Days: Three non-cumulative personal leave days deducted from sick leave shall be granted each year at the teacher's discretion. Teachers who have completed 10 years or more seniority with the district may request one additional personal leave day on a first-requested, first-granted basis to be deducted from their accumulated sick leave. The following guidelines shall be followed:

Subd. 1. No more than ~~7~~**5**% of teachers within a building or program may take personal leave or their seniority day on a given day. **For the calculation of this subdivision, the number of teachers allowed to take leave shall be rounded up to the nearest whole number.**

Subd. 2. Personal leave may not be taken the first five (5) days of the school calendar year, or the last five (5) days of the school calendar year, ~~and, commencing on May 1 and continuing until the end of the school year, no more than five percent of the building staff may take personal leave or seniority day on Mondays (Tuesday of Memorial weekend) or Fridays~~ except in emergency situations.

The 10 year seniority day may be used in the first five (5) days or the last five (5) days of the school calendar year but is limited to the percent limitations within the building.

~~Subd. 3. Only one personal leave day and the seniority day may be taken adjacent to a scheduled break without a substitute deduction. If additional personal leave days are requested adjacent to a scheduled break, the teacher will be required to pay the current daily substitute rate ($200 for the 2023-2024 school year) for the days taken regardless of whether a substitute is actually hired. Teachers and/or principals do not have discretion to arrange days during an extended break for the purpose of avoiding a substitute deduction. Teachers may request that the Department of Labor Relations and Benefits waive the substitute deduction due to unusual circumstances.~~

Subd. ~~4~~**3**. Teachers may request personal leave days on a first requested, first-granted basis. In cases where two or more teachers submit their requests at the same time and the building's ~~7% or~~ 5% would be exceeded, district-wide seniority shall be used to break the tie (the most senior teacher shall be granted leave).

Subd. ~~5~~**4**. A five (5) day notice shall be given, except in emergencies when a phone call to the principal shall be made. Notice is a filed, signed Teacher Personal Leave Form.

Subd. ~~6~~**5**. Principal/Supervisors have discretion to approve or deny requests for exceptions to the personal leave day limits established in Subdivisions 1, 2, 4, and 5 of this section.

Subd. ~~7~~**6**. If a teacher takes three (3) personal leave days (excluding seniority day) pursuant to this section, the teacher shall not be eligible for the sick leave buy back that year. Teachers may take two (2) personal leave days and the seniority day and still be eligible for sick leave buy back.

Subd. ~~8~~**7**. For Early Intervention Program teachers on a year-round calendar, Subd. 2 of this Section does not apply.

~~An Early Intervention Program teacher shall be required to pay the rate established in Subd. 3 of this section only to a scheduled break of 2 weeks or more.~~

Calendars for Early Intervention Program teachers will be finalized by May 1 of the preceding school year.

Section 3. Absence without pay may be granted by the Principal or the teacher's immediate supervisor at the discretion of the Principal or immediate supervisor. Written notification of the response must be provided within three (3) days following receipt of the request by the Principal.

Section 4. A teacher absence shall not be charged against the teacher's sick leave days if the absence is due to one of the following job-related situations:

- Intentional act by a student or non-student which caused harm.
- Injury caused by a student who is dysregulated.
- Injury resulting from a teacher intervening to prevent a student from causing harm to person or property.

Section 5. Family Medical Leave: Subject to District policies, teachers may request leaves to care for the teacher's dependent child, regardless of age, subject to approval at the District's discretion, for unpaid leaves of absence beyond twelve weeks of FMLA.

Section 6. Religious Leave: Teachers may be granted up to three (3) days of leave with pay per year for observance of religious holidays. Teachers requesting time off for a religious holiday shall submit a written request to their principal/supervisor at least two (2) weeks prior to the holiday. Such days will be deducted from accrued sick leave.

ARTICLE XV
OTHER LEAVES OF ABSENCE

Unless otherwise specifically denoted within a section, all requests for leaves of absence or returns from leaves of absence including leave requests for reduced or modified contracts must be submitted to Employee Services prior to February 1st of each year.

Teachers who are unable to return from previously approved leaves of absence must provide advance notice as soon as practical, to Employee Services to determine the teacher's employment status. Individual teachers who have been absent for more than one year due to physical and/or mental impairments may be subject to the provisions of Minn. Stat. § 122A.40, Subd. 13.

Section 1. Sabbatical Leave – Teachers: Sabbatical leave will be available and may be granted under the following conditions:

Subd. 1. It shall be for professional study.

Subd. 2. A teacher shall be tenured by Independent School District No. 11 before the teacher may request leave.

Subd. 3. Request for such leave shall be submitted in writing to the Employee Services Director ~~or Director of Curriculum~~ at the earliest possible date, but in no case shall this be

after December 31 of the year previous to the year for which the request is made. Requests for sabbatical leave will be evaluated and recommended or rejected by an evaluation committee no later than January 31. Individuals will normally be limited to sabbatical leave no more than once every seven years. A written response shall be given to all applicants rejected by the committee. This committee shall be made up of the following:

A. ~~Director of Curriculum, Instruction & Assessment~~**Superintendent designee**

B. ~~TOSA in the teacher's related field~~**Two teachers as designated by AHEM**

C. One representative chosen by the teacher from the teacher's department or grade ~~-~~level **or school or a building**.

D. The teacher's Principal or direct supervisor.

Subd. 4. The granting of such leave shall be limited to .8 % of the teaching staff in the school year in which the request is made. If a teacher approved for sabbatical leave decides to reject the leave and so notifies the District before June 30, previously rejected applicants shall be eligible for this leave.

Subd. 5. Prior to February 1 of each year of sabbatical leave, the teacher who has been granted such leave shall inform the Employee Services Department of the teacher's teaching intentions regarding the school year immediately succeeding the year of sabbatical leave.

Subd. 6. The reimbursement for sabbatical leave shall be one-half of the teacher's salary for the year of leave, or, if the teacher chooses, three-fourths salary for the year of the leave and three-fourths salary for the year following the leave. This reimbursement shall be paid on the condition that the teacher returns to teach in District No. 11 during the year immediately following the year of leave. If the teacher does not return to teach to the original full-time equivalent in District No. 11 after the year of sabbatical leave, the teacher shall be obligated to refund all the money paid out by the District for the year of leave. The amount the teacher shall be obligated to refund will be the amount stated in payroll records including any and all amounts paid to or on behalf of the teacher; this includes but is not limited to salary, 403(b) contributions, TRA District contribution, TRA teacher contribution, social security and Medicare (both District and teacher contribution), federal and state taxes, and any and all the other money or benefits paid out.

Subd. 7. Sabbatical leave may be available and granted for periods of less than one year.

Subd. 8. The following policies apply to a staff member on sabbatical leave:

A. Retirement: Deductions from salary will be made for retirement and Social Security. The retirement deduction will be based on the full salary that would have been paid if the teacher were not on a sabbatical leave. The District must so notify teachers requesting sabbatical leave of TRA rules prior to the granting of such leave.

B. Sick Leave: One-half of the days normally allowed will be credited for the year of sabbatical leave. These days are added to the days already in the leave bank.

C. Salary Schedule Movement: The sabbatical year counts as a year of service to the School District. The teacher on sabbatical leave goes to the next salary performance increment for the year following the leave.

D. Insurance Coverage: Health, Life and Dental insurance policies shall continue to be provided. District contributions to these policies will not be provided.

Subd. 9. Return rights: See Article XVI, Section 1, Subd. 3 and 4.

Section 2. Leaves for Educational Growth: It shall be the policy of District No. 11 to grant leaves of absence of one year for educational growth under the following conditions:

Subd. 1. The teacher must have served in the system for at least two full years.

Subd. 2. The teacher shall present the teacher's program for educational growth to the appropriate director and obtain approval and recommendation by February 1 of the school year prior to the leave.

Subd. 3. The teacher must inform the Employee Services Department prior to February 1 of the teacher's intention to return to the school system or the teacher shall be terminated at the end of the school year.

Subd. 4. Leaves of absence of one year may be extended for one year at a time. Application for this extension must be submitted to the Employee Services Department by February 1, and this request will be granted or denied no later than April 1.

Subd. 5. Teachers under this provision who desire to retain insurance benefits at group rates shall assume the costs. Notice shall be submitted to the District Insurance Office by May 15 prior to the leave.

Subd. 6. Return rights: See Article XVI, Section 1, Subd. 3 and 4.

Subd. 7. Experience credit for this educational growth will be evaluated by the Employee Services Department. A recommended performance increment placement will be made in accordance with the policies of the School District.

Section 3. Organization Leave

Subd. 1. Definition: A teacher who is elected and/or appointed to an executive position in AHEM at the local, state and/or national level shall be granted a leave under the conditions specified in Minn. Stat. Section 179A.07, Subdivision 6. Benefits under Article XV, Section 3, Subd. 3 shall apply.

Subd. 2. Return rights: See Article XVI, Section 1, Subd. 3 and 4.

Subd. 3. A teacher on this leave shall have:

A. Seniority accrue.

B. Sick leave will continue to be accrued and will be reimbursed by AHEM at the daily rate of pay of AHEM President.

C. Continuance of payroll retirement, and health and hospitalization, dental, life, and long term disability benefits. AHEM is to reimburse these costs.

Subd. 4. AHEM president shall accrue salary schedule increments.

Section 4. Leaves for Jury Duty: When requested, a teacher may serve on jury duty. The Board shall pay the teacher the teacher's full salary provided that such teacher agrees to return to the Board all wages received for serving on jury duty. This does not include mileage.

Section 5. Leaves for Court Hearings: Court leave with pay shall be granted to teachers for the time necessary to make appearance(s) in any court proceeding resulting from "teacher activities." This shall not apply to court cases initiated by the teacher or teacher organizations against the District.

Section 6. Leaves for Court Hearings: Teachers who are served subpoenas to appear at a court hearing who have used all Personal/Emergency Leave and where Section 6 is not in conflict with Section 5 above may be given special consideration for pay upon submitting evidence of absence to the Labor Relations/Benefits Department.

Section 7. Leave for Professional Visitations: Teachers who wish to study a program or method that appears to be of value to District No. 11 shall discuss this with the Principal. Professional leaves may be granted at the discretion of the Principal. The teacher shall make a report of the visit in duplicate to the Principal. Guidelines regarding this leave shall be included in the school district handbook. Requests for professional leave which require substitutes must be received by the Principal at least two weeks prior to the date of the leave. Exceptions to the two-week notice may be granted by the principal. Requests will be considered according to the availability of substitute teachers.

Section 8. Military Leave: Teachers shall be granted military leave as required or allowed by federal and state statutes.

Section 9. Voluntary Contract Reduction: A request for voluntary contract reduction in a teacher's current assignment must be submitted in writing to Employee Services prior to February 1st of each year. Requests must be submitted by the teacher and approved by the District on an annual basis. Teachers retain, for a period of up to five years, the continuing contract entitlement, which existed prior to any contract reduction. Teachers choosing to return to their entitlement which existed prior to any contract reduction must notify Employee Services in writing by February 1 for an assignment the following year.

Section 10. Assignments Outside the Bargaining Unit: Teachers who accept District offers for non-licensed position assignments outside the bargaining unit may retain, for a period of up to five years, the continuing contract entitlement which existed prior to obtaining the new assignment. Teachers choosing to return to the bargaining unit must notify Employee Services in writing by February 1 for an assignment the following year.

Section 11. Extended Leaves of Absence: Teachers may seek extended leaves of absence pursuant to the provisions of Minn. Stat. §122A.46. Absent extenuating circumstances, the District shall not consider extended leave requests for teachers who are currently scheduled to return from other leaves of absence. Teachers who take a teaching position in another Minnesota school district while on an extended leave shall be deemed to have voluntarily resigned their employment in the District and will therefore be subject to termination.

Section 12. Except for Organization Leaves set forth in Section 3 of this Article, any combination of leaves of absence (excluding disability) and/or voluntary contract reductions may be approved up to a maximum of five (5) consecutive years.

ARTICLE XVI
POSTINGS & TRANSFERS

Section 1. The ~~Board~~ **District** shall post known vacancies as they open during the year. In the spring of each year, the ~~Board~~ **District** shall determine the number of authorized positions for the following school year. New positions created or open positions available after placements of all continuing contract teachers returning from leaves of absence, shall be posted. Official postings will be **on the District** ~~at the Educational Services Center. To the extent possible, copies will be posted at each building and will be made available on the 'job line', and/or the~~ web site.

Subd. 1. Teachers may apply for any posted opening for which they are licensed.

Subd. 2. Internal applicants will be considered before outside applicants are interviewed.

Subd. 3. Teachers returning from the following leaves of absence will return to their same position or a comparable position in the same building if available: maternity leaves, medical leaves of absence less than the school year, FMLA leaves, sabbatical leaves, parental leaves less than the school year.

Subd. 4. Teachers who have notified the School District by February 1 of their intent to return for the following school year from the following leaves of absence will be placed in positions for which they are qualified, hold a license, and have taught with the following priorities: organizational and medical leaves of absence greater than or equal to the school year, parental leaves of absence greater than or equal to the school year, personal leaves, educational leaves, 5-year leaves of absence.

Subd. 5. Teachers on Special Assignment (TOSA): Effective July 1, 2002, for staffing purposes, teachers who will no longer be in a District assigned TOSA position and have been in a District TOSA position for five school years or less will be placed back to their building/program assignment which preceded the District TOSA position; if a teacher has five or less school years and not previously employed in the District, the teacher will be assigned to a vacancy; if a teacher has been assigned to the District TOSA position for more than five school years, the teacher will be provided choices from posted vacancies as set forth in Section 2, Subd. 2 and 3 of this Article.

Subd. 6. Administrative Interns: Teachers hired as administrative interns shall remain in the building/program following the end of the assignment unless mutually agreed to do otherwise.

Section 2. Involuntary Transfers

Subd. 1. Involuntary transfers due to discontinuance of positions, lack of pupils, financial limitations, merger of classrooms due to consolidations of School Districts, school pairing, District reorganization, or new building construction shall be based on total District seniority. If it becomes necessary to transfer continuing contract teachers due to any of

the above conditions, the reduction within a school building will be accomplished by the teacher with the least seniority in the following manner:

Elementary School – license area K or K – 5
Middle School – subject (license) area or 6th grade
High School – subject (license) area

If it becomes necessary to transfer other continuing contract teachers not specifically assigned to one of the above categories and/or buildings, the reduction shall be done according to the same criteria. Special education speech clinicians with an assignment of .6 or greater and special education high school psychologists with an assignment of .6 or greater assigned to buildings will be considered to be part of the building staff; all other special education itinerants are staffed and assigned at the discretion of the District.

This process covers continuing contract teachers who are involuntarily transferred prior to June 30. teachers who are involuntarily transferred will be notified by July 1 of their assignment for the following school year, unless a later date is mutually agreed upon by the teacher and the appropriate associate superintendent.

Subd. 2. All continuing contract teachers who are to be involuntarily transferred shall complete a District form, which prioritizes three choices from the list of official vacancies. The preferences shall be within the field of licensure in which the teacher is currently or has been previously employed within the District. The District shall make a good faith effort to list all available vacancies. Interviews are not required, but interested teachers may contact building principals for information about any of the posted openings.

Subd. 3. Involuntarily transferred teachers shall be placed in positions before voluntary transfers or outside applicants are interviewed, unless there is mutual agreement between the District and Union to delay the decision.

Subd. 4. If a tie in seniority should occur between two or more teachers, the tiebreaking criteria set forth in Article XVII, Section 3, shall be followed.

Subd. 5. For buildings with teachers subject to involuntary transfers, teachers within the building may volunteer to be the involuntary transfer subject to District approval.

Section 3. Voluntary Job Transfer Request: Continuing contract teachers who wish to be considered for other positions in the District shall notify in writing the principal of the building to which they are seeking transfer with a copy to the Employee Services Department. This should be done both for positions that are currently open and for positions that may open in the future. Requests for transfer shall be considered by the Principal(s) involved.

Qualifications for the position will be the major consideration. If the qualifications are equal, seniority will also be an important factor. Once all full-time teacher applicants have been considered, part-time licensed teacher applicants for transfer shall be considered. The following factors shall be included in the process:

Subd. 1. Notification

Notification of receipt of transfer request must be made to the applicant within five working days of District receipt.

Notification of hiring decision must be made to all teachers interviewed and to AHEM within ten working days of the decision.

Subd. 2. Interviews
Teachers who have had continuous contracts in the District of eight (8) years or more without a voluntary transfer within the last eight (8) years and who request specific positions shall be interviewed. In that request, teachers have the responsibility to document years of service.

When specific positions are posted, internal applicants will be considered before outside applicants are interviewed.

Subd. 3. Teachers who drop their license in the subject area they are teaching and have a valid license in another subject area will be considered voluntary transfers prior to July 1. After July 1, the School District will place the continuing contract teacher in a position pursuant to their license, contract entitlement, and seniority.

Section 4. Interschool Exchange Transfer: A continuing contract teacher wishing to transfer to another building may notify the District, through the building principal, of the teacher's desire to do so. teachers may contact other teacher(s) interested in exchanging teaching assignments. If an agreement can be made by two teachers, the principals involved, and the appropriate associate superintendent, a transfer takes place.

Section 5. Administrative Transfer

Subd. 1. Administrative transfer of a teacher may be initiated to improve the teacher's working conditions. The assignment shall be mutually agreeable to the associate superintendent, the building administrators, the teacher and AHEM.

Subd. 2. Administration reserves the right to transfer a teacher from one building to another when a vacancy exists which is .6 or less and a teacher in need of placement for the same amount of time is available.

Section 6. Middle School Alternative Site Voluntary Transfers: Continuing contract teachers who obtain positions at Middle School Alternative Sites, pursuant to District posting and hiring staffing processes, will be treated as if on a leave of absence from their current building. As such, in the event the teacher chooses to return to the same building that they were in prior to the move to the alternative site, the teacher shall be offered the same position (or if not possible, a comparable position) based on seniority and licensure in their original building.

As with normal staffing processes, prior to February 1st of the relevant school year, the teacher must inform Employee Services of the teacher's intent to return to the teacher's original building for the following school year. However, rights to return to the previous building will be limited to two school years.

Section 7. Teachers may request a voluntary contract reduction when seeking another position under this Article; such requests are subject to District approval. For future staffing purposes, the teacher will be assigned to a position, pursuant to the teacher's license, contract entitlement, and seniority, within the building /program to which the teacher has transferred.

ARTICLE XVII
UNREQUESTED LEAVE

Section 1. The School Board may place on unrequested leave of absence, without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of Districts. The unrequested leave shall be effective at the close of the school year. In placing teachers on unrequested leave, the Board shall be governed by the following provisions:

Subd. 1. The Board may place probationary teachers on unrequested leave first in the inverse order of their employment. No teacher who has acquired continuing contract rights shall be placed on unrequested leave of absence while Tier 1, Tier 2, or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed;

Subd. 2. Teachers who have acquired continuing contract rights shall be placed on unrequested leave of absence within their licenses in the inverse order in which they were employed by the School District. In the case of merger of classes caused by consolidation of Districts or in the case of equal seniority, the order in which teachers who have acquired continuing contract rights shall be placed on unrequested leave of absence in fields in which they are licensed shall be negotiable. Part-time teachers have seniority rights to the limit of their contract entitlement. The District shall not be required to create part-time positions from existing full-time positions

Subd. 3. Notwithstanding Subdivision 1 and 2, if either the placing of a probationary teacher on unrequested leave before a teacher who has acquired continuing rights or the placing of a teacher who has acquired continuing contract rights on unrequested leave before another teacher who has acquired continuing contract rights but who has greater seniority would place the District in violation of its affirmative action program, the District may retain the probationary teacher or the teacher with the lesser seniority;

Subd. 4. Teachers placed on unrequested leave of absence shall be reinstated to the positions from which they have been placed on unrequested leave of absence or, if not available, to other available positions in the School District for which they are licensed. Reinstatement shall be in the inverse order of placement on leave of absence. The order of reinstatement of teachers who have equal seniority and who are placed on unrequested leave in the same school year shall be negotiable.

Subd. 5. No appointment of a new teacher shall be made while there is available, on unrequested leave, a teacher who is properly licensed to fill such vacancy, unless the teacher fails to advise the School Board within 15 days of the date of notification that a position is available to the teacher, that the teacher may return to employment and assume the duties of the position to which appointed on a future date determined by the Board;

Subd. 6. A teacher placed on unrequested leave of absence may engage in teaching in another school district, substitute teaching, or any other occupation during the period of this leave;

Subd. 7. The unrequested leave of absence shall not impair the continuing contract rights of a teacher or result in a loss of performance increment and lane credit for previous years of service. A teacher placed on unrequested leave of absence maintains their previous performance increment and lane, but does not accrue a performance increment.

Subd. 8. The unrequested leave of absence of a teacher who is not reinstated shall continue for a period of five years after which the right to reinstatement shall terminate;

Subd. 9. The same provisions applicable to terminations of probationary or continuing contracts in Minn. Stat. § 122A.40 Subdivisions 5 and 7 shall apply to placement on unrequested leave of absence;

Subd. 10. Nothing in this subdivision shall be construed to impair the rights of teachers placed on unrequested leave of absence to receive unemployment compensation if otherwise eligible. Any teachers on leaves of absence whose position on the seniority list will necessitate being placed on unrequested leave of absence will be notified by the Board.

Section 2. Seniority lists shall be established by the following procedures:

Subd. 1. Seniority in the District shall be computed on the basis of a teacher's continuous employment from the first day of actual work with the District.

Subd. 2. Teachers shall continue to accrue seniority while on Board approved leaves (with the exception of long-term disability after one year).

Subd. 3. Only service during normal school day, as defined in the Working Agreement, will count toward seniority.

Subd. 4. Teachers leaving the teachers' bargaining unit, but remaining an employee of the District, shall retain and accrue seniority as a teacher as defined by Minnesota continuing contract law.

Subd. 5. Tier 3 teachers who have worked for the district under a Tier 1 or Tier 2 license will be placed on the seniority list based on their first date of continuous employment as a teacher.

Section 3. Tie Breaking: If a tie in seniority should occur between two or more teachers, the following criteria shall be used sequentially to determine the order of placement on unrequested leave of absence or recall:

Subd. 1. In the event of a tie in seniority, a full-time teacher for the school year as defined in the Working Agreement shall have seniority over a part-time teacher. Part-time teachers shall have seniority over other part-time teachers to the degree of their assignments (i.e. three-fourths over half-time).

Subd. 2. In the event of a tie in contract entitlement and seniority, the teacher having the higher current performance increment placement on the salary schedule shall be more senior.

Subd. 3. In the event of a tie in performance increment placement, the teacher having the higher lane placement on the salary schedule as of the effective date of the updated seniority list set forth in Section 4, Subd. 1, of this Article shall be the most senior.

Subd. 4. In the event of a tie in lane placement, the teacher with the lowest Minnesota Professional Educator Licensing and Standards Board file folder number shall be the most senior.

Subd. 5. In the event a tie still remains, the District and AHEM shall meet and negotiate a tiebreaker for the parties involved.

Section 4. Seniority Lists:

Subd. 1. The School District shall maintain a seniority list which shall be updated yearly by February 15 of each year.

Subd. 2. Such list will include the following information:

1. Teacher's name;
2. Teacher's first day of work in School District No. 11 (excluding pre-service orientation, but including Teacher Workshop);
3. Teacher's current teaching assignment;
4. Teacher's license number;
5. Areas in which teacher is fully licensed by the Minnesota Professional Educator Licensing and Standards Board;
6. Continuing contract or probationary status.

Subd. 3. A copy of the most current list in Section 4, Subd. 2, above will be provided to AHEM. The list will be posted electronically and the Union may provide email notification to teachers when the list is posted.

Subd. 4. Request for change: Any teacher with a correction or omission with the seniority list has twenty business days from the date of posting to provide a written request for a change to the seniority list.

Section 5. Access to Benefits: Teachers placed on unrequested leave will continue to have access to health, dental, and life insurance benefits available to teachers on other leaves of absence, with costs to be borne by the teacher.

Section 6. Recall and Termination of Rights

Subd. 1. As positions for which they are licensed become available, continuing contract teachers placed on unrequested leave of absence shall be recalled to employment to the limit of their contract entitlement and seniority.

No full-time teacher shall be required to accept recall to less than a full- time position.

A full-time teacher may accept a recall offer for a contract of less than their contract entitlement and continue to retain the right to recall to a position equal to their contract entitlement.

Subd. 2. Part-time teachers on unrequested leave of absence have recall rights to a position equal to their contract entitlement. This provision does not require the District to create part-time positions from existing full-time positions. A part-time teacher may accept a recall offer for a contract of less than their contract entitlement and continue to retain the right to recall to a position equal to their contract entitlement. However, if there is only a full-time position available when the part-time teacher is eligible for recall and the part-time teacher is licensed for that position, the full-time position shall be offered to the part-time teacher. This right to a full-time position is open only to part-time teachers on contract.

Subd. 3. Notification of recall shall be by registered delivery mail with return receipt requested.

Subd. 4. Notification shall be to the last known address provided by the teacher to the office of the Employee Services Department.

Subd. 5. Teachers shall have up to fifteen (15) days from the date of receipt of notification or recall during which to notify the Employee Services Department in writing of their intent to accept the Board's offer of reemployment or to indicate in writing their intent to waive their option to be reemployed in the position offered.

Subd. 6. If a teacher waives the right to reemployment in the position offered, the position shall be offered to the teacher with the next greatest seniority, provided that teacher is licensed for the position.

Subd. 7. Any teacher who refuses four recall offers shall be considered to have voluntarily removed the teacher's name from the seniority list, provided, however, that a teacher may refuse recall to a position which is not equal to the amount of time for which the teacher was previously employed. Such refusal shall not count as a refusal to recall for purposes of this subdivision.

Subd. 8. The right to recall shall cease with the retirement of the teacher.

Subd. 9. A teacher may by prior designation waive recall to specified positions. Such waiver will count as a refusal to recall for purposes of this section.

ARTICLE XVIII
RETIREMENT

Section 1. 403(b):

Subd. 1. All full-time teachers and part-time teachers who are eligible for insurance as set forth in Article XI, Section 1, Subd. 5, are eligible for this benefit.

Subd. 2. ~~For the 2023-24 School Year, the District shall make a matching contribution for all teachers for each relevant school year into a 403(b) plan up to the amounts listed in the table below:~~

~~Seniority date prior October 1, 2023~~	~~$1,000~~
~~Seniority date prior to June 30, 2016~~	~~$1,500~~
~~Seniority date prior to June 30, 2005~~	~~$2,000~~

Beginning in the 2024-25 School Year, the District shall make a matching contribution for all teachers for the relevant school year into a 403(b) plan up to $2000 on a per paycheck basis over 20 pay periods. Employees who begin contributions after the start of the year will receive a prorated amount of the full District match.

Subd. 3. In the event MN statutes allow, the school district will allow student loan payments as qualifying dollars to receive the employer 403(b) matching contributions.

Section 2: Retirement Benefits Eligibility: to be eligible for the retirement benefits in sections 3 through 5 of this Article, teachers must notify the District of intended retirement by February 1st of the relevant school year, have at least ten years seniority, ten years active service on contract in the district, and be eligible for a Minnesota State retirement pension. Retirement benefits are payable only upon becoming an annuitant to TRA as a retiree from the District.

Subd 1. Upon retirement of part-time teachers, pro-rata days of sick leave accumulated will be converted to full days of sick leave prior to the application of the severance and health insurance provisions, if eligible.

Subd. 2. This section shall not apply to any teacher who is discharged for cause by the School District.

Subd. 3. For purposes of this section, active service includes FMLA leaves of absences and excludes all other unpaid leaves of absence.

Section 3. Health and Dental Insurance Continuation: Teachers eligible for retirement as established in this Article and enrolled in insurance may elect to continue to participate in the District's Health and Dental insurance program.

Section 4. Retirement Healthcare Reimbursement Benefit: For insurance benefit eligible teachers who retire under this Article, half of the value of the first 160 days of unused sick leave, and 100% of the value of unused sick leave greater than 160 days shall be allocated to a Health Care reimbursement account established by the District for the individual teacher.

Section 5. Severance: In Addition to the retirement healthcare reimbursement benefit listed in section 4, eligible teachers with a seniority date prior to July 1, 1994 qualify for a payment of up to half of the first 160 unused sick days times the teacher's daily rate of pay (and less any District contribution to a matching 403(b) plan as set forth in Section 1. 403(b) of this Article).

The severance payment shall be made as a lump sum payment upon retirement to a Special Pay Plan established by the District in accordance with Plan documents, Federal rules and regulations. Deductions, such as state and federal income tax, Social Security, or T.R.A. shall be made only as required by law.

Section 6. Severance and retirement health benefits shall be available only once in a teacher's employment with the District.

Section 7. Effective Date: To qualify for severance and retirement health benefits under this Article a teacher must notify the District of the intended retirement by February 1 of the relevant school year. Generally, a teacher's retirement will be the end of the school year. Effective July 1, 2010, District approval of requests to retire during the school year will be driven by the trimester date.

Effective July 1, 2010, if a teacher seeks a retirement date prior to end of the second trimester, the teacher may choose to work through the end of the trimester at the District's discretion, or commence a leave of absence prior to the beginning of the school year up to the teacher's actual retirement date.

Effective July 1, 2010, if the retirement date is after the end of the second trimester, then the teacher may choose to commence a leave of absence prior to beginning of the school year up to the teacher's actual retirement date, or work through the end of the second trimester and commence a leave of absence up to the actual retirement date, or work through the remainder of the school year, at the District's discretion.

Section 8. Teachers who are eligible for a Minnesota State retirement pension but are not eligible for severance or unused sick leave credit as set forth in this Article may seek insurance continuation which may be available pursuant to the provisions of Minn. Stat. § 471.61, Subd. 2b.

Section 9. Mandatory Retirement: Retirement shall be mandatory only to the extent required by law.

ARTICLE XIX
GRIEVANCES

Section 1. Definitions

Subd. 1. A grievance is any controversy between the Board and the AHEM or between the Board and an employee or group of employees as to 1) interpretation of this Agreement, 2) a charge of violation of this Agreement, or 3) an alleged violation involving wages, hours or working conditions resulting in unnecessary hardship.

Subd. 2. Employee is an employee or employee organization that is certified as an appropriate unit in the School District and not classified as confidential, supervisory, or Principal/Assistant Principal as defined in PELRA-71 as amended.

Subd. 3. First Level Supervisor shall mean Supervisor/Principal/Assistant Principal or the person to whom the employee reports.

Subd. 4. Second Level Supervisor shall mean the Assistant/ Superintendent/ Director/Supervisor or the person to whom the first level supervisor reports.

Subd. 5. Days shall be considered "working" days as defined for the employee except at the end of the school year. The days in this instance shall be week days.

Section 2. Procedure: Grievances as defined in Section 1 shall be settled in the following manner and the steps set forth must be followed in the order listed within the time limits prescribed.

Step 1. The grievance shall be **reduced to writing** ~~orally presented~~ to the employee's first level supervisor within ~~ten (10)~~**twenty (20)** days after employee knew or should have known of violation. No settlement in this Step 1 shall be made in violation of the written Contract.

The employee's first level supervisor shall have ten (10) days to schedule a hearing after receipt of the written grievance. If a settlement is not reached within ~~two (2)~~**ten (10)** days after ~~oral~~ presentation to the first level supervisor the grievance shall be reduced to writing ~~on form number G-I~~ with a clear statement of the issues involved. This shall be presented ~~to the first level supervisor who shall promptly transmit the written grievance~~ to the Executive Director of Human Resources for handling in accordance with Step 2.

Step 2. The Executive Director of Human Resources shall establish a Step 2 hearing with the aggrieved and the appropriate second level supervisor. The Step 2 meeting shall be ~~held~~ **scheduled** within ~~five (5)~~**ten (10)** days after the ~~employee~~ **Union** has filed the written grievance. The time and place for meetings under Step 2, shall be at the discretion of the Executive Director of Human Resources. ~~The employee shall be allowed a reasonable number of representatives at the meeting.~~

The Executive Director of Human Resources shall prepare a report of the meeting, together with a written disposition of the matter and forward copies thereof to the employee and to AHEM within ~~five (5)~~**ten (10)** days after the Step 2 hearing.

If settlement is not reached in Step 2 within ~~three (3)~~**ten (10)** days of the date of the disposition, the grievance is referred to Step 3.

Step 3. Grievances referred to Step 3 shall be discussed between AHEM and the General Counsel. This discussion shall ~~take place~~**be scheduled** within ~~five (5)~~**ten (10)** days after the grievance has been referred to Step 3.

If agreement is reached as a result of this meeting, the General Counsel shall issue a disposition of the matter which shall be final and binding. If agreement is not reached, the ~~grievant~~ **Union** shall, within ten (10) days after the Step 3 meeting, notify, in writing, the General Counsel that arbitration is required.

Step 4. Arbitration: In cases referred to Step 4, unless otherwise agreed, the parties shall request within ten (10) days a list supplied by the ~~American Arbitration Association or~~ Bureau of Mediation Services~~, in rotation order~~. After the parties have received the list, they shall alternately strike names until there is one arbitrator remaining who shall preside over the hearing.

The arbitrator shall set the time and place for the Step 4 hearing, the method of procedure and make all necessary rulings.

The arbitrator shall have no power to add to, subtract from, or modify any of the terms of the Agreement or to any agreement made supplementary hereto, and shall only be allowed to rule on those cases that apply to the definition of a grievance as described in this Article. The decision of the arbitrator, if within the scope of the arbitrator's power, shall be binding on both parties with the limitations of PELRA-71 as amended. The expense and fees of the arbitrator shall be borne jointly by the Board and AHEM.

Section 3. Rules: Any loss of time by the employee and the employee's representatives to attend Step 4 in the grievance procedure shall not be compensated unless AHEM Leave Days are used. These days must be taken in minimums of half days.

The number of days indicated at each step of the grievance procedure should be considered as maximum and every effort should be made to expedite the grievance process. Any time limit may be extended by mutual written consent. The failure of an aggrieved person to proceed from one step of the grievance procedure to the next step within the time limits set forth shall be deemed to be acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.

The failure of an administrator to communicate a decision or hold a meeting within the specific time limits shall permit the aggrieved to proceed to the next step in the grievance procedure.

Grievance cases shall be as confidential as possible. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

ARTICLE XX
DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, **2025**~~2023~~ through June 30, **2027**~~2025~~ and thereafter until modifications are made pursuant to the PELRA-71 as amended. If either party desires to modify or amend this Agreement commencing on July 1, ~~2025~~**2027**, it shall give written notice of such intent no later than May 1, ~~2025~~**2027**. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School Board and the Anoka-Hennepin Education Minnesota. The provisions herein relating to terms and conditions of employment supersede and take precedence over any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with the provisions.

Section 3. Finality: It is further agreed that any matters relating to the current Contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provisions thereof under different circumstances

IN WITNESS WHEREOF, the parties have executed the Agreement as follows:

Anoka-Hennepin Education Minnesota	Anoka-Hennepin Independent School District No. 11
_____ Negotiator	_____ School Board
_____ Negotiator	_____ School Board
_____ Negotiator	_____ School Board
_____ Negotiator	_____ School Board
_____ Negotiator	_____ School Board
_____ President	_____ School Board
_____ Vice-President	_____ Chief Human Resources Officer
_____ EM Field Representative	Date _____
_____ EM Field Representative	
Date_____	

APPENDIX A
SALARY SCHEDULE

Section 1.

2023-24 TEACHERS SALARY SCHEDULE											
Performance Increment	BA	BA+15	BA+30	BA+45	BA+60	MA	MA+15	MA+30	MA+45	MA+60	
1 & 2	47,941	49,355	50,568	51,843		55,941	57,308	59,147	60,438	62,094	1 & 2
3 & 4	49,390	50,938	52,257	53,680		58,524	60,098	62,028	63,326	65,270	3 & 4
5	50,621	52,568	53,945	55,502		61,146	62,885	64,862	66,686	68,478	5
6	52,283	54,230	55,637	57,306		63,688	65,792	67,884	69,861	71,959	6
7	55,052	57,019	58,415	59,831		66,200	68,721	71,049	72,984	75,325	7
8	58,331	60,404	61,621	63,025		70,184	72,215	74,041	75,996	78,469	8
9	60,152	62,374	63,733	65,308		72,395	74,549	76,600	78,840	81,340	9
10	61,973	64,344	65,843	67,590		74,607	76,882	79,157	81,684	84,211	10
11	63,522	65,940	67,470	69,251		76,407	78,729	81,050	83,626	86,204	11
12	65,390	67,880	69,456	71,290		78,660	81,050	83,439	86,093	88,747	12
13	66,355	68,882	70,481	72,342		79,822	82,248	84,672	87,365	90,059	13
14	67,878	70,463	72,100	74,003		81,656	84,138	86,619	89,375	92,130	14
15	68,888	71,513	73,173	75,105		82,872	85,391	87,909	90,707	93,503	15
16	69,573	72,224	73,901	75,852		83,697	86,241	88,784	91,609	94,432	16
17 & 18	69,916	72,579	74,265	76,225		84,109	86,665	89,221	92,060	94,897	17 & 18
19 & 20	71,432	73,908	75,698	77,483		85,383	88,030	90,535	93,319	96,659	19 & 20
21 & 22	72,503	75,016	76,833	78,644		87,089	89,790	92,344	95,184	98,591	21 & 22
23+					82,532	88,360	91,609	94,151	97,684	101,215	23+

2024-25 TEACHERS SALARY SCHEDULE											
Performance Increment	BA	BA+15	BA+30	BA+45	BA+60	MA	MA+15	MA+30	MA+45	MA+60	
1	50,029	51,486	52,735	54,048		58,269	59,677	61,571	62,901	64,607	1
2 & 3	50,872	52,466	53,825	55,290		60,280	61,901	63,889	65,226	67,228	2 & 3
4 & 5	52,140	54,145	55,563	57,167		62,980	64,772	66,808	68,687	70,532	4 & 5
6	53,851	55,857	57,306	59,025		65,599	67,766	69,921	71,957	74,118	6
7	56,704	58,730	60,167	61,626		68,186	70,783	73,180	75,174	77,585	7
8	60,081	62,216	63,470	64,916		72,290	74,381	76,262	78,276	80,823	8
9	61,957	64,245	65,645	67,267		74,567	76,785	78,898	81,205	83,780	9
10	63,832	66,274	67,818	69,618		76,845	79,188	81,532	84,135	86,737	10
11	65,428	67,918	69,494	71,329		78,699	81,091	83,482	86,135	88,790	11
12	67,352	69,916	71,540	73,429		81,020	83,482	85,942	88,676	91,409	12
13	68,346	70,948	72,595	74,512		82,217	84,715	87,212	89,986	92,761	13
14	69,914	72,577	74,263	76,223		84,106	86,662	89,218	92,056	94,894	14
15	70,955	73,658	75,368	77,358		85,358	87,953	90,546	93,428	96,308	15
16	71,660	74,391	76,118	78,128		86,208	88,828	91,448	94,357	97,265	16
17	72,013	74,756	76,493	78,512		86,632	89,265	91,898	94,822	97,744	17
18 & 19	73,575	76,125	77,969	79,807		87,944	90,671	93,251	96,119	99,559	18 & 19
20 & 21	74,678	77,266	79,138	81,003		89,702	92,484	95,114	98,040	101,549	20 & 21
22+					85,008	91,011	94,357	96,976	100,615	104,251	22+

2025-2026 TEACHERS SALARY SCHEDULE

Performance Increment	BA	BA+15 Qtr BA+10 Sem	BA+30 Qtr BA+20 Sem	BA+45 Qtr BA+30 Sem	BA+60 Qtr BA+40 Sem	MA	MA+15 Qtr MA+10 Sem	MA+30 Qtr MA+20 Sem	MA+45 Qtr MA+30 Sem	MA+60 Qtr MA+40 Sem
1	51,029	52,486	53,735	55,048		59,269	60,677	62,571	63,901	65,607
2	52,529	53,986	55,235	56,548		60,769	62,177	64,071	65,401	67,228
3&4	53,372	54,966	56,325	57,790		62,980	64,772	66,808	68,687	70,532
5&6	54,640	56,645	58,063	59,667		65,599	67,766	69,921	71,957	74,118
7	56,704	58,730	60,167	61,626		68,186	70,783	73,180	75,174	77,585
8	60,081	62,216	63,470	64,916		72,290	74,381	76,262	78,276	80,823
9	62,581	64,716	65,970	67,416		74,790	76,881	78,898	81,205	83,780
10	64,457	66,745	68,145	69,767		77,067	79,285	81,532	84,135	86,737
11	66,332	68,774	70,318	72,118		79,345	81,688	84,032	86,635	89,237
12	67,928	70,418	71,994	73,829		81,199	83,591	85,982	88,676	91,409
13	69,852	72,416	74,040	75,929		83,520	85,982	88,442	91,176	93,909
14	70,846	73,448	75,095	77,012		84,717	87,215	89,712	92,486	95,261
15	72,414	75,077	76,763	78,723		86,606	89,162	91,718	94,556	97,394
16	73,455	76,158	77,868	79,858		87,858	90,453	93,046	95,928	98,808
17	74,160	76,891	78,618	80,628		88,708	91,328	93,948	96,857	99,765
18	74,513	77,256	78,993	81,012		89,132	91,765	94,398	97,322	100,244
19&20	76,075	78,625	80,469	82,307		90,444	93,171	95,751	98,619	102,059
21&22	77,178	79,766	81,638	83,503		92,202	94,984	97,614	100,615	104,251
23+					87,508	93,511	96,857	99,476	103,115	106,751

2026-2027 TEACHERS SALARY SCHEDULE

Performance Increment	BA	BA+15 Qtr BA+10 Sem	BA+30 Qtr BA+20 Sem	BA+45 Qtr BA+30 Sem	BA+60 Qtr BA+40 Sem	MA	MA+15 Qtr MA+10 Sem	MA+30 Qtr MA+20 Sem	MA+45 Qtr MA+30 Sem	MA+60 Qtr MA+40 Sem
1&2	53,529	54,986	56,235	57,548		61,769	63,177	65,071	66,401	68,107
3	55,029	56,486	57,735	59,048		63,269	64,772	66,808	68,687	70,532
4&5	55,872	57,466	58,825	60,290		65,599	67,766	69,921	71,957	74,118
6&7	57,140	59,145	60,563	62,167		68,186	70,783	73,180	75,174	77,585
8	60,081	62,216	63,470	64,916		72,290	74,381	76,262	78,276	80,823
9	62,581	64,716	65,970	67,416		74,790	76,881	78,898	81,205	83,780
10	65,081	67,216	68,470	69,916		77,290	79,381	81,532	84,135	86,737
11	66,957	69,245	70,645	72,267		79,567	81,785	84,032	86,635	89,237
12	68,832	71,274	72,818	74,618		81,845	84,188	86,532	89,135	91,737
13	70,428	72,918	74,494	76,329		83,699	86,091	88,482	91,176	93,909
14	72,352	74,916	76,540	78,429		86,020	88,482	90,942	93,676	96,409
15	73,346	75,948	77,595	79,512		87,217	89,715	92,212	94,986	97,761
16	74,914	77,577	79,263	81,223		89,106	91,662	94,218	97,056	99,894

17	75,955	78,658	80,368	82,358		90,358	92,953	95,546	98,428	101,308
18	76,660	79,391	81,118	83,128		91,208	93,828	96,448	99,357	102,265
19	77,013	79,756	81,493	83,512		91,632	94,265	96,898	99,822	102,744
20&21	78,575	81,125	82,969	84,807		92,944	95,671	98,251	101,119	104,559
22+					87,508	94,702	97,484	100,114	103,115	106,751

~~A one-time payment of $750 (prorated for under 1.0 FTE) will be provided to all active employees upon ratification of the working agreement in 2024.~~

Active employees who were on Step 23 of the Masters and BA-60 lanes and employees who were on Steps 21 & 22 of the other BA lanes during the 2025-2026 school year shall receive a one time payment of $2,500 (prorated for under 1.0 FTE) on October 9, 2026.

Section 2. Rules:

Subd. 1. Nothing contained herein shall be construed to prohibit the Board from offering an extended contract to an individual teacher.

Subd. 2. Step Advancement: Teachers employed on an hourly letter of agreement shall move to the next step if they work 536 or more hours in a school year; teachers with greater than 215 hours but less than 536 hours will advance one step after two years. Effective 7/1/06, teachers on contract for 60 days worked or greater in the previous school year shall be given credit for one-year step advancement; teachers on contract for 30 days or greater worked, but less than 60 days worked, will advance one step after two years.

Subd. 3. Step advancement will only take place at the start of the year.

APPENDIX B
EXTRA-CURRICULARS

The following shall be the extracurricular Salary Schedule for the ~~2023-2025~~**2025-2027** school years.

Section A. High School Extracurricular Athletics and Activities

Subd. 1. Minnesota High School League Athletics and Activities

	~~2023-24 Stipend~~	~~2024-25~~**2025-26** Stipend	**2026-27 Stipend**
Level A – Head Coach	~~6693~~	6827	**6964**
First Assistant (Football)	~~5021~~	5122	**5224**
Assistant Coaches	~~4821~~	4918	**5016**
Level B – Head Coach	~~6531~~	6662	**6795**
Assistant Coaches	~~4702~~	4796	**4892**
Level C – Head Coach	~~5634~~	5747	**5862**
Assistant Coaches	~~4058~~	4139	**4222**
~~Level D – Head Coach~~	~~5011~~	~~5111~~	
~~Assistant Coaches~~	~~3680~~	~~3753~~	

LEVEL A: Basketball, Football, Hockey, Wrestling

LEVEL B: Baseball, Competitive Dance, Gymnastics, Lacrosse, Soccer, Softball, Swimming, Track, Volleyball

LEVEL C: Adaptive Hockey, Adaptive Soccer, Adaptive Softball, Adaptive Bowling, Cross Country Running, Cross Country Skiing, Debate, Downhill Skiing, Golf, Speech, Tennis, **Robotics**

~~LEVEL D: Robotics~~

Longevity: Head coaches listed in Section A, Subd. 1, A - D activities will receive an additional $250 if they are in their fifth consecutive year or more of work in the same activity within the District.

Extended Season Compensation: For teams in subdivision 1 of this section that advance to post season competition (i.e. after the initial sectional competition), the head coach and assistant coach(es) up to the number of district assigned positions will receive extended season compensation in accordance with the chart below:

	2025-26		**2026-27**	
Number of Post-Season Contests	Individual	Team	**Individual**	**Team**
1	100	200	**102**	**104**
2 to 3	200	300	**204**	**306**
More than 3	300	400	**306**	**408**

Coaches: The number of coaches and assistant coaches must have the final approval of the associate superintendent.

Subd. 2. Other High School Athletics and Activities

	~~2023-24~~ ~~Stipend~~	~~2024-25~~**2025-26** Stipend	**2026-27 Stipend**
Auditorium Manager Concessions Manager Equipment Manager (includes pre and post school work) Intramural Sports Advisor Performance Cheerleading (per season) Weight Room Supervisor	~~5011~~	5111	**5213**
Assistant Coaches/Advisors (Cheerleading, , Intramurals, Weight Room)	~~3680~~	3753	**3828**
Competitive Cheerleading Coach	~~3680~~	3753	**3828**
Assistant Equipment Manager **Math Team Coach**	~~2300~~	2346	**2393**
Performance Dance Coach	~~2787~~	2852	**2909**
Assistant Coach Performance Dance	~~2295~~	2341	**2388**
District Adapted Athletics Coordinator	~~2240~~	2285	**2331**

The number of positions in this subdivision must have the final approval of the associate superintendent.

Subd. 3. High School Theater

	~~2023-24~~ ~~Stipend~~	~~2024-25~~**2025-26** Stipend	**2026-27 Stipend**
Musical Director	~~4918~~	5017	**5117**
Others	~~5124 - 8939~~	5226 - 9118	**5331 - 9300**
Pit Director	~~1483~~	1513	**1543**
Three Act Play Director	~~3810~~	3886	**3964**
Others	~~1282 - 2939~~	1308 - 2998	**1334 - 3058**
One Act Play Director	~~1688~~	1722	**1756**
Others	~~232 - 1132~~	236 - 1154	**241 - 1177**

The amount listed in Subd. 3 will be flexible. A lesser amount may be paid if two positions are combined, a director does not carry a full load, rehearsals held during class time, etc. The amount will be determined by the principal and the theater director. The flexibility does not, however, mean that the assigned budget can be exceeded. The number of directors must have the final approval of the Associate Superintendent.

Subd. 4. High School Music

	~~2023-24 Stipend~~	~~2024-25~~**2025-26** Stipend	**2026-27 Stipend**
Fall Marching Band Director	~~6050~~	6171	**6294**
Assistant (if assigned)	~~3707~~	3781	**3857**
Summer Marching Band Director	~~350/event up to 3500 max~~	350/event ~~-~~up to 3500 max	**360/event up to 3600 max**
Assistant Director	~~200/event up to 2000 max~~	200/event ~~-~~up to 2000 max	**205/event up to 2050 max**
Director - Band, Orchestra, Choir	~~5011~~	5111	**5213**
Pep Band Director	~~200/event up to 2400 max~~	200/event up to 2400 max	**205/event up to 2460 max**

The band, orchestra, and choir extra service agreement stipend is based on the equivalency of a full-time teaching assignment in a Band, Orchestra, or Choir music discipline. Therefore, all full-time assignments within a music discipline will get the full rate and all part-time assignments within a music discipline will get a proportion of the rate. Exception: in the event a teacher with a full-time equivalent teaching assignment in music has an assignment that requires a lead and/or primary teaching assignment across multiple music disciplines and/or buildings, the stipend will be 1.5 of the full-time rate; in the event a teacher with a part-time equivalent teaching assignment in music has an assignment that requires a lead and/or primary teaching assignment across multiple music disciplines and/or buildings, the stipend will be prorated based on the teachers music FTE times 1.5 of the full rate.

Extended Season Compensation: Music band directors and assistant directors who perform at state tournament events will receive an additional $100 bonus.

Subd. 5. Miscellaneous High School Activities

	~~2023-24 Stipend~~	~~2024-25~~**2025-26** Stipend	**2026-27 Stipend**
Annual/Yearbook Advisor	~~4253~~	4338	**4425**
Annual/Yearbook Business Advisor	~~2300~~	2346	**2393**
Anoka-Hennepin Technical High School Anoka-Hennepin Regional High School Yearbook Advisor	~~1780~~	1816	**1852**
River Trail Learning Center Yearbook	~~886~~	909	**927**
Student Council Advisor	~~2119~~	2213	**2257**
District Special Education Prom Advisor	~~910~~	928	**947**
Prom Advisor	~~947~~	966	**985**
Newspaper Advisor	~~4253~~	4338	**4425**
Newspaper Business Advisor	~~2300~~	2346	**2393**
Educators Rising Club Advisor	~~Up to 1768~~	Up to 1803	**Up to 1839**
LINK Crew Coordinator	~~1863~~	1900	**1938**
LINK Crew Advisor	~~470~~	479	**489**

National Honor Society Advisor	~~1818~~	1854	**1891**
~~Math Team Coach~~	~~2024~~	~~2064~~	
Theater Box Office Manager	~~586~~	597	**609**

Subd. 6. High School Driver Education Behind-the-Wheel Salaries

Teachers of driver education shall be paid at the rate of ~~$32.24 per hour for the 2023-24 school year and~~ $32.88 per hour for the ~~2024-25~~**2025-26** school year **and $33.54 per hour for the 2026-27 school year**.

Subd. 7. High School Career and Technical Advisors

Career and Technical Advisor extra services agreements shall include Career and Technical Student Organization (CTSO) Advisors (DECA, Skills/USA, BPA, FCCLA, HOSA, FFA) and School Store Advisor.

Career and Technical Student Organization (CTSO) Advisors compensation rates will be determined by the Director of Career and Technical Education based on the number of major events the chapter attends.

	~~2023-24~~		~~2024-25~~**2025-26**		**2026-27**	
Events	~~Advisor~~	~~Assistant Advisor~~	Advisor	Assistant Advisor	**Advisor**	**Assistant Advisor**
Base (2 events)	~~2600~~	~~1560~~	2652	1591	**2705**	**1623**
3 events	~~3120~~	~~1872~~	3182	1909	**3246**	**1947**
4 events	~~3640~~	~~2184~~	3713	2228	**3787**	**2273**
5+ events	~~4160~~	~~2496~~	4243	2546	**4328**	**2597**

School Store Advisors will receive $3000 for the full **2025-26 school year and $3060 for the full 2026-27** school year.

The number of eligible Career and Technical Advisor extra service agreements will be determined by the Director of Career and Technical Education.

Subd. 8. High School Additional Extracurricular Activities

Each high school with 2600 students or less as determined on October 1 of the respective school year shall receive ~~$9,360 for the 2023-24 and~~ $9,547 for the ~~2024-25~~**2025-26** ~~school~~ **and $9,738 for the 2026-27 school** years allotted for additional extracurricular activities. That base amount shall be increased by $~~3.12~~**3.18** per student beyond 2,600 students in ~~2023-24~~**2025-26 school year** and $~~3.18~~**3.25** for the ~~2024-25~~**2026-27** school years. The STEP program shall receive ~~$2,808 for the 2023-24 and~~ $2,864 for the ~~2024-25~~**2025-26** **and $2,921 for the 2026-27** school years.

Specific amounts will be determined by the building principal and faculty representatives. The specific amounts must be determined by October 30 of each school year. The committee may choose to retain a percentage of the allotment for disbursement later within that school year for extracurricular activities.

Section B. Middle School Activities

Each middle school shall receive ~~$11,764 for the 2023-24 and~~ $12,000 for the ~~2024-25~~**2025-26** ~~school year~~**and $12,240 for the 2026-27 school years** for the following activities. Anoka Middle School for the Arts (AMSA) shall receive an additional ~~$3,971 for theater activities for the 2023-24 school year and~~ $4,050 for the ~~2024-25~~**2025-26** ~~school year~~**and $4,131 for the 2026-27 school years.** The following extra-curricular compensation amounts and guidelines are recommended to continue as follows:

	~~2023-24 Stipend~~	~~2024-25~~**2025-26** Stipend	**2026-27 Stipend**
Musical Director	~~5124~~	5227	**5332**
One-Act Play Director	~~1132~~	1154	**1177**
Oratorical Contest Advisor	~~1282~~	1308	**1334**
Student Government Leadership Debate Program Advisor	~~1282~~	1308	**1334**
Three-Act Play Advisor	~~2944~~	3003	**3063**

The amount expended in each of the above categories will be determined by the principal and faculty representative. The specific amounts must be determined by October 30 of each school year. The committee may choose to retain a percentage of the allotment for disbursement later within that school year for extracurricular activities.

Subd. 1. Middle School Miscellaneous Activities

	~~2023-24 Stipend~~	~~2024-25~~**2025-26** Stipend	**2026-27 Stipend**
Annual/Yearbook Advisor	~~2759~~	2814	**2870**
Dance Director at Anoka Middle School for the Arts	~~2375~~	2423	**2471**
Newspaper Advisor	~~2262~~	2302	**2348**
Math League Advisor	~~1240~~	1264	**1289**
Video Production Advisor	~~1639~~	1672	**1705**
WEB Facilitator	~~1639~~	1672	**1705**
Director - Band, Choir, Orchestra	~~2375~~	2423	**2471**

The band, orchestra, and choir extra service agreement stipend is based on the equivalency of a full-time teaching assignment in a Band, Orchestra, or Choir music discipline. Therefore, all full-time assignments within music will get the full rate and all part-time assignments within music will get a proportion of the rate. Exception: in the event a teacher with a full-time equivalent teaching assignment in music has an assignment that requires a lead and/or primary teaching assignment across multiple music disciplines (Band, Orchestra, Choir) and/or buildings, the stipend will be 1.5 of the full-time rate; in the event a teacher with a part-time equivalent teaching assignment in music has an assignment that requires a lead and/or primary teaching assignment across multiple music disciplines (Band, Orchestra, Choir)

and/or buildings, the stipend will be prorated based on the teachers music FTE times 1.5 of the full rate.

Subd. 2. Middle School Additional Extracurricular Activities

Each middle school with 1450 students or less as determined on October 1 of the respective school year shall receive ~~$9,360 for the 2023-24 and~~ $9,547 for the ~~2024-25~~**2025-26** ~~school year~~**and $9,738 for the 2026-27 school years** allotted for additional extracurricular activities. That base amount shall be $~~2.86~~**2.92** per student beyond 1,450 students for the ~~2023-24~~**2025-26** and $~~2.92~~**2.98** for the ~~2024-25~~**2026-27** school years.

Specific amounts will be determined by the building principal and faculty representatives. The specific amounts must be determined by October 30 of each school year. The committee may choose to retain a percentage of the allotment for disbursement later within that school year for additional extracurricular activities.

Section C. Elementary School Activities

Each elementary school with 600 students or less as determined by October 1st of the respective year shall receive ~~$8,320 for the 2023-24 and~~ **$$10,412** for the ~~2024-25~~**2025-26** ~~school year~~**and $10,620 for the 2026-27 school years** allotted for additional extracurricular activities as well as grade level/curriculum contact representative leadership positions. The base amount shall be increased by $~~2.86~~**2.92** per student for each student beyond the 600-student base for the ~~2023-24~~**2025-26** and $~~2.92~~**2.98** for the ~~2024-25~~**2026-27** school years.

Specific amounts will be determined by the building principal and faculty representatives. The specific amounts must be determined by October 30 of each school year. The committee may choose to retain a percentage of the allotment for disbursement later within that school year for additional extracurricular activities.

However, the following elementary school leadership and extracurricular compensation amounts and guidelines are recommended as follows:

	~~2023-24 Stipend~~	~~2024-25~~**2025-26** Stipend	**2026-27 Stipend**
Art Exhibit/Demonstrations	~~211~~	215	**219**
Music Programs and Directors	~~234/event~~	239/event	**244/event**
Others	~~62/event~~	64/event	**65/event**
Destination Imagination Coach	~~455/team~~	463/team	**472/team**
Physical Education Programs	~~211~~	215	**219**
School Bus Patrol Advisor	~~644~~	657	**670**
School Flag Patrol Advisor	~~644~~	657	**670**
Science Fair Advisor	~~319~~	326	**333**

Subd. 1. Title/Specialty School events will be paid $60 for the ~~2023-24~~**2025-26** and **$61 for the 2026-27** ~~2024-25~~ school years per member per event.

Section D. Assignments and Miscellaneous Information

Subd. 1. All extracurricular payments listed in Sections A and B are contingent upon carrying a full teaching schedule. Adjustments in teaching schedules may be made in lieu of extra payments for extracurricular assignments.

Subd. 2. Regularly, no more than two high school coaching assignments shall be made to any individual. Exceptions will be made when there are no other qualified staff members available.

Subd. 3. Positions set forth in Appendix B, Section A, subdivision 1, level A, B, and C will not be considered vacant and subject to posting if they are currently filled. Such positions will only be considered vacant when the coach resigns or is terminated by the relevant school. Therefore, vacancies will not be created by the involuntary transfer process.

This subdivision is specific to the athletic coaching positions and not to other extracurricular activities and/or building leadership positions that are an integral part of school curricular and extracurricular activities. Reasonable effort will be made to fill all extracurricular vacancies with the teaching staff within the building. Failing that, other district teachers will be given the opportunity to fill these vacancies.

Subd. 4. Known vacancies in coaching and extracurricular positions that cannot be filled from within the school staff will be posted online on or about October 1, January 15, and May 1.

Subd. 5. In the event of a Minnesota State High School League mandated change of season length no salary change will result. Coaches will be notified of the change in writing and will have the right to resign their coaching position at that time. Resignations must be received by the building principal within seven working days of the notice of change. If the district desires to change season lengths, such change must be negotiated with the exclusive representative. The right to resign remains the same as above.

Subd. 6. When participant numbers warrant the hiring of an additional coach, the building teaching staff shall be immediately notified, and reasonable effort will be made to fill that position as soon as possible.

Subd. 7. Coaches who coach less than the full season shall have their compensation pro rata, based on the full season. Examples are late start, early end or prolonged absence.

APPENDIX C
ABE AND ECFE, AND PRESCHOOL COMMUNITY EDUCATION TEACHERS

Adult Basic Education (ABE**)** and **Early Childhood Family Education (**ECFE**) and Preschool** Community Education teachers defined under this section are excluded from all terms and conditions of the July 1, ~~2023~~ **2025** through June 30, ~~2025~~ **2027** Working Agreement except as contained in this Appendix and/or the following sections are included by reference:

Article I:	**Recognition**
Article II:	Laws, Rules, and Regulations
Article IV:	Teachers' Rights
Article V:	Board Rights
Article VI, § 2:	Emergency Closing
Article IX, § 1 & § 2:	Continuing Education for Lane Advancement
Article X, § 2:	Status of Salary Schedule
Article, X § 4:	Paychecks
Article XI: §2-10	**Group Insurance**
Article XII:	Parenting Leave of Absence
Article XIII:	Child Care Leave of Absence
Article XV, §§ 2-8:	Other Leaves of Absence
Article XIX:	Grievances
Article XX:	Duration

~~Section 1. Recognition: It is agreed that persons employed by the District in the positions of Early Childhood Family Education and Adult Basic Education teachers shall be included within the teachers' bargaining unit except those who devote more than 50% of time to administrative or supervisory duties.~~

Section ~~2~~**1**. Duty Year/Duty Day/Assignment: The duty days, hours, and assignments for ECFE/ABE**/Preschool** teachers shall be established and assigned by the District from July 1st through June 30th of the relevant contract year. The specific duties and scheduled assignments will be determined by Community Education Manager/Supervisor during the times of day and days of the week which meet the needs of the particular program. ECFE/ABE**/Preschool t**~~T~~eachers will be allocated time for preparation and set-up, staff and curriculum development, staff meeting and parent/student contact time, phone calling, conferences and follow-up time as appropriate and determined by the manager/supervisor consistent with its staff policies and procedures.

Section ~~3~~**2**. Probationary Period: **The probationary period for ECFE and ABE teachers is established by Minn. Stat. 112A.60.** The length and term of employment for **preschool** teachers is based on the number of duty days for the position assignment during the applicable fiscal year beginning July 1st and ending June 30th. New teachers will be subject to a position performance review period of up to ~~120 workdays~~**one year** for determination of continuation through the remaining position assignment. Following the probationary period, teachers may only be disciplined or discharged for just cause. ~~ECFE/ABE~~**/Preschool** teachers are not subject to continuing contract laws as set forth in Minn. Stat. § 122A.40.

Section ~~4~~**3**. Seniority: ECFE and ABE **and preschool** teachers in assigned positions of 1044 hours or more shall be placed on separate seniority lists; one list for those teachers in positions of 1340 hours or more as well as one list for those teachers in positions of 1044 hours or more and less than 1340 hours. Seniority is defined as the teacher's original continuous employment in

ECFE~~, and/or~~ ABE**, and preschool** programs in a ~~licensed~~ **teaching** position. ECFE~~, and~~ ABE**, and preschool** teacher seniority lists shall be separate and apart from any seniority lists for all other teachers covered under the Working Agreement with no bumping or recall rights between the groups.

Section ~~5~~**4**. Reduction in Position (Days and/or Hours): Teachers will be assigned to a position of 1340 hours or more, or a position of 1044 or more hours and less than 1340 hours, or a position of less than 1044 hours; an individual teacher's hours within a category may fluctuate from year to year. When it is necessary to eliminate positions (days and/or hours) equal to or greater than 1340 hours, the reduction of positions shall be in order of seniority and relevant licensure; the teacher(s) shall be offered a position equal to or greater than 1044 hours and less than 1340 hours. When it is necessary to eliminate positions (days and/or hours) equal to or greater than 1044 hours and less than 1340 hours, the reduction of positions shall be in order of seniority and relevant licensure.

If a teacher has been reduced from a 1340 or more-hour position or a position of more than 1044 hours and less than 1340-hour position, then in the event positions are subsequently added back into those categories, the positions will be offered by reverse seniority and relevant licensure.

The District will make every effort to notify teachers of their continuing employment by June 1st of the year preceding the next fiscal year and/or to notify any teacher at least thirty (30) calendar days in advance if the teacher is proposed to be placed on layoff or reduced in hours. Teachers who have been laid off or reduced in hours shall continue right of recall for up to two (2) years. Upon notification, recalled teachers have up to fifteen (15) calendar days from the date of receipt of notification to notify the Employee Services Department in writing to accept the offer of re-employment or additional hours. Teachers who either accept or reject a notice of recall to the same category or to a reduced hour category position will nevertheless retain the right of recall to the teacher's original category for the two (2) years. A teacher who refuses two recall offers to the same category shall be considered to have removed the teacher's name from the seniority list.

Section ~~6~~**5**. Compensation:

Subd. 1 Adult Basic Education Teacher Compensation

Effective July 1, ~~2023~~**2025**, ABE teachers shall be paid an hourly rate of pay based on the following wage schedule.

~~ABE Schedule~~						
~~2023-24~~				~~2024-25~~		
~~Performance Increment~~	~~BA~~	~~MA~~		~~Performance Increment~~	~~BA~~	~~MA~~
~~4~~	~~32.61~~	~~34.61~~		~~4~~	~~33.59~~	~~35.59~~
~~5~~	~~33.39~~	~~35.39~~		~~5~~	~~34.39~~	~~36.39~~
~~6~~	~~34.82~~	~~36.82~~		~~6~~	~~35.86~~	~~37.86~~
~~7~~	~~36.23~~	~~38.23~~		~~7~~	~~37.32~~	~~39.32~~
~~8~~	~~37.85~~	~~39.85~~		~~8~~	~~38.99~~	~~40.99~~
~~9~~	~~39.17~~	~~41.17~~		~~9~~	~~40.35~~	~~42.35~~
~~C1 - 10~~	~~41.59~~	~~43.59~~		~~C1 - 10~~	~~42.84~~	~~44.84~~
~~C2 – pre 1/1/08~~	~~42.41~~	~~44.41~~		~~C2 – pre 1/1/09~~	~~43.68~~	~~45.68~~

~~A one-time payment of $750 will be provided to all active employees upon ratification of the working agreement in 2024.~~

ABE Schedule					
	2025-26			2026-27	
Performance Increment	BA	MA		BA	MA
4	33.84	35.84		33.84	35.84
5	34.71	36.71		34.71	36.71
6	35.86	37.86		35.86	37.86
7	37.32	39.32		37.32	39.32
8	38.99	40.99		38.99	40.99
9	40.35	42.35		40.35	42.35
10	42.84	44.84		42.84	44.84
11	44.02	46.02		44.02	46.02
12	44.87	46.87		45.37	47.37

1. Performance Increment Placement: Dependent upon teaching experience and training based on the following:

   Performance increment 4: less than one year of teaching experience. Performance increment 5-9: more than one year of relevant teaching experience. One performance increment per year can be given up to a maximum of performance increment 10. One year of teaching experience is a minimum of instruction totaling 500 hours or more per year.

2. Performance increment movement: Minimum of 500 hours per fiscal year to be eligible for performance increment movement on July 1. Those who work less than 500 hours each fiscal year may be granted a performance increment increase after two years. Only one performance increment per year.

Subd. 2. Early Childhood Family Education **and Preschool** Teacher Compensation

~~A. Effective July 1, 2023, ECFE teachers shall be paid an hourly rate of pay based on the following wage schedule.~~

~~2023-2024 ECFE Schedule~~		
~~Performance Increment~~	~~BA~~	~~MA~~
~~4~~	~~32.61~~	~~34.61~~
~~5~~	~~33.39~~	~~35.39~~
~~6~~	~~34.82~~	~~36.82~~
~~7~~	~~36.23~~	~~38.23~~
~~8~~	~~37.85~~	~~39.85~~
~~9~~	~~39.17~~	~~41.17~~
~~C1 – 10~~	~~41.59~~	~~43.59~~
~~C2 – pre 1/1/08~~	~~42.41~~	~~44.41~~

~~*Those teachers assigned as ECFE leads will receive an additional $.30/hour.~~

~~A one-time payment shall be provided to all active employees upon ratification of the working agreement as follows:~~

~~$750 for teachers working more than 1340 hours in 2023-24~~
~~$500 for teachers working 1040-1340 hours in 2023-24~~
~~$250 for teachers working less than 1040 hours in 2023-24~~

~~1. Performance Increment Placement: Dependent upon teaching experience and training based on the following:~~

~~Performance increment 4: less than one year of teaching experience. Performance increment 5-9: more than one year of relevant teaching experience. One performance increment per year can be given up to a maximum of performance increment 10. One year of teaching experience is a minimum of instruction totaling 500 hours or more per year.~~

~~2. Performance increment movement: Minimum of 500 hours per fiscal year to be eligible for performance increment movement on July 1. Those who work less than 500 hours each fiscal year may be granted a performance increment increase after two years. Only one performance increment per year.~~

Effective July 1, ~~2024~~**2025**. ECFE **and Preschool** teachers shall be paid an hourly rate of pay based on the following wage schedule~~:~~:

~~2024-2025 ECFE Schedule~~

~~Performance Increment~~	~~BA~~	~~BA+15~~	~~BA+30~~	~~BA+45~~	~~BA+60~~	~~MA~~	~~MA+15~~	~~MA+30~~	~~MA+45~~	~~MA+60~~
~~1~~	~~33.44~~	~~34.42~~	~~35.25~~	~~36.13~~		~~38.95~~	~~39.89~~	~~41.16~~	~~42.05~~	~~43.19~~
~~2 & 3~~	~~34.01~~	~~35.07~~	~~35.98~~	~~36.96~~		~~40.29~~	~~41.38~~	~~42.71~~	~~43.60~~	~~44.94~~
~~4 & 5~~	~~34.85~~	~~36.19~~	~~37.14~~	~~38.21~~		~~42.10~~	~~43.30~~	~~44.66~~	~~45.91~~	~~47.15~~
~~6~~	~~36.00~~	~~37.34~~	~~38.31~~	~~39.46~~		~~43.85~~	~~45.30~~	~~46.74~~	~~48.10~~	~~49.54~~
~~7~~	~~37.90~~	~~39.26~~	~~40.22~~	~~41.19~~		~~45.58~~	~~47.31~~	~~48.92~~	~~50.25~~	~~51.86~~
~~8~~	~~40.16~~	~~41.59~~	~~42.43~~	~~43.39~~		~~48.32~~	~~49.72~~	~~50.98~~	~~52.32~~	~~54.03~~
~~9~~	~~41.42~~	~~42.94~~	~~43.88~~	~~44.96~~		~~49.84~~	~~51.33~~	~~52.74~~	~~54.28~~	~~56.00~~
~~10~~	~~42.67~~	~~44.30~~	~~45.33~~	~~45.54~~		~~51.37~~	~~52.93~~	~~54.50~~	~~56.24~~	~~57.98~~
~~11~~	~~43.74~~	~~45.40~~	~~46.45~~	~~47.68~~		~~52.61~~	~~54.21~~	~~55.80~~	~~57.58~~	~~59.35~~
~~12~~	~~45.02~~	~~46.74~~	~~47.82~~	~~49.08~~		~~54.16~~	~~55.80~~	~~57.45~~	~~59.28~~	~~61.10~~
~~13~~	~~45.69~~	~~47.43~~	~~48.53~~	~~49.81~~		~~54.96~~	~~56.63~~	~~58.30~~	~~60.15~~	~~62.01~~
~~14~~	~~46.73~~	~~48.51~~	~~49.64~~	~~50.95~~		~~56.22~~	~~57.93~~	~~59.64~~	~~61.53~~	~~63.43~~
~~15~~	~~47.43~~	~~49.24~~	~~50.38~~	~~51.71~~		~~57.06~~	~~58.79~~	~~60.53~~	~~62.45~~	~~64.38~~
~~16~~	~~47.90~~	~~49.73~~	~~50.88~~	~~52.22~~		~~57.63~~	~~59.38~~	~~61.13~~	~~63.07~~	~~65.02~~
~~17~~	~~48.14~~	~~49.97~~	~~51.13~~	~~52.48~~		~~57.91~~	~~59.67~~	~~61.43~~	~~63.38~~	~~65.34~~
~~18 & 19~~	~~49.18~~	~~50.89~~	~~52.12~~	~~53.35~~		~~58.79~~	~~60.61~~	~~62.33~~	~~64.25~~	~~66.55~~
~~20 & 21~~	~~49.92~~	~~51.65~~	~~52.90~~	~~54.15~~		~~59.96~~	~~61.82~~	~~63.58~~	~~65.53~~	~~67.88~~
~~22+~~					~~56.82~~	~~60.84~~	~~63.07~~	~~64.82~~	~~67.26~~	~~69.69~~

2025-2026 ECFE and PRESCHOOL TEACHERS SALARY SCHEDULE

Performance Increment	**BA**	**BA+15 Qtr BA+10 Sem**	**BA+30 Qtr BA+20 Sem**	**BA+45 Qtr BA+30 Sem**	**BA+60 Qtr BA+40 Sem**	**MA**	**MA+15 Qtr MA+10 Sem**	**MA+30 Qtr MA+20 Sem**	**MA+45 Qtr MA+30 Sem**	**MA+60 Qtr MA+40 Sem**
1	**34.11**	**35.08**	**35.92**	**36.80**		**39.62**	**40.56**	**41.83**	**42.71**	**43.85**
2	**35.11**	**36.09**	**36.92**	**37.80**		**40.62**	**41.56**	**42.83**	**43.72**	**44.94**
3&4	**35.68**	**36.74**	**37.65**	**38.63**		**42.10**	**43.30**	**44.66**	**45.91**	**47.15**
5&6	**36.52**	**37.86**	**38.81**	**39.88**		**43.85**	**45.30**	**46.74**	**48.10**	**49.54**
7	**37.90**	**39.26**	**40.22**	**41.19**		**45.58**	**47.31**	**48.92**	**50.25**	**51.86**
8	**40.16**	**41.59**	**42.43**	**43.39**		**48.32**	**49.72**	**50.98**	**52.32**	**54.03**

9	41.83	43.26	44.10	45.06		49.99	51.39	52.74	54.28	56.00
10	43.09	44.62	45.55	46.64		51.52	53.00	54.50	56.24	57.98
11	44.34	45.97	47.00	48.21		53.04	54.60	56.17	57.91	59.65
12	45.41	47.07	48.12	49.35		54.28	55.88	57.47	59.28	61.10
13	46.69	48.41	49.49	50.75		55.83	57.47	59.12	60.95	62.77
14	47.36	49.10	50.20	51.48		56.63	58.30	59.97	61.82	63.68
15	48.41	50.19	51.31	52.62		57.89	59.60	61.31	63.21	65.10
16	49.10	50.91	52.05	53.38		58.73	60.46	62.20	64.12	66.05
17	49.57	51.40	52.55	53.90		59.30	61.05	62.80	64.74	66.69
18	49.81	51.64	52.80	54.15		59.58	61.34	63.10	65.05	67.01
19&20	50.85	52.56	53.79	55.02		60.46	62.28	64.00	65.92	68.22
21&22	51.59	53.32	54.57	55.82		61.63	63.49	65.25	67.26	69.69
23+					58.49	62.51	64.74	66.49	68.93	71.36

*Those teachers assigned as ECFE leads will receive an additional $.30/hour.

***School readiness teachers working in the high school model shall be paid a $150 stipend per high school section for supervising secondary students in their classroom. Stipends shall be paid on a trimester basis.**

Effective July 1, 2026. ECFE and Preschool teachers shall be paid an hourly rate of pay based on the following wage schedule:

2026-2027 ECFE and PRESCHOOL TEACHERS SALARY SCHEDULE										
Performance Increment	BA	BA+15 Qtr BA+10 Sem	BA+30 Qtr BA+20 Sem	BA+45 Qtr BA+30 Sem	BA+60 Qtr BA+40 Sem	MA	MA+15 Qtr MA+10 Sem	MA+30 Qtr MA+20 Sem	MA+45 Qtr MA+30 Sem	MA+60 Qtr MA+40 Sem
1&2	35.78	36.76	37.59	38.47		41.29	42.23	43.50	44.39	45.53
3	36.78	37.76	38.59	39.47		42.29	43.30	44.66	45.91	47.15
4&5	37.35	38.41	39.32	40.30		43.85	45.30	46.74	48.10	49.54
6&7	38.20	39.54	40.48	41.56		45.58	47.31	48.92	50.25	51.86
8	40.16	41.59	42.43	43.39		48.32	49.72	50.98	52.32	54.03
9	41.83	43.26	44.10	45.06		49.99	51.39	52.74	54.28	56.00
10	43.50	44.93	45.77	46.74		51.66	53.06	54.50	56.24	57.98
11	44.76	46.29	47.22	48.31		53.19	54.67	56.17	57.91	59.65
12	46.01	47.64	48.68	49.88		54.71	56.28	57.84	59.58	61.32
13	47.08	48.74	49.80	51.02		55.95	57.55	59.15	60.95	62.77
14	48.36	50.08	51.16	52.43		57.50	59.15	60.79	62.62	64.44
15	49.03	50.77	51.87	53.15		58.30	59.97	61.64	63.49	65.35
16	50.08	51.86	52.98	54.29		59.56	61.27	62.98	64.88	66.77
17	50.77	52.58	53.72	55.05		60.40	62.13	63.87	65.79	67.72
18	51.24	53.07	54.22	55.57		60.97	62.72	64.47	66.42	68.36
19	51.48	53.31	54.47	55.82		61.25	63.01	64.77	66.73	68.68
20&21	52.52	54.23	55.46	56.69		62.13	63.95	65.68	67.59	69.89

22+					58.49	63.30	65.16	66.92	68.93	71.36

***Those teachers assigned as ECFE leads will receive an additional $.30/hour.**
***School readiness teachers working in the high school model shall be paid a $150 stipend per high school section for supervising secondary students in their classroom. Stipends shall be paid on a trimester basis.**

A. Performance Increment Placement: Dependent upon teaching experience and training based on the following:

Performance increment 1: less than one year of teaching experience. Performance increment 2-9: more than one year of relevant teaching experience. One performance increment per year can be given up to a maximum of performance increment 10. One year of teaching experience is a minimum of instruction totaling 500 hours or more per year.

~~B. Initial Performance Increment Placement: Initial placement of returning employees will be based on the following schedule:~~

~~BA~~		~~MA~~	
~~2023-24 Step~~	~~2024-25 Step~~	~~2023-24 Step~~	~~2024-25 Step~~
~~BA – 4~~	~~BA – 1~~	~~MA – 4~~	~~MA - 1~~
~~BA - 5~~	~~BA – 2&3~~	~~MA - 5~~	~~MA - 1~~
~~BA - 6~~	~~BA - 6~~	~~MA - 6~~	~~MA - 1~~
~~BA - 7~~	~~BA - 7~~	~~MA - 7~~	~~MA – 2&3~~
~~BA – 8~~	~~BA – 8~~	~~MA – 8~~	~~MA 4&5~~
~~BA – 9~~	~~BA – 9~~	~~MA – 9~~	~~MA - 6~~
~~BA – C1 – 10~~	~~BA – 11~~	~~MA – CI – 10~~	~~MA - 7~~
~~BA – C2~~	~~BA – 12~~	~~MA – C2~~	~~MA - 8~~

~~During the period of transition to the new salary schedule,~~ **N**~~n~~ew employees will not be placed on a higher step than current employees with similar experience.

~~C.~~B. Performance increment movement: Minimum of 500 hours per fiscal year to be eligible for performance increment movement on July 1. Those who work less than 500 hours each fiscal year may be granted a performance increment increase after two years. Only one performance increment per year.

Subd. 3. Workshops: Teachers designated by the District to attend workshops shall be paid the employee's hourly rate for duty time in attendance up to eight (8) hours per day.

Section ~~7~~**6**. Benefits:

~~This section applies to~~ **T**~~t~~eachers who work in assigned positions of 1340 hours or more per year and are **eligible for the insurance benefits referenced in Article XI, Sections 2 through 10 of the working agreement.**~~enrolled in a School District health and hospitalization plan.~~

~~Subd. 1. Single Contribution: The School Board shall contribute up to $770.00/month of the premium cost to the District plan for eligible and enrolled teachers; effective September 1, 2024, the School Board shall contribute up to $810.00/month of the premium cost to the District plan.~~

~~Subd. 2. Family Contribution: The School Board shall contribute up to $1,375.00/month of the premium cost to the District plans for eligible and enrolled teachers; effective September 1, 2024 the School Board contribution shall be up to $1,515.00/month. Thereafter, the District contribution shall increase by the same dollar amount as the negotiated increase in the District contribution for single coverage.~~

~~Subd. 3. High Deductible Open Access Plan: The District will establish a High Deductible Open Access Health Plan with an HRA. Effective September 1, 2014, the District will make contributions into an integrated active HRA of $750 for the $1,500 single deductible, and $1,500 for the $3,000 family deductible plan each year. The maximum out of pocket cost of usual and customary charges will be $3,000 for single coverage and $6,000 for family coverage, subject to plan exclusions and limitations of coverage. Plan coverage, claims and designs shall not be subject to the grievance and arbitration process.~~

~~Subd. 4. Dual Spouse Contribution: When both married spouses work for the School District full-time and are eligible for insurance coverage and enrolled in the District plan, the District shall contribute up to $2,145.00/month of the premium cost. Effective September 1, 2024, the District shall contribute up to $2,325.00/month of the premium cost.~~

~~Subd. 5. Dental: The District shall contribute up to $80.00 /month for Dental Insurance.~~

~~In addition, the District shall provide District Term Life Basic Life and Accidental Death and Dismemberment Insurance of $50,000.00, District paid Long Term Disability insurance with a maximum monthly benefit for a qualified teacher equal to two-thirds of current annual base salary not including extra service compensation.~~

Teachers who work in assigned positions of more than 1044 hours or more per year but less than 1340 hours per year shall be eligible for a prorated District contribution for Health Insurance, Dental Insurance, and Term Life-Accidental Death and Dismemberment Insurance provided the teacher elects to pay the remaining premium and will also be eligible for Long Term Disability Insurance.

If the contract hours change during the year, the District contribution shall be prorated.

Section ~~8~~**7**. Leaves:

Subd. 1. Sick Leave: Teachers in assigned positions of 1340 hours or more will accrue ~~12 days~~ **96 hours of** sick leave per year; teachers in assigned positions of more than 500 hours and less than 1340 hours will be prorated.

Subd. 2. Sick Leave Buy Back: Teachers who have accumulated thirty (30) days of sick leave and who use less than half of the year's allotted sick leave may cash in up to five (5) days of unused sick leave in June of each year, such days to be exchanged at the rate of $21.42 per hour by notification to the Labor Relations/Benefits Department.

Subd. 3. Personal Leave: Teachers ~~in positions of 500 hours or more and less than 1044 hours~~ may use ~~one (1) pro-rata day of personal leave during each duty year at the teacher's discretion without salary deduction. Teachers in position of 1044 hours or more and less than 1340 hours may use two (2) pro-rata days of personal leave during each duty year at the teacher's discretion without salary deduction. Teachers in positions of 1340 hours or more may use three (3) pro-rata days of~~**up to 25% of their annual accrual of sick leave in** personal leave during each duty year at the teacher's discretion without salary deduction. A request for personal leave must be submitted in writing in advance. The days used will be deducted from the teacher's accrued sick leave. Although the district has discretion to approve additional requests, the Community Education Manager/Supervisor may limit personal leave to no more than one personal leave day per program per day on a first-come first serve basis; if requests occur at the same time, seniority shall be the tie breaker. ~~ECFE~~ teachers may not use personal leave days during the first ~~three~~ **two** weeks of the program term. Teachers ~~in positions with 1044 hours or more and~~ with 10 years or more seniority may request one additional pro-rata day of personal leave.

Subd. 4. Family Medical Leave: Teachers may apply for Family Medical Leave in accordance with state statute, federal law, and School District policy.

Subd. 5. Effective September 1, 2002, ABE and ECFE teachers will be able to participate in the sick leave bank set forth in Article XI, Section 3, Subd. 1 of the Working Agreement. **Effective September 1, 2025, Preschool teachers will be able to participate in the sick leave bank set forth in Article XI, Section 3, Subd. 1 of the Working Agreement.**

Section ~~9~~8. Retirement:

Severance pay shall be available to those teachers hired prior to July 1, 1994, who have at least ten (10) years of District No. 11 Community Education experience, are immediately eligible for and receiving a state retirement benefit, and notify the District of the intended retirement by February 1st. For the purpose of this section the school year shall begin with July 1st of one year and end on June 30th of the following year.

Subd. 1. Severance pay base will be determined by taking the unused sick leave days times the daily wage rate (and less any District contribution to a matching 403(b) plan as set forth in paragraph X of the Article).

Subd. 2. Teachers shall be eligible upon retirement, subject to all subdivisions of this section, for severance pay, of up to half of the first 160 unused sick days.

Subd. 3. The severance payment shall be made as a lump sum payment upon retirement to the District's Special Pay Plan in accordance with Plan documents, Federal rules and regulations. Deductions such as State and Federal Income Tax, Social Security or PERA/TRA shall be made only as required by law. If the teacher dies before the severance payment has been made, the balance due shall be paid to a named beneficiary or lacking same, to the estate of the deceased.

Subd. 4. This section shall not apply to employee who is discharged for cause by this School District.

Subd. 5. Health and Dental Insurance: Teachers eligible for retirement as established in this Article may elect to continue to participate in the District's Health and Dental insurance program.

For insurance benefit eligible teachers eligible to retire under this Article, half of the value of the first 160 days of unused sick leave, and 100% of the value of unused sick leave days greater than 160 shall be allocated to the Health Care Savings Plan for the individual teacher.

Subd. 6. This benefit is available only once in an individual's employment with the District.

Subd. 7. Teachers who are eligible for a Minnesota State retirement pension but are not eligible for severance or unused sick leave credit as set forth in this Article may seek insurance continuation which may be available pursuant to the provisions of Minn. Stat. § 471.61, Subd. 2b.

Subd. 8. Retired ABE**,** ~~and~~ ECFE**, and Preschool** teachers re-employed into an ABE or ECFE**, or Preschool** position will receive their rate of pay applicable at the time of retirement. Retired ABE~~ and~~**,** ECFE**, and Preschool** teachers will not be eligible or entitled to receive any benefits as defined in ~~Section VII~~**Article XI-XV and XVIII of the working agreement.** Retired ABE**,** ~~and~~ ECFE**, and Preschool** teachers shall be eligible to receive three non-cumulative days of sick leave pay per trimester pro-rated to the teacher's daily assignment. At the end of the assignment, the position the retiree has filled shall be re-posted.

Section ~~10~~**9**. 403(b): All full time and part time ABE**,** ~~and~~ ECFE**, and Preschool** teachers who are eligible for insurances as set forth in Appendix C, Section VII will be eligible for the following benefit:

~~For the 2023-24 School Year, the District shall make a matching contribution into a 403(b) plan up to the amounts listed in the table below:~~

~~Seniority date prior October 1, 2023~~	~~$1,000~~
~~Seniority date prior to June 30, 2016~~	~~$1,500~~
~~Seniority date prior to June 30, 2005~~	~~$2,000~~

Beginning in the 2024-25 School Year, the District shall make a matching contribution for all teachers for each relevant school year into a 403(b) plan up to $2,000 on a per paycheck basis over 20 pay periods for all eligible teachers. Employees who begin contributions after the start of the year will receive a prorated amount of the District Match.

In the event MN statues allow, the school district will allow student loan payments as qualified dollars to receive the employer 403(b) matching contributions.

Section ~~11~~**10**. When specific positions are posted, internal candidates will be given consideration prior to consideration of outside applicants. It is also understood that the District may offer additional hours to individual teachers on a limited short-term basis; such arrangements shall be memorialized in writing.

~~ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT No. 11~~

~~WRITTEN GRIEVANCE~~

~~Grievance No_____~~

~~Aggrieved _____ Classification _____~~

~~Grievance: State in clear terms the violation, people involved and other relevant information.~~

~~Relief sought:~~

~~_____ _____~~
~~Date Signature~~

~~(To be filled out by the First Level Supervisor with copies to the Aggrieved and the Executive Director of Human Resources)~~

~~Disposition of Step I:~~

~~_____ _____~~
~~Date Signature~~

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Memorandum of Understanding
Between
Anoka-Hennepin Independent School District #11("District")
and
Anoka Hennepin Education Minnesota ("AHEM")

WHEREAS, the parties have negotiated a collective bargaining agreement effective July 1, 2025 through June 30, 2027; and

WHEREAS, due to a shortage of substitute teachers, in recent years, the District has needed to reassign select student support teachers to cover classes more often than they have in the past; and

WHEREAS, in recognition of the fact that many of these employees feel the need to shift some professional responsibilities outside of the duty day when reassigned to cover classes, the District has allowed supervisors to approve a limited number of additional hours for employees who are reassigned to substitute teach; and

WHEREAS, the parties have a mutual interest in clearly communicating these guidelines to employees and supervisors.

NOW THEREFORE, for the remainder of the 2025-2027 contract period, the parties agree to the following:

1. Teachers who do not have prep time, as defined in Article VII, Section 1 of the working agreement, may be paid an additional two (2) hours of paid time for each full day assigned to cover unfilled classrooms.
2. These hours shall be paid at the Miscellaneous hourly rate as listed in Article X, Section 6 of the working agreement.
3. While additional hours normally need to be worked on site, Supervisors have the discretion to allow some of these additional hours to be worked remotely.

_____ _____
Anoka Hennepin Education Minnesota Date

_____ _____
Anoka-Hennepin School District Date

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Memorandum of Understanding
Between
Anoka-Hennepin Independent School District #11("District")
and
Anoka Hennepin Education Minnesota ("AHEM")

WHEREAS, the parties have negotiated a collective bargaining agreement effective July 1, 2025 through June 30, 2027; and

WHEREAS, in recent years, the District has provided additional due process hours for special education teachers who need to complete due process work outside of the duty day; and

WHEREAS, the District intends to continue providing additional hours for the 2025-26 and 2026-27 school years; and

WHEREAS, the parties have mutual interest in clearly communicating the number of available to employees and supervisors.

NOW THEREFORE, the parties are in agreement that, from July 1, 2025 through June 30, 2027, Special Education teachers will be allowed to submit up to 12 hours per trimester, paid at the miscellaneous hourly rate listed in Article X, Section 6, for due process paperwork completed beyond the duty day. Additional hours may be made available with the pre-approval of the Special Education Supervisor. In positions where due-process work is not spread evenly throughout the year, supervisors may allow more than 12 of the 36 annual hours to be submitted in a given trimester.

_____ _____
Anoka Hennepin Education Minnesota Date

_____ _____
Anoka-Hennepin School District Date

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Memorandum of Understanding
Between
Anoka-Hennepin Independent School District #11
and
Anoka Hennepin Education Minnesota

WHEREAS, the parties have negotiated a new collective bargaining agreement effective July 1, 2025 through June 30, 2027; and

WHEREAS, as part of the negotiations for the new agreement, the parties agree the discussion of certain topics were appropriate for future discussion and review through an Interest-based Labor Management Committee process with Bureau of Mediation Services support; and

NOW THEREFORE, the Union and District mutually agree to place the following items for review in a Labor Management Committee process:

- Safety, staff support, and workload related to the programs provided at River Trail Learning Center at L.O. Jacob.
- Safety, staff support, and workload related to special education across the district.
- Workload, inclusive of windshield time, and staff support related to Early Childhood Special Education Speech Language Pathologists

The association will place a request for mediation within 30 calendar days of ratification of the master agreement by both parties.

Memorandum of Understanding
Between
Anoka-Hennepin Independent School District #11
and
Anoka Hennepin Education Minnesota

WHEREAS, the parties have negotiated a new collective bargaining agreement effective July 1, 2025 through June 30, 2027; and

WHEREAS, as part of the negotiations for the new agreement, the parties agree the discussion of certain topics were appropriate for future discussion and review through an Interest-based Labor Management Committee process with Bureau of Mediation Services support; and

NOW THEREFORE, the Union and District mutually agree to place the following items for review in a Labor Management Committee process:

- Scheduling for specialists- Which will include limiting the length of time a specialist is in front of students without a break, and scheduling PLC time into the duty day.
- Workload of specialists - Which will include the number of assigned positions, number of assigned sections, buy-ups to full-time, material management, and subbing.

The association will place a request for mediation within 30 calendar days of ratification of the master agreement by both parties.

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Memorandum of Understanding
Between
Anoka-Hennepin Independent School District #11("District")
and
Anoka Hennepin Education Minnesota ("AHEM")

WHEREAS, the parties have negotiated a collective bargaining agreement effective July 1, 2025 through June 30, 2027; and

WHEREAS, Article VI, section 1 of the collective bargaining agreement sets forth the number of duty days for the school year; and

WHEREAS, a duty day has been established following each grading period to allow teachers work time during the duty day for grading.

WHEREAS, the parties have mutual interest in recognizing the professional responsibility as well as professional time performed beyond the duty day; and

WHEREAS, the parties have mutual interest in allowing for remote work options on non-student contact days when all duties are able to be completed off site.

NOW THEREFORE, for the remainder of the 2025-2027 contract period, the parties agree to the following:

1. Teachers with grading responsibilities may use their professional judgment and discretion to work on site or remotely on District designated grading days for Trimester 1 and Trimester 2 with appropriate notification / communication to the principal or program supervisor.

2. Teachers with grading responsibilities may be approved to work remotely for the portion of the last day of work reserved for grading. Each teacher must follow any checkout procedure with the principal or program supervisor prior to leaving at the end of the school year.

3. Teachers without grading responsibilities may work remotely with supervisor approval on days when all of the functions of the position can be completed remotely as determined by the supervisor.

4. Teachers must be available via phone and email during normal duty hours and must not use a personal day or seniority day the day before or the day after in order to work remotely.

5. District required work must be completed by the deadline established by each site.

_____ _____
Anoka Hennepin Education Minnesota Date

_____ _____
Anoka-Hennepin School District Date

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Memorandum of Understanding
Anoka-Hennepin Independent School District #11("District")
and
Anoka Hennepin Education Minnesota ("AHEM")

WHEREAS, the parties have negotiated a collective bargaining agreement effective July 1, 2025 through June 30, 2027;and

WHEREAS, MN Statute 43A.316 Subd. Sb states:

> *Each exclusive representative for an eligible employer determines whether the employees it represents will participate in the program. The exclusive representative shall give the employer notice of intent to participate at least 30 days before the expiration date of the collective bargaining agreement preceding the collective bargaining agreement that covers the date of entry into the program. The exclusive representative and the eligible employer shall give notice to the commissioner of the determination to participate in the program at least 30 days before entry into the program. Entry into the program is governed by a schedule established by the commissioner.*;and

WHEREAS, the Union wants the ability to move to PEIP if it is so chooses in the future in accordance with statutory requirements; and

WHEREAS, the District seeks to remain in compliance with any right the Union has to move to PEIP; and

WHEREAS, both parties seek a seamless transition to PEIP if it were to occur.

NOW THEREFORE, the parties agree that:

- In accordance with MN Statute 431.316, Subd S(b):

  If AHEM makes the determination that they will move to PEIP during the term of the 2027-2029 working agreement, they shall give the district notice of intent to participate no later than the end of the day on May 3l^{5t}, 2027.

  If the above notice is provided, the District and AHEM agree to provide joint notice of the determination to participate in PEIP to the Commissioner of Minnesota Management and Budget at least 30 days prior to entering the program on a date acceptable to the Commissioner between July 1, 2027 and June 30, 2029.

- The District and AHEM recognize that, if AHEM makes the determination to move to PEIP, the following modifications will need to be made to Article XI and Appendix C, Section VII of the working agreement in the next round of negotiations:
    - For teachers, the "District Plan" described in Article XI and Appendix C, Section VII will apply to the PEIP plans, and not the Anoka-Hennepin self-funded plans.
    - The coverage start date for new employees will be in accordance with the established agreement between the District and the broker for the Public Employees Insurance Program.
    - Teachers enrolled in the District plan for teachers whose deductible and out of pocket maximums meet or exceed those of the High Deductible Open Access Plan mentioned in Article Xl.2.4 and Appendix C.VII will also be eligible for the HRA contributions mentioned in those sections. The administrative fees for the HRA will be deducted from the HRA since it would not be integrated into a self-funded health plan.
- If AHEM makes the determination to receive life insurance through the Public Employees Insurance Program, the district contribution will be capped at the same dollar amount provided for employee groups utilizing the standard district plan. The difference will be collected from the employee through payroll deduction.
- Retired teachers and those on long-term disability at the time of a move to PEIP will no longer be eligible for the plan they were enrolled in, but may be able to enroll in an eligible PEIP plan.
- The dual-spouse contribution mentioned in Article Xl.2.3 and Appendix C.VII will only apply to employees whose spouses are also eligible for the PEIP coverage.
- The agreement by the District and AHEM to include language to accommodate the move to PEIP in this MOU does not prevent the parties from negotiating different language into the 2027-2029 working agreement.

_____ _____

AHEM Date

_____ _____

Anoka-Hennepin School District Date

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Memorandum of Understanding

Anoka-Hennepin Independent School District #11("District")
and
Anoka Hennepin Education Minnesota ("AHEM")

WHEREAS, the parties have a negotiated collective bargaining agreement effective July 1, 2025 through June 30, 2027; and

WHEREAS, Article VI, section 1 of the collective bargaining agreement sets forth the number of duty days for the school year; and

WHEREAS, the duty days on the 2025-26 Calendar include the equivalent of twenty-eight hours and forty minutes of mandatory duty time beyond the normal duty day; and

WHEREAS, in addition to parent-teacher conferences, teachers engage in a variety of family communication methods outside of the duty day; and

WHEREAS, Article VII, section 1, subd. 1, provides that principals may approve parent-teacher conference duty time obligations outside of regular paid duty days and at times other than scheduled parent-teacher conferences; and

WHEREAS, the parties, through their labor-management committee process and as a recognition of changing needs with regard to family/student communications outside of the regular duty day, have recommended replacing/flexing a portion of the mandatory twenty-eight hours and forty minutes of scheduled parent-teacher conference duty time with other types of family/student communication.

NOW THEREFORE, During the 2025-26 school year, elementary and secondary school building principals, with input and consideration from any building teacher leadership team, as recognition for family communications beyond the regular duty day, are expected to follow the parameters for parent-teacher conferences and other family communication set forth in Attachment A. It is understood that nothing within this Memorandum of Understanding waives the District's inherent managerial right with respect to scheduling parent-teacher conferences, assigning and directing employees, and/or determining the school calendar.

The Parties agree to meet prior to buildings finalizing conference schedules for the 2026-27 school year to determine if changes should be made to the scheduling guidelines for future years.

_____ _____
AHEM Date

_____ _____
Anoka-Hennepin School District Date

2025-26 - Guidelines for the use of Conference Time

The 2025-26 Calendar includes 4 additional days (28 hours and 40 minutes) that are designated for parent communication outside of the regular duty day. 2 of the days are scheduled in the fall, and 2 in the Winter and Spring.

The following guidelines for scheduling the hours were established by a Labor Management Committee consisting of AHEM members and District Administration. All schools are expected to develop a conference schedule in alignment with these guidelines:

Pre-Scheduled Parent Communication Time:

18 hours of in person Parent Communication time will continue to be pre-scheduled in the building for all teachers. This includes:

- Traditional Parent Teacher Conferences
- Pre-scheduled and advertised Office Hours held outside of the duty day at the Middle School and High School level. Office hours can be used for parent teacher meetings or to provide additional help to students. Office hours should be set at the beginning of the school year and advertised to parents and students so that they are aware when teachers will be available
- Evening Family Communication events that all teachers must attend
    - Open House
    - Spring Expo at the middle school level
    - Curriculum / Registration night at the High School level

Flexible Communication Time:

10 hours and 40 minutes will be reserved for flexible family communication time options conducted outside the duty day via face-to-face communications, phone conferences, and telecommunications vehicles (e.g. Google meet, ReachMyTeach).

- The building principal will establish a protocol for documentation and accountability of the flexible communication time options.
- Attendance at IEP/504 meetings outside of the duty day can be used as a flexible communication option as long as teachers are not receiving additional hourly pay to attend.
- Attendance at Title/Specialty school events at the elementary level may be used as flexible communication options as long as the teacher is not also paid via stipend.
- In order to accommodate parents who need to meet in the evening, teachers may conduct evening conferences from a remote location as a flexible communication option.

- Active participation in the High School Graduation Ceremony, curriculum nights, scholarship nights, or other similar academic evening activities may be used as a flexible communication option.

- All Family Communication included in this section should be fundamentally academic in nature. For example: attendance at extracurricular events, PTO sponsored events, or PTO meetings would not be applicable

Guidelines for Scheduling Hours by Grade Level:

In order to ensure consistency between buildings and ensure that conference hours are aligned with conversion days on the calendars of staff who go on leave and those with partial year calendars, buildings are expected to schedule conferences as outlined below. Flexibly scheduled hours may be completed at any time during the year, but will be paid based on the dates assigned to them.

Breakdown of Hours at each level:

Elementary Schools:

	Fall	Winter
Days on Calendar being converted:	November 26 (X2) (14 hours, 20 minutes)	March 9 & May 1 (14 hours, 20 minutes)
Pre-scheduled parent communication Time (18 hours)	8 hours in person conferences 2 hours open house	8 hours in person conferences
Flexibly scheduled communication time (10 hours and 40 minutes)	4 hours 20 minutes of flexible family communication time	6 hours 20 minutes of flexible family communication time

Middle Schools:

	Fall	Winter & Spring
Days on Calendar being converted:	November 26 (X2) (14 hours, 20 minutes)	March 9 & May 1 (14 hours, 20 minutes)
Pre-scheduled parent communication Time (18 hours)	3 hours in person conferences 2 hours open house 4 in-person office hours	3 hours in person conferences 2 hours spring Expo 4 in-person office hours
Flexibly scheduled communication time (10 hours and 40 minutes)	5 hours 20 minutes of flexible family communication time	5 hours 20 minutes of flexible family communication time

High Schools:

	Tri 1	Tri 2	Tri 3
Days on Calendar being converted:	9 hours and 30 min (1 1/3 day - 11/26)	9 hours and 30 min (2/3 day - 11/26) (2/3 day – 3/9)	9 hours and 40 min (1/3 day -3/9) (1 day - 5/1)
Pre-scheduled parent communication Time (18 hours)	2 hours in person conferences 2 hours in-person office hours 2 hours 30 minutes open house	2 hours in person conferences 2 hours in-person office hours 3 hours 30 minutes registration night	2 hours in person conferences 2 hours in-person office hours
Flexibly scheduled communication time (10 hours and 40 minutes)	3 hours	2 hours	5 hours, 40 minutes

Licensed Staff not assigned to school buildings

Licensed staff not assigned to K-12 buildings (Teachers on Special Assignment at the District level, EIP teachers, eval team, etc) are also responsible for working the 4 additional days normally designated for parent communication. Supervisors in these programs will establish guidelines for completing these 4 days either by adding 4 days to the calendar of the individual teacher or extending the length of specific work days.