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MASTER CONTRACT

Anoka-Hennepin Independent School District No. 11
Anoka, Minnesota

and

School Service Employees
SEIU, Local 284

CLC

Regarding Terms and Conditions of Employment for
Building Service Employees
Anoka-Hennepin Independent School District No. 11

July 1, **2025** through June 30, **2027**

ARTICLE I

PURPOSE

The purpose of this agreement is to encourage and increase orderly, constructive and harmonious relationships between the Employer and Building Service Employees; to establish procedures for the resolution of differences over terms and conditions of employment; to preserve the paramount right of the citizens of this community to the operation of their schools without disruption; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the Employer and the Union pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the "PELRA."

ARTICLE II

RECOGNITION

The School Board recognizes School Service Employees Local 284 as the duly authorized exclusive representative of the Building Service Employees of the Anoka-Hennepin Independent School District No. 11. The School Board hereby agrees that it will not recognize or negotiate with any person, association, group, committee or entity other than the Union with respect to such matters and will deal solely through the agency of and with the Union.

The Building Service Employees hereby agree that Local 284 School Service Employees shall be the sole agency representing the Building Service Employees of Independent School District No. 11 for the duration of this agreement.

ARTICLE III

MANAGEMENT RIGHTS

The laws of the State of Minnesota have vested in the Employer the full authority and power to manage, control and direct the operation of the school district, and to adopt, modify or repeal policies, rules and regulations for the district. All such authority and power of the Employer shall continue unimpaired, except as limited by specific provisions of this Agreement.

Any portion of this Agreement which violates any provision of the laws of Minnesota or of the United States, or any rules or regulations promulgated there under, either now or hereafter, shall be null and void and without force and effect. Any provision of this Agreement may be severable if any provision under any circumstance is held invalid; it shall not affect any other provisions of this Agreement or the applications of such provisions under other circumstances. The Employer reserves the right to amend any provision of this Agreement as necessary to comply with federal or state laws or rules and regulations promulgated there under.

ARTICLE IV

HOURS

The work year shall be twelve months including earned holidays and vacations. The work week shall be forty (40) hours, consisting of five (5) consecutive eight-hour days for all employees. There are to be no split shifts.

Overtime must be authorized.

It shall be the practice of the Administration to notify local union officers of major changes in shifts or hours.

ARTICLE V

COMPENSATION

Effective July 1, **2025**, the following schedule of salaries and rules affecting wages shall be implemented:

1. For custodians, placement on the first three steps will be based on licensure. Custodians without a license will be placed on step 1. Custodians will be placed on step 2 upon obtainment of a specialist license. Custodians will be placed on step 3 upon obtainment of a 2nd class boilers license. Subject to change in negotiations, step movement for Custodians with a boilers license of second class or greater will be effective the beginning of each year (July 1) until the maximum step is reached. To be eligible for a step increment, an employee must have been placed on Step 3 prior to April 1 of the relevant year. Custodians placed on Step 3 between April 1 and June 30 of the relevant year shall remain on the third step with no step movement until the following July 1, if applicable.

For warehouse and grounds employees, the date of employment will determine placement and advancement on the salary schedule. New employees shall be placed on the initial step rate. Subject to change in negotiations, step movement will be effective the beginning of each year (July 1) until the maximum step is reached. To be eligible for a step increment, an employee must have been hired prior to April 1 of the relevant year. Employees hired between April 1 and June 30 of the relevant year shall remain on the initial step with no step movement until the following July 1, if applicable.

2. Lead Pay: Employees designated and assigned as leads shall receive lead pay as set forth in the Salary Schedule. Building leads must have a minimum boiler license one grade below what is required for that building. Lead designation may also include an employee in Grounds, the Warehouse, the Woodshop, Electrical Low Voltage, and Maintenance areas which do not require a boilers license.
3. Custodians or those employees on special assignments will be paid the listed rate per this contract or \$2.00 per hour above their base rate beginning the first day of such assignment. Special assignments include special work projects as defined by the District and/or filling in as a Building Supervisor. After 20 consecutive work days excluding holidays, vacation days, and sick days filling in for the Building Supervisor, the additional stipend will be \$5.00 per hour above the base rate, prospectively. Filling in for an afternoon lead, as directed by the Building Supervisor, will also be included and will be paid at the corresponding lane of pay for that step. Special assignment work projects (except filling in for

Building Supervisor) of 30 days or more will be posted and filled with the best qualified candidate, which is determined by the District. Workdays are defined in Article IV and do not include weekends.

4. Work performed in excess of eight hours per day or forty hours per week shall be compensated at time and one-half rate. Emergency work required on Thanksgiving Day, Christmas Day, Easter Sunday, or any holiday listed in Article VIII shall be compensated at double time rate excluding building checks which are compensated at a time and one-half rate.
5. Shift Pay: Additional pay for those employees assigned to second and third shift assignments is included on the salary schedule. Employees assigned to second and third shift assignments during the school year but not the summer will continue to be paid at the second or third shift rate during the summer.
6. All applicants for a vacant position shall possess the required license at time of bid. Employees (excluding drivers, warehouse, grounds, and maintenance employees) may receive additional pay on the wage schedule by obtaining the applicable license (2nd, 1st, Chief). Employees who show evidence of successfully completing tests for boiler license or renewal shall be reimbursed the **test and** license fee and shall be placed on the appropriate wage rate lane commensurate with the license.

In the event an employee lets his/her license lapse as verified by District review of Minnesota Department of Labor and Industry records, the employee will be placed on his/her current lane on the "no license" step effective on the next available paycheck. Effective upon receipt by the Building & Grounds office that the employee has obtained licensure, the employee will be placed on the appropriate step and lane effective on the next available paycheck.

7. Building Check: Employees shall receive a minimum of two hours pay for building checks. Maintenance and all custodians will be paid a minimum of two hours overtime when called back to work after normal working hours. This will include travel time but does not include building checks.

Employees who conduct remote work (e.g. problem-solving phone call) after their normal working hours shall be compensated for time worked, in 15 minute increments, as approved by supervisor.

8. Mileage will be paid at the rate set by the School Board for authorized travel between buildings and certain locations.

9. Salary Schedule: Effective 07-01-2025 through 06-30-2026: Step Movement

Custodial Positions

	LANE STEP	Day / Midshift	Day Lead	2nd shift	2nd shift - ESC	Afternoon Lead	3rd shift	3rd Shift - Pool License
No License	1	\$20.00	\$21.50	\$20.25	\$20.45	\$22.05	\$20.35	\$21.85
Spec. Lic.	2	\$20.50	\$22.00	\$20.75	\$20.95	\$22.55	\$20.85	\$22.35
2nd class or Higher	3	\$21.50	\$23.00	\$21.75	\$21.95	\$23.55	\$21.85	\$23.35
	4	\$22.50	\$24.00	\$22.75	\$22.95	\$24.55	\$22.85	\$24.35
	5	\$23.50	\$25.00	\$23.75	\$23.95	\$25.55	\$23.85	\$25.35
	6	\$24.50	\$26.00	\$24.75	\$24.95	\$26.55	\$24.85	\$26.35
	7	\$25.50	\$27.00	\$25.75	\$25.95	\$27.55	\$25.85	\$27.35
	8	\$27.00	\$28.50	\$27.25	\$27.45	\$29.05	\$27.35	\$28.85
	9	\$28.95	\$30.45	\$29.20	\$29.40	\$31.00	\$29.30	\$30.80

Warehouse/Grounds Positions

LANE STEP	Warehouse / Driver	Warehouse / Driver – Lead	Grounds	Grounds - Mechanic/ Irrigation	Grounds - Pesticide/ Playground License	Grounds Lead	Grounds Lead - Mechanic/ Irrigation	Grounds Lead - Pesticide/ Playground License
1	\$21.50	\$23.00	\$21.80	\$22.80	\$23.30	\$23.30	\$24.30	\$24.80
2	\$22.00	\$23.50	\$22.30	\$23.30	\$23.80	\$23.80	\$24.80	\$25.30
3	\$23.00	\$24.50	\$23.30	\$24.30	\$24.80	\$24.80	\$25.80	\$26.30
4	\$24.00	\$25.50	\$24.30	\$25.30	\$25.80	\$25.80	\$26.80	\$27.30
5	\$25.00	\$26.50	\$25.30	\$26.30	\$26.80	\$26.80	\$27.80	\$28.30
6	\$26.00	\$27.50	\$26.30	\$27.30	\$27.80	\$27.80	\$28.80	\$29.30
7	\$27.00	\$28.50	\$27.30	\$28.30	\$28.80	\$28.80	\$29.80	\$30.30
8	\$28.50	\$30.00	\$28.80	\$29.80	\$30.30	\$30.30	\$31.30	\$31.80
9	\$30.45	\$31.95	\$30.75	\$31.75	\$32.25	\$32.25	\$33.25	\$33.75

Maintenance Positions

Base	Licensed - Refriger. / Universal Lic. - RPZ - Low Voltage	Carpenter	Licensed - - Electrician - DDC - HVAC - Master Gas - Master Refrigeration - Plumber - Pipefitter	Lead - Base	Lead - Licensed - Refriger. / Universal Lic. - RPZ - Low Voltage	Lead - Carpenter	Lead - Licensed - Electrician - DDC - HVAC - Master Gas - Master Refrigeration - Plumber - Pipefitter
\$36.70	\$39.20	\$40.20	\$41.70	\$38.20	\$40.70	\$41.70	\$43.20

Effective 07-01-2026 through 06-30-2027: Step Movement

Custodial Positions

	LANE STEP	Day / Midshift	Day Lead	2nd shift	2nd shift - ESC	Afternoon Lead	3rd shift	3rd Shift - Pool License
No License	1	\$20.30	\$21.80	\$20.55	\$20.75	\$22.35	\$20.65	\$22.15
Spec. Lic.	2	\$20.90	\$22.40	\$21.15	\$21.35	\$22.95	\$21.25	\$22.75
2nd class or Higher	3	\$21.50	\$23.00	\$21.75	\$21.95	\$23.55	\$21.85	\$23.35
	4	\$22.50	\$24.00	\$22.75	\$22.95	\$24.55	\$22.85	\$24.35
	5	\$23.50	\$25.00	\$23.75	\$23.95	\$25.55	\$23.85	\$25.35
	6	\$24.50	\$26.00	\$24.75	\$24.95	\$26.55	\$24.85	\$26.35
	7	\$25.50	\$27.00	\$25.75	\$25.95	\$27.55	\$25.85	\$27.35
	8	\$27.00	\$28.50	\$27.25	\$27.45	\$29.05	\$27.35	\$28.85
	9	\$29.35	\$30.85	\$29.60	\$29.80	\$31.40	\$29.70	\$31.20

Warehouse/Grounds Positions

LANE STEP	Warehouse / Driver	Warehouse / Driver – Lead	Grounds	Grounds - Mechanic/ Irrigation	Grounds - Pesticide/ Playground License	Grounds Lead	Grounds Lead - Mechanic/ Irrigation	Grounds Lead - Pesticide/ Playground License
1	\$21.80	\$23.30	\$22.10	\$23.10	\$23.60	\$23.60	\$24.60	\$25.10
2	\$22.40	\$23.90	\$22.70	\$23.70	\$24.20	\$24.20	\$25.20	\$25.70
3	\$23.00	\$24.50	\$23.30	\$24.30	\$24.80	\$24.80	\$25.80	\$26.30
4	\$24.00	\$25.50	\$24.30	\$25.30	\$25.80	\$25.80	\$26.80	\$27.30
5	\$25.00	\$26.50	\$25.30	\$26.30	\$26.80	\$26.80	\$27.80	\$28.30
6	\$26.00	\$27.50	\$26.30	\$27.30	\$27.80	\$27.80	\$28.80	\$29.30
7	\$27.00	\$28.50	\$27.30	\$28.30	\$28.80	\$28.80	\$29.80	\$30.30
8	\$28.50	\$30.00	\$28.80	\$29.80	\$30.30	\$30.30	\$31.30	\$31.80
9	\$30.85	\$32.35	\$31.15	\$32.15	\$32.65	\$32.65	\$33.65	\$34.15

Maintenance Positions

Base	Licensed - Refriger. / Universal Lic. - RPZ - Low Voltage	Carpenter	Licensed - - Electrician - DDC - HVAC - Master Gas - Master Refrigeration - Plumber - Pipefitter	Lead - Base	Lead - Licensed - Refriger. / Universal Lic. - RPZ - Low Voltage	Lead - Carpenter	Lead - Licensed - Electrician - DDC - HVAC - Master Gas - Master Refrigeration - Plumber - Pipefitter
\$37.70	\$40.20	\$41.20	\$42.70	\$39.20	\$41.70	\$42.70	\$44.20

B. Additional Compensation

- I. Additional compensation for Drivers, Leads, Grounds, and Warehouse employees is reflected on the salary schedule.
- II. Additional compensation for certain positions for which the District requires licensure or additional knowledge and skills are reflected on the salary schedule. These include:

Custodial: Pool Certification

Grounds: Pesticide/Herbicide Applicators License
 Certified Playground Safety Inspector
 Mechanic
 Irrigation

Maintenance: Refrigeration/ Universal License
 Reduced Pressure Zone State Certification
 Low Voltage Power Limited Technician
 Electricians License
 DDC
 HVAC
 Master Gas License
 Master Refrigeration License
 Plumbers License
 Pipefitter License
 Carpenter

The additional compensation included on the salary schedule does not apply to employees on special assignment. There shall be no stacking of licenses; in addition, the parties may mutually agree to add additional licenses as may be necessary.

III. Advanced Boilers License Pay:

Compensation for custodians with specialist and 2nd class boilers licenses is included on the salary schedule. The following additional stipend (not included on salary schedule) will be provided for employees in custodial positions who hold advanced boilers licenses:

	<u>July 1, 2025 – June 30, 2026</u>	<u>July 1, 2026 – June 30, 2027</u>
1st Class License:	\$0.50 per hour	\$0.75 per hour
Chief License:	\$0.75 per hour	\$1.25 per hour

IV. Longevity Pay:

From July 1, 2025 – June 31 2026, Employees with seniority dates **between July 1, 2005 and June 30, 2010 will receive an additional fifty cents (\$0.50) per hour, and employees with seniority dates** prior to July 1, 2005 will receive an additional stipend of **seventy-five cents (\$0.75) per hour (not included on salary schedule).**

Beginning July 1, 2026, Employees with seniority dates between July 1, **2006** and June 30, **2011** will receive an additional fifty cents (\$0.50) per hour, and employees with seniority dates prior to July 1, **2006** will receive an additional stipend of seventy-five cents (\$0.75) per hour (not included on salary schedule).

V. Beginning July 1, 2025, the second shift electrician will receive an additional \$0.25 per hour

10. Emergency closing. When an employee's assigned site is closed and/or evening programs/ events are canceled due to inclement weather, employees are expected to complete their assigned shift.

Emergency closings are defined as follows:

- **Morning closures (before the school day begins):** Applies to 1st, 2nd, and 3rd shifts.
- **Evening prior closures (announced the night before):** Applies to 3rd, 1st, and 2nd shifts.
- **Mid-day closures (during the school day):** Applies to 2nd and 3rd shifts.
- **Friday closures (before or during the school day):** Includes the Friday 3rd shift and Saturday shift.

When only evening activities are cancelled, mid-shift employees working beyond the end of the school day will receive an additional straight-time rate for those extra hours.

Employees working during an emergency closing will be paid an additional straight-time rate.

Employees who are not required to report must make personal contact with their supervisor to confirm their status and remain on call to receive regular pay. Personal contact includes leaving a voicemail or text with a callback number and location. If no contact is made, the employee will not be paid for the shift.

If an employee is on an approved sick or vacation leave (excluding Board-approved leaves) during an emergency closing, that leave will not be deducted.

11. **Short Staffed:** In the event a substitute custodian is not found, a supervisor may offer an on-shift custodian up to two (2) hours of additional work, to be paid at the over-time rate.

ARTICLE VI

INSURANCE

1. Eligibility

New full time (260 days per year and 8 hours per day) employees shall be eligible for the District Hospitalization-Medical-Major Medical plans on their first day of full-time work.

The eligibility date for Long Term Disability Insurance will be effective the first of the month following completion of the probation period.