

For an explanation or interpretation of contract, call
your Association or the Labor Relations and
Benefits Department.

MASTER AGREEMENT

by and between
Anoka-Hennepin Independent School District No. 11
Anoka, Minnesota

and

Anoka-Hennepin Office Professional Supervisors Association

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

ARTICLE I- PURPOSE

The purpose of this contract is to encourage and increase orderly, constructive, and harmonious relationships between the Employer and the Association; 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 Association pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended. (hereinafter referred to as the "PELRA").

ARTICLE II DEFINITIONS

- A. PELRA shall mean the Public Employment Labor Relations Act of 1971 as amended.
- B. SUPERINTENDENT shall mean the Superintendent of Schools of Independent School District No. 11 or a designated representative.
- C. SCHOOL BOARD shall mean the School Board of Independent School District No. 11 or its designated representative.
- D. SCHOOL OFFICE SUPERVISOR shall mean supervisory personnel covered by this contract.
- E. ASSOCIATION shall mean the Anoka-Hennepin Office Professional Supervisors Association or Anoka-Hennepin Office Professional Supervisors designated representative.
- F. OTHER TERMS not defined in this contract shall have those meanings as defined by PELRA

ARTICLE III - LAWS, RULES, AND REGULATIONS

The parties agree to abide by the state and federal laws, and reasonable rules and regulations established by the School Board. Such School Board rules and regulations will not conflict with this contract.

The exclusive representative recognizes that the School Board, all employees covered by this agreement, and all provisions of this contract are subject to the laws of the State of Minnesota, federal laws, and valid rules, regulations, and orders of state and federal government agencies. Any provision of this contract found to be in violation of any such laws, rules, regulations, directives, or orders shall be null and void and without force and effect.

The exclusive representative recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders from time to time if deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this contract.

ARTICLE IV - RECOGNITION

In accordance with the PELRA, as amended, the School Board recognizes the Anoka-Hennepin Office Professional Supervisors Association, (hereinafter referred to as the "Association"), as the exclusive representative of all School Office Supervisors employed by the School Board of Anoka-Hennepin Independent School District No. 11. The terms School Board and Association shall include authorized officers, representatives, and agents. Despite references herein to School Board and Association as such, each reserves the right to act hereunder by designated representative.

ARTICLE V - SCHOOL OFFICE SUPERVISOR'S RIGHTS

SECTION 1. RULE, LAW, AND REGULATION:

The School Office Supervisors have all rights afforded them by state and federal rules, laws, and regulations established by state boards and School Board policies.

SECTION 2. RIGHT TO JOIN:

School Office Supervisors shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. School Office Supervisors in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such School Office Supervisors.

SECTION 3. DEDUCTION OF DUES:

School Office Supervisors, who are full members, shall have the right to request and shall be allowed dues check off for the Exclusive Representative Organization. The Employer, upon notification by the Exclusive Representative of such School Office Supervisors, shall be obligated to check off said fee from the earnings of the School Office Supervisor and transmit the same to the Exclusive Representative each regular pay period. Any dispute as to the validity of a specific deduction shall be solely between the Association and the individual employee. The Association warrants that it will indemnify and hold harmless the Employer and any of its agents from any and all actions which any organization or employee may have, or claim to have, now or in the future, arising out of or by reason of the deduction or lack thereof.

SECTION 4. USE OF FACILITIES:

The Association shall have the right to use District buildings before or after hours for meetings, scheduling such use with the Superintendent, provided that this shall not interfere with or interrupt school district operations. Expenses incident to the meeting shall be borne by the Association in accordance with District policy.

SECTION 5. TRANSACTION OF BUSINESS:

The Association shall be entitled to use the district mail distribution service for distribution of Association material free of charge. This privilege shall not be used for any political activity.

SECTION 6. PROBATIONARY PERIOD

Following a probationary period of one (1) calendar year, School Office Supervisors shall not be disciplined or reduced in compensation without just cause.

ARTICLE VI - SCHOOL DISTRICT RIGHTS

SECTION 1. INHERENT MANAGERIAL RIGHTS:

The Association recognizes that the School 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, 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 VII - HOURS AND DUTY DAY

SECTION 1. BASIC DUTY YEAR:

The work year for the School Office Supervisor at the Compass Program will be 230 days, including earned holidays and vacation. For all other School Office Supervisors, the work year shall be 12 months including earned holidays and vacations.

Although the basic duty day will be eight (8) hours per day, not including the 30 minutes of the unpaid lunch break, the School Office Supervisors, because of their managerial and supervisory responsibilities, agree to commit whatever additional time is necessary to accomplish such managerial and supervisory duties and responsibilities. There shall be no paid overtime.

SECTION 2. HOLIDAYS:

There shall be eleven (11) paid holidays for positions with a basic duty year of less than 12 months: Labor Day, two days at Thanksgiving, two days during Winter break, New Year's Day, Martin Luther King, Jr. Day, President's Day two days during spring break, and Memorial Day.

There shall be twelve (12) paid holidays for 12-month employees: Independence Day, Labor Day, two days at Thanksgiving, two days in winter break, New Year's Day, Martin Luther King, Jr. Day, President's Day, two days in spring break, and Memorial Day.

If Juneteenth is observed as a School District holiday for employees, 12 month School Office Supervisors will receive it as a paid holiday.

SECTION 3. VACATION:

Vacation accrual shall be allocated on the pay period following an employee's anniversary date. Vacation shall be accrued in the following manner:

Less than five years of consecutive employment with the district:

10 days*

Five or more years and less than ten years of consecutive employment with the district:

15 days*

Ten or more years and less than fifteen years of consecutive employment with the district:

22 days*

Fifteen or more years and less than twenty years of consecutive employment with the district:

23 days*

Twenty or more years of consecutive employment with the district:

25 days*

** This contract item is subject to pro-rata calculations for any Office Supervisor working less than full time.*

For purposes of this section, the District may credit new hires with up to five years of employment depending on background and experience.

Requests for vacation must be approved by the immediate supervisor. The maximum vacation taken during any fiscal year shall not exceed thirty (30) days.

Vacation days not used during the fiscal year will be accumulated to an unlimited amount.

School Office Supervisors who retire with three months' notice shall be paid up to a maximum of fifty (50) days of unused vacation.

School Office Supervisors who resign with two weeks' notice shall be paid up to a maximum of thirty (30) days of unused vacation.

ARTICLE VIII- BASIC COMPENSATION

SECTION 1. SALARY SCHEDULE:

	Elementary, Bridges/Pathways, Compass, River Trail, BECC/RECC/SECC	Middle School, STEP, Sandburg Regional /Technical HS	High School
2025-26			
	TIER 1	TIER 2	TIER 3
Step 1	56,330	58,580	59,580
Step 2	56,955	59,205	60,205
Step 3	57,580	59,830	60,830
Step 4	58,205	60,455	61,455
longevity 10 (7/1/11-6/30/16)	60,705	62,955	63,955
longevity 15 (7/1/06-6/30/11)	63,205	65,455	66,455
longevity 20 (7/1/01-6/30/06)	65,705	67,955	68,955
longevity 25 (pre 7/1/01)	68,205	70,455	71,455
2026-27			
	TIER 1	TIER 2	TIER 3
Step 1	57,456	59,706	60,706
Step 2	58,081	60,331	61,331
Step 3	58,706	60,956	61,956
Step 4	59,331	61,581	62,581
longevity 10 (7/1/12-6/30/17)	61,831	64,081	65,081
longevity 15 (7/1/07-6/30/12)	64,331	66,581	67,581
longevity 20 (7/1/02-6/30/07)	66,831	69,081	70,081
longevity 25 (pre 7/1/02)	69,331	71,581	72,581

SECTION 2. SALARY SCHEDULE PLACEMENT

Upon hire, each Employee will be given a step and career date for purposes of placement and advancement on the Salary Schedule. The career date will reflect prior experience in the School Office Supervisors' and Education Office Professionals' bargaining units as well as other relevant experience as determined by the District.

Step movement will be provided on July 1. Employees hired on or after March 1 will not be eligible for step movement in their first year.

SECTION 3. LARGE SCHOOL STIPEND

Beginning July 1, 2024, Employees in elementary schools with more than 900 students, middle and high schools with more than 2,000 students, and those who supervise Office Professionals in multiple buildings will receive an additional stipend of \$1,000 per year. The October 1 student count will be used to determine allocation of the stipend each year.

SECTION 4. DAILY PAY RATE:

For purposes of retirement benefits, the daily rate shall be based on the annual salary divided by 260 duty days. For purposes of pay deduction, the daily rate will be based on the annual salary divided by the number of duty days, including holidays, in the fiscal year.

SECTION 5. MILEAGE:

The employee will be reimbursed for authorized travel in accordance with District Policy and per IRS regulations.

SECTION 6. PAY CHECKS AND PAY DEDUCTIONS:

Paychecks will be issued electronically by direct deposit on pay dates as determined by the District Payroll Department. If the normally scheduled payday occurs on a bank holiday, reasonable effort will be made to issue paychecks on the last working day before the bank holiday. Overpayment or compensation which exceeds the normal compensation of the employee for whatever reason shall be recoverable by the School District. Underpayment of compensation shall be recoverable by the School Office Supervisor.

ARTICLE IX - GROUP INSURANCE

SECTION 1. CARRIER SELECTION:

The selection of the insurance carrier or carriers to provide the group insurance program shall remain with the district.

SECTION 2. HOSPITAL-MEDICAL-MAJOR MEDICAL: INSURANCE:

The School District provides hospitalization insurance for all full-time employees.

1. Single Contribution: The School Board shall contribute up to **\$850.00 (eight hundred fifty dollars)** per month of the premium for single coverage for full-time employees who qualify for and are enrolled in the School District group health and hospitalization plan; effective September 1, **2026**, the School Board shall contribute up to **\$945.00 (nine hundred forty-five dollars)** of the premium for single coverage for eligible, enrolled employees.

2. Family Contribution: The School Board shall contribute up to **\$1,590.00 (one thousand five hundred ninety dollars)** per month for full-time eligible and enrolled employees; effective

September 1, **2026**, the School Board shall contribute up to **\$1,845 (one thousand eight hundred forty-five)** dollars) per month for full-time eligible and enrolled employees.

3. Dual Spouse Contribution: If both married spouses work full time for the District and both are benefit eligible, the School Board shall contribute up to **\$2,440 (two thousand four hundred forty)** dollars) per month toward the premium for family coverage; effective September 1, **2026**, if both married spouses work full time for the District and both are benefit eligible, the School Board shall contribute up to **\$2,790 (two thousand seven hundred ninety)** dollars) per month toward the premium for family coverage.

SECTION 3. LONG TERM DISABILITY INSURANCE:

The District will pay the full cost for Long Term Disability insurance for all eligible employees.

SECTION 4. TERM LIFE INSURANCE:

A \$50,000-term life insurance policy will be paid by the District for all eligible employees.

SECTION 5. DENTAL INSURANCE:

The District shall contribute no more than **\$85.00**/month of the premium for all full time eligible and enrolled employees in accordance with the School District Dental plan.

SECTION 6. PAYROLL DEDUCTION:

The difference between the actual monthly premium cost of the group insurance programs and the District's contribution shall be paid by the enrolled School Office Supervisor through payroll deduction.

SECTION 7. VOLUNTARY PARTICIPATION:

Participation by eligible School Office Supervisors in the insurance programs is voluntary. School Office Supervisors who choose not to participate shall receive no additional compensation in lieu of not participating.

SECTION 8. DURATION OF COVERAGE:

School Office Supervisors shall be eligible for District contribution through their last duty day of employment. District contributions shall cease as of the date of separation from employment.

SECTION 9. WORKERS COMPENSATION:

Subd. 1. If any employee is absent from work as a result of a compensable injury under provisions of the Workers' Compensation Act, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the employee and the 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).

Subd. 2. Any employee who terminates his/her employment during a period of absence eligible for Workers' Compensation and has been overpaid shall return the overpayment to the School District.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of total daily, weekly, or monthly compensation that exceeds the regular compensation of the employee.

ARTICLE X - LEAVES OF ABSENCE

SECTION 1. SICK LEAVE:

School Office Supervisors shall be granted fifteen (15) days of sick leave per year. School Office Supervisors terminating employment during the year shall be required to reimburse the District for sick leave days taken but not earned.

Subd. 1. Use of Sick Leave. Earned sick leave may be used because of personal injury or illness, serious injury or illness in the School Office Supervisor's immediate family, or death in the School Office Supervisor's immediate family as determined by state law.

Subd. 2. Definition of Immediate Family. The immediate family is designated as the School Office Supervisor's spouse, child, parent, siblings, grandparents, grandchildren, mother-in-law, father-in-law, and stepparent.

Subd. 3. Earned Safe and Sick Time. Up to 80 hours of accrued sick leave may be used for any other uses allowable under MN Statute 181.9413, such as safety leave and care of relatives not included in the definition of immediate family members.

Subd. 4. Accumulation. Unused sick leave shall accumulate to an unlimited amount.

Subd. 5. School Office Supervisor's absence due to injury as a result of assault by a student or nonstudent while performing school business shall not be charged against the School Office Supervisor's sick leave days during the three calendar day workers compensation waiting period.

Subd. 6. An employee with accrued sick leave or vacation may not use dock days for illness.

SECTION 2. PERSONAL/EMERGENCY LEAVE:

Three (3) days of personal leave per year may be deducted from sick leave, for personal business and emergencies, transaction, hearing or consultation which requires the presence of the staff member during working hours, and which would be impossible to fulfill at any other time. Leave days are not cumulative.

SECTION 3. JURY DUTY:

School Office Supervisors shall be compensated by the District for the difference between the School Office Supervisor's regular salary and fees received while on jury duty. However, mileage fees paid to the School Office Supervisor in lieu of said duty shall be kept by the School Office Supervisors

SECTION 4. MILITARY LEAVE OF ABSENCE:

A military leave of absence shall be granted to School Office Supervisors in accordance with applicable state and federal laws.

SECTION 5. MATERNITY/PARENTAL LEAVE OF ABSENCE:

A maternity leave of absence shall be granted for Employees in accordance with applicable State and Federal Laws. Earned sick leave may be used for all work days included in a FMLA approved maternity or parental leave.

ARTICLE XI - SENIORITY/LAYOFF