

WORKING AGREEMENT

BY AND BETWEEN

**ANOKA-HENNEPIN
INDEPENDENT SCHOOL DISTRICT NO. 11
SCHOOL BOARD**

AND

**ANOKA-HENNEPIN EDUCATION
MINNESOTA**

JULY 1, 2025 THRU JUNE 30, 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, occupational therapist, **or audiologist; or in a position creating and delivering instruction to children in a preschool program. 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.**

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 **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.

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. 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. Previously 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 **semester** credits; one semester credit is equivalent to one and one-half quarter credits.

Section 2. Rules

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: Upon prior approval and recommendation from the **Career and Technical** I Education Director, teachers within the **CTE** program who have successfully completed job training experience may earn **at least one Board** 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 **2025**, the first payroll date shall be July **11, 2025**. Effective July **2026**, the first payroll date shall be July **17, 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. 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 **all** student contact days and three staff development days will receive pro-rata of