

Employee Handbook



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Welcome

It is an honor to welcome you to Holdingford Schools. We wish you every success in your job, and we hope that you quickly feel at home. This handbook was developed to describe some of the expectations we have for all of our employees and what you can expect from us. It will also serve as a handy reference guide. We hope that your experience here will be an enjoyable and rewarding one.

Again, welcome!

Chris Swenson, Superintendent

Introduction

This Employee Handbook is a compilation of personnel policies, practices and procedures currently in effect at Holdingford Schools.

The handbook is designed to introduce you to our District, familiarize you with District policies, provide general guidance on work rules, benefits and other issues related to your employment, and help answer any of the questions that may arise in connection with your employment. All District employees are responsible for knowledge of and compliance with all school policies and procedures. Employees are expected to comply with the policies, procedures, and guidelines set forth and/or referenced in the handbook, as well as any revisions. The District reserves the right to make changes to this handbook and all policies and procedures at any time, with or without notice, and to interpret the policies and procedures at its discretion.

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this handbook and legal obligations.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this handbook and legal obligations.

The Employee Handbook is not a contract of employment. This handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the handbook is simply to provide you with a convenient explanation of present policies and practices at the District. This handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the office of the Superintendent.

The District reserves the right to modify any of our policies and procedures, including those covered in this handbook, at any time. We will make efforts to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

Annual Review of Handbook

Each year all District employees are expected to review the handbook and policies referenced herein. An employee who does not understand any policy, procedure, or guideline contained in or referenced in the handbook should consult with the employee's supervisor, principal, or Superintendent for clarification.

Part 1 – School Board Policies

It is the responsibility of all employees to be aware of and adhere to the policies that govern their employment with the Holdingford School District. All School Board Policies can be found on the District website at www.isd738.org by selecting “DISTRICT SERVICES” and then District Policies.

Electronic link to all School Board Policies: isd738.org/district-policies.html

Some of the School Board Policies are summarized below for ease of reference; however, all of the School Board Policies should be read in their entirety. Questions about any policy should be directed to the employee’s supervisor, principal, or superintendent.

Summary of Equal Employment Opportunity Policy 401

The District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, genetic information, veteran status, and all other protected class statuses in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to the following: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The District also makes reasonable accommodations for disabled employees and applicants. See Policy 404 for more information about reasonable accommodations.

The District expressly prohibits any form of unlawful harassment based on an employee’s protected class status. Questions concerning this policy are to be directed to the superintendent. For information on how to report a suspected violation of this policy see the Summary of Harassment and Violence, Policy 433, below.

Summary of Disability Nondiscrimination Policy 402

The District does not discriminate against qualified individuals with disabilities, because of the disability, with regard to job application procedures, advancement, discharge, compensation, job training or privilege of employment. The District shall make reasonable accommodations to the known physical or mental impairment of an otherwise qualified individual with a disability, whether employee or applicant, unless to do so would cause the District an undue hardship. Employees or applicants seeking an accommodation should contact the superintendent.

Summary of Family and Medical Leave Act (FMLA) Policy 410

The District provides up to twelve weeks of job-protected leave per rolling 12 month period to eligible employees in compliance with the Family and Medical Leave Act for the birth or placement for adoption/foster care of a child; to care for the employee’s spouse, child or parent with a serious health condition; for the employee’s own serious health condition; or for a qualifying exigency related to the employee’s spouse’s, child’s or parent’s military duties. The District also provides up to twenty-six weeks of job-protected leave per 12 month period for an employee to care for the employee’s spouse, child, parent or next-of-kin who is a covered service member. Employees may apply paid sick leave to any such leave at the option of the employee and in accordance with the

provisions of any applicable Collective Bargaining Agreement. The employee may also use accrued vacation or personal leave at the employee's option in accordance with the provisions of any applicable Collective Bargaining Agreement. Otherwise, FMLA leave is unpaid leave. Special rules apply to instructional employees of the District.

Employees who believe they may be eligible for FMLA leave under this policy should consult the office of the Superintendent.

Summary of Harassment and Violence Policy 413

The District strives to maintain learning and working environments that are free of illegal harassment and discrimination.

Employees shall not engage in harassment and discrimination. Any employee who engages in harassment or discrimination on the basis of another's protected class status, or who permits employees under his or her supervision to engage in illegal harassment or discrimination, may be subject to progressive discipline, which includes corrective action up to and including termination of employment.

Any employee who believes he or she has been subjected to harassment or discrimination based on a protected class status should immediately report such belief to the principal, building supervisor, or superintendent. Employees may use the Harassment and Violence Report Form found with the School Board Policies to communicate a claim of harassment or discrimination. The District prohibits retaliation against an employee who in good faith reports suspected harassment or discrimination.

Summary of Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414

It is the policy of the District to fully comply with Minnesota Statute 626.556 requiring mandated reporters, which includes all school personnel, to report suspected child neglect or physical or sexual abuse. Mandated reporters shall immediately report neglect or abuse that is suspected of happening, or has happened, in the preceding three years, to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment. It shall be a violation of school policy and the law for any mandated reporter to fail to immediately report instances of child neglect, or physical or sexual abuse, when the school personnel knows or has reason to believe a child is being, or has been, neglected or physically or sexually abused.

PLEASE NOTE: The Stearns County Social Service Agency may be reached at 320-656-6000 (ask for Service Entry). The Stearns County Sheriff's Department dispatch center may be reached at 320-251-4240. Depending upon the student's place of residence, a referral may be made to another city's police department, or county's social service agency or sheriff's department.

The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. After making a report to the Social Service Agency or law enforcement agency of an allegation of child maltreatment in school, the reporter must also provide a report to the MDE within 24 hours. A form for reporting concerns of child maltreatment in schools to MDE is available on the Minnesota Department of Education website at

<https://education.mn.gov/MDE/dse/mal/>

Summary of Drug-Free Workplace/Drug-Free School Policies 417, 418 & 419

Use of tobacco, tobacco related devices, electronic cigarettes, controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any school location, is prohibited. No student, teacher, administrator, other school District personnel, or member of the public is permitted to use alcohol, toxic substances, controlled substances, tobacco, tobacco related devices or electronic cigarettes at or in any school location. The school District will discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

Summary of Weapons Policy 501

No one is allowed to possess a firearm or dangerous weapon when in a school building or on school property, including buses or off campus at any school related activity. Exceptions to this policy are very limited, as described in Policy 501. Please see the complete policy for a list of exceptions. Violation of this policy shall result in discipline up to and including discharge, termination and cancelation of contract for services. In the case of a violation of the weapons prohibition, the violation shall also be reported to the school police liaison officer and/or local law enforcement as well as the Minnesota Department of Education.

Summary of Bullying Prohibition Policy 514

An act of bullying, by either an individual student or group of students, is expressly prohibited on school premises, on school District, property, at school functions or activities or on school transportation. No teacher, administrator, volunteer, contractor or other employee of the school District shall permit, condone or tolerate bullying. When an employee of the District witnesses, observes, receives a report of or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct, he or she shall make every effort to address and resolve the bullying or prohibited conduct. The employee shall immediately inform the building report taker of what occurred. Failure to address or report an incident of bullying or prohibited conduct in a timely manner may result in disciplinary action.

A report of inappropriate student behavior can be made to any teacher or administrator in the District.

Summary of Crisis Management Policy 806

All educational institutions are vulnerable to threats, hazards and disasters which have the potential to become emergencies or disasters. It is critical for the District to plan for, respond to, and recover from these potential incidents. The purpose of the Crisis Management Plan is to provide an overview of the School District's approach to emergency operations. It provides information for staff or volunteers to respond to an issue that may arise while in one of our buildings. The information is contained in the green bags hanging in each of our classrooms, in school offices, and in other prominent areas in the buildings. Each employee should familiarize themselves with the location and contents of this plan.

Additional Expectations Applicable to All District Employees

Code of Conduct and Conflict of Interest

Each staff member must perform their duties to the best of their abilities and perform those duties in an ethical and honest manner.

Through words and actions, each staff member will conduct oneself in the following manner:

- Act honestly and ethically in carrying out one's employment duties and responsibilities;
- Comply with all policies and procedures pertinent to one's job duties, and all state/federal laws, rules and regulations;
- Cooperate fully with internal or external auditors in all areas of their examinations; and
- Report suspected code of conduct and ethics violations, conflict of interest, significant internal control weaknesses, evidence of theft, embezzlement, unlawful use of public funds or property or other irregularities/wrongdoings to the district's superintendent.

In order to assure accountability, the district and each of its staff members will account for all activities, accept responsibility for those activities, and disclose information/results in a transparent manner.

All employees will abide by this Code of Conduct and Conflict of Interest and should be aware that any violation is subject to Policy 403: Discipline, Suspension and Removal of School District Employees.

Respectful Workplace

In addition to maintaining a work environment free of discrimination, harassment and violence, it is the policy of the District to maintain a work environment where employees treat each other and students, parents, and visitors with respect. Employees have the responsibility to conduct themselves in a manner befitting the important work of an educational institution and in accordance with the District's mission to provide an instructional environment that is caring and supportive. Employees also have the responsibility to conduct themselves in an ethical manner. Respectful conduct includes, for example, treating others with courtesy and in a professional manner, valuing their perspective, and appreciating their contributions. Disrespectful conduct includes, for example, aggressive, intimidating, demeaning, degrading, disruptive or malicious remarks or behavior.

An employee who believes that he or she has been treated in a disrespectful manner, or who witnesses disrespectful or unethical conduct, should contact his or her supervisor, principal, or the superintendent.

Conflict Resolution

The Holdingford School District encourages employees to discuss any issues you may have with a co-worker directly with that individual. If you are unable to resolve the problem or issue, please contact your supervisor and arrange a meeting to discuss your concerns. It is counterproductive for employees to create or repeat rumors or gossip. Rumors and gossip are always destructive to all concerned—they benefit no one. For information about the District or about things that are being done that you think will affect your job, ask your supervisor. Please do not depend on or spread rumors; get the facts. You are expected to discourage the practice of starting or spreading rumors and to refrain from being a party to such actions.

Part 2 – General Employment Policies and Practices

Employment Verification (Form I-9)

The District complies with the Immigration Reform and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of work to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9). If you cannot verify your right to work in the United States within three (3) days of hire, the District is required by law to terminate your employment.

Criminal Background Checks – Employees

In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the School District, the individual must sign a criminal history consent form, which provides permission for the School District to conduct a criminal history background check, and provide payment in an amount equal to the actual cost to the School District of conducting the criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the School District that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the School District. For additional information, please see District policy 404.

Criminal Background Checks – Volunteers, Chaperones, and Visitors

The School District requires volunteers, chaperones, and visitors to submit to a criminal history background check. The opportunity to volunteer or chaperone shall be conditioned upon a determination by the School District that an individual's criminal history does not preclude the individual from volunteering with, or provision of services to, the School District. Volunteers, Chaperones, and Visitors must check in with the Administrative Assistant at the school site to complete the background check process.

Financial Controls and Oversight

The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the District Administrator or designee, the Board Chair, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

Professional Appearance and Public Image

As an employee of the District, you are expected to present a clean and professional appearance that reflects positively on the image of the District and is consistent with the high standards and professionalism we set for ourselves as a District.

Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to students, parents and the public, district employees represent the district. Inappropriate dress may vary depending on the job and job settings, which includes safety concerns. It is the judgment of an administrator or supervisor whether or not an employee is properly dressed.

Workspace

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the District's overall dedication to providing quality service to its clients. Therefore, your workspace should be clean, organized and free of items that are not required to perform your job.

Personnel Records

It is important that the District maintain accurate personnel records at all times. You are responsible for notifying your immediate supervisor or the Human Resources Department of any change in name, home address, telephone number, number of dependents, emergency contact number, marital or immigration status, or any other pertinent information. An employee may also need to complete another federal and state employee withholding allowance certificate W-4 as well as various health insurance forms. By promptly notifying the District of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconvenience.

Upon request, any employee can review his/her personnel file. If you would like to review your file, please contact the office of the Superintendent to set up an appointment at extension 4307.

Employee medical records are kept in a separate confidential file.

Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the position in which they are employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days or vacation periods are duty free, the employee may use such off-duty time for the purpose of non-school employment.

Solicitations

Individuals, groups and organizations often wish to solicit employees to support a particular activity or organization. This solicitation may be charitable, political, or for other purposes. All solicitations of employees must be approved in advance by the administration and be consistent with the handbook and Board Policy.

Part 3 -- Business Office Procedures

Purchase Orders

The purpose of the purchase order is to get prior approval and inform the vendor that Holdingford Schools is tax exempt. If a purchase order is not used, the district will not reimburse the sales tax.

These should be used for all purchases including previews and student activities.

- 1) Employee completes a purchase order and submits it to the principal/supervisor for approval. Do not forget to verify shipping costs and write the charge on your purchase order. Also, make sure you are using current prices.
- 2) Principal/supervisor reviews the request and determines if funds are available. If approved, the purchase order is coded and signed.
- 3) The purchase order must then be reviewed by the business manager or superintendent.
- 4) After the purchase order is complete (this includes all the appropriate signatures and reviews) then the purchase order is assigned a number by the District Office.
- 5) Purchase order copies are distributed to the appropriate parties via fax, mail, etc.
- 6) Materials are shipped to purchaser's location
- 7) Invoice is mailed and received either in the building or in the District Office. If you should happen to receive the invoice, make sure you immediately forward it to the District Office so the bill can be paid.
- 8) Materials are checked in by purchasers and the packing slip (and invoice if received at the building) is sent to the District Office.
- 9) Invoice is checked against the purchase order and packing slip before payment is made.
- 10) If anything has to be returned, write a letter explaining the reason and forward it along with your items to the District Office. It is preferred that the items are returned in the original package they were received. See the District Office for more information.

Mini Purchase Orders (District Expense Vouchers)

These are only used for local vendors and for purchases of \$500 or less.

- 1) Employee requests a mini purchase order from their principal/supervisor.
- 2) Principal/supervisor reviews the request and determines if funds are available. If approved, the mini purchase order is coded and signed.
- 3) Employee picks up the items and must return the appropriate purchase order copies and a receipt to the principal/supervisor.
- 4) Principal/supervisor reviews the purchase and forwards all documentation to the District Office to process payment.

Expense Reimbursement Form (Claim Form)*

This form should only be used for registrations and travel reimbursement.

- 1) Employee completes mileage log, registration materials, or obtains travel receipts.
- 2) Employee completes a Request for Expense Reimbursement Form and attaches documentation from step #1.
- 3) Principal/supervisor reviews the request. If approved, the form is coded and signed.
- 4) The reimbursement form is then sent to the District Office to be signed by the business manager or superintendent.

*NOTE: The expense reimbursement form is not used to reimburse employee purchases.

Receiving Process

All item(s) are to be delivered to appropriate departments/buildings.

Upon receipt of the item(s) the department will:

- 1) Review item(s) to determine if packing slip/delivery ticket matches item(s) received
- 2) Packing slip will be signed by authorized department personnel and will be forwarded to purchasing office
- 3) If there is no packing slip/delivery ticket, please send an email to the purchasing office (accts.payable@isd738.org) stating the purchase order completion or to inform of any back ordered or missing/damaged items.

All invoices need to have documentation that the product was received. Also, it is extremely important that all packing lists or confirmation of receipt emails are sent to the purchasing department as soon as a package is received.

Fundraising

Contracts to do business with Holdingford Schools-ISD 738 or with any staff member of the district sponsoring workshops or athletic camps on district premises may be entered into **only** by the Board, the superintendent, or the business manager. A building principal or the superintendent must approve in advance any fundraising activity or sale of items to students. All fundraising must be approved by the Board of Education per Policy 511.

It is important that the above procedures are followed. If you have any questions please don't hesitate to contact the District Office.

School Logo

The use of the school name and the school logo is controlled by the school district and requires advance permission for use by the superintendent or principal. The school mascot and name, image, and likeness of "Kernel Hank" is not the property of the school and requires expressed, written permission from Everything Signs prior to use.

Inclement Weather

Holdingford Schools works with a variety of accurate weather forecasting systems and surrounding districts to make decisions if inclement weather is in the forecast. If inclement weather is in the forecast, school closing or late start information is available on the following radio and television stations: WJON (1240 AM), WCCO (830 AM), KARE 11, KSTP, FOX 9, and KASM (1150 AM). Information can also be found on the St Cloud Times website: www.sctimes.com. In addition to radio and television outlets, weather alerts are announced on the school emergency notification system and other social media. If you wish to change your contact information for the emergency calling system contact either the elementary or high school office with updated information.

Part 4 -- Internet Access

Access to the Internet is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use and study use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities. Please refer to Policy 524 for further information.

Right to Monitor

The District email and Internet system is at all times the property of the District. By accessing the Internet, Intranet and electronic mail services through facilities provided by the District, you acknowledge that the District (by itself or through its Internet Service Provider) may from time to time monitor, log and gather statistics on employee Internet activity and may examine all individual connections and communications. Please note that the District uses email filters to block spam and computer viruses. These filters may from time to time block legitimate email messages.

Responsibilities and Obligations

Employees may not access, download or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence.

You must respect and comply with copyright, trademark and similar laws, and use such protected information in compliance with applicable legal standards. When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the Internet without the prior approval of qualified persons within the District.

Violation of This Policy

In all circumstances, use of Internet access and email systems must be consistent with the law and District policies. Violation of this policy is a serious offense and, subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, up to and including termination.

Email

Electronic mail is like any other form of District communication, and may not be used for harassment or other unlawful purposes. Your email account is a District-provided privilege, and is District property. Remember that when you send email from the District domain, you represent the District whether your message is business-related or personal.^[1]

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable laws and District rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

Employee Use of Technology/Social Media

The District recognizes the value of inquiry, investigation, and innovation using new technology tools to enhance the learning experience, and the various technologies that make communication by school personnel with students and parents instantaneous and efficient. The District also recognizes its obligation to teach and ensure responsible and safe use of these technologies.

The District takes no position on employees' decision to participate in the use of social media networks for personal use on personal time. However, use of these media for personal use during District time or on District equipment is prohibited. The District also discourages employees from interacting with students using personal email addresses, personal phone numbers, and personal social media networks or accounts. In addition, employees must avoid posting any information or engaging in communication that violates School District policies, rules and regulations, as well as any state or federal law, including but not limited to, the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act. Furthermore, employees must not engage in communications that have an actual or potential negative impact on the School District's educational or work environment.

The line between professional and personal relationships may be blurred within a social media context. When employees choose to join or engage with District students, families or fellow employees in a social media context that exists outside those approved by the District, they are advised to maintain their professionalism as District employees and for maintaining appropriate employee-student relationships at all times, and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting under the Minnesota Maltreatment of Minors Act.

The District provides certain social media tools for communicating about school classrooms, activities, and functions. The list of school sanctioned tools may be obtained from the IT Department. School employees who wish to establish a new social media tool for use in the classroom or for a school activity or function must obtain the superintendent's written approval for it to become a sanctioned tool. The first step toward obtaining such approval is to contact the IT Department. As with other school provided technology, there is no expectation of privacy with respect to what employees post or share via school sanctioned social media tools.

Employees who are responsible for an official school or School District online social media site must be mindful that any non-original content may be subject to copyright protection and that any links to other websites may be viewed as an endorsement of the linked content. Any statements or postings made on an official school or School District website must be objective and factual and are subject to review and revision by the School District administration.

Whether engaging in personal or school-sanctioned social media, employees should remember they are role models to students in this community. Employees should refrain from using language that is obscene, profane, or vulgar, and should not engage in communication or conduct which is harassing, threatening, bullying, libelous, or defamatory or that encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying. Employees may not disclose information on any social media network that is confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws, including but not limited to images of students.

An employee who is responsible for a social media network posting or site's content that fails to comply with the rules and guidelines set forth in this policy may be subject to discipline, up to and including termination. The District is free to view and monitor an employee's social media activity at any time without consent or previous approval.

Nothing in this policy is intended nor does it restrict any District employee's rights under Section 7 of

the National Labor Relations Act.

District Property

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. District equipment borrowed for short term use should be returned the first work day after project completion.

After Hours Use of Building

Employees who wish to use the school building(s)/facilities for purposes such as tutoring, music lessons, exercise classes or other non-work related use need to follow the District's facility use guidelines. They can be found on the District website under "Facilities" or by clicking on the following url:<http://www.isd738.org/community-education.html>. Questions can be directed to the Community Education Department at 320-746-4465.

Telephones

Access to the District telephone system is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use is permitted. Telephone usage should be based upon cost-effective practices that support the District's mission and should comply with applicable rules and regulations.

You should use common sense and your best judgment when making or receiving personal cellular phone calls at work. To the extent possible, employees should make personal cell phone calls during their breaks or lunch times.

Part 5 – Compensation--Payroll Practices, Salary Deductions, and Withholding

Employees are responsible for reviewing their payroll check information for proper deductions, benefits and wages. If an employee believes there is an error in any of these areas, contact the Payroll and Benefits Manager.

The District will withhold the following from your paycheck:

Taxes

Federal, state and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.

Insurance

Your contribution to health insurance or other insurance premiums for yourself and any eligible family members or to other contributory benefit programs. Insurance will be deducted from the first and last paychecks of each month for a total of 24 times per year.

Other Deductions

Other deductions to be taken from a paycheck, the employee will be required to authorize, including long-term disability insurance, flexible spending account (FSA) contributions, 403(b) contributions and union dues. Any change in these deductions must be made in writing to the business office. FSA contributions expire at the end of the calendar year and must be reauthorized each year. All other deductions will continue until a change or termination is requested.

Direct Deposit

Your paycheck is deposited directly into your bank account. You will be given the authorization form for deposit by Human Resources or Payroll Department. Employees are responsible for reviewing their payroll check information for proper deductions, benefits and wages. An employee who believes there is a mistake with respect to their paycheck, or who believes an improper deduction was made from their salary, should contact the Business Manager.

Wage Disclosure

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or 1-800-342-5354.

Travel--Mileage Reimbursement

Mileage shall be reimbursed at the current mileage rate set by the IRS or determined by the School Board of Education. Mileage must be on the most direct route. Employees shall not receive mileage reimbursement for commuting between a permanent work location and their home. Employees reporting to their permanent work location shall be paid mileage for any business travel incurred during the day. Employees reporting directly to a temporary work location that results in less mileage from their home than the commute to the permanent work location will not be eligible for mileage. Employees reporting directly to a temporary work location that is farther than the commute to the permanent work location will receive the difference in the mileage. If, when reporting directly to a temporary work location, multiple trips or commutes are incurred

in one day, the mileage paid will be net mileage incurred less the typical commuting mileage to the permanent work location.

In addition to mileage, actual parking fees and toll charges shall be reimbursed.

Employees shall be reimbursed for meals including tax and a reasonable gratuity up to the maximum rate and under the following conditions:

- Breakfast. Breakfast reimbursements may be claimed if the employee leaves their temporary or permanent work location before 7:00 a.m. or is away from home overnight.
- Lunch. Eligibility for lunch meal reimbursement shall be based upon the employee being on assignment, over twenty (20) miles from their temporary or permanent work station, with the work assignment extending over the normal lunch period.
- Dinner. Dinner reimbursements may be claimed only if the employee is away from their temporary or permanent work location until after 6:00 p.m. or is away from home overnight.

Reimbursement will be at the rates set in the Commissioner's Plan for the as set forth by Minnesota Management and Budget or determined by the School Board of Education.

Hotel Expenses

Hotel reimbursement shall not include incidental charges such as phone calls. For questions about reimbursement please contact the Business Manager.

Part 6 – Attendance and Punctuality

It is important for you to report to work on time and to avoid unnecessary absences. The District recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the District.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor. Then enter your absence in the automated absence reporting/substitute calling system, which can be accessed either by phone or internet. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with the building administrative assistant. If you must leave a voicemail, you must provide a number where your supervisor may reach you if need be.

The procedure is as follows:

1. *Employee enters a request to be absent prior to the occurrence.
2. Supervisor electronically approves/denies the request.
3. Absence occurs, if approved.
4. Information is uploaded into the payroll system for processing of leave time and substitute payments (when a sub has been employed to fill the vacancy).

*Unpaid and Emergency leave need to be approved by the Superintendent prior to entering them into the system.

Some, but not all, absences are compensated under the District's leave policies described in the appropriate Master Agreement or individual contract.

When absence is due to illness, the District reserves the right to require appropriate medical documentation. Such documentation includes the employee's name, the date and time the employee was seen, and if applicable, a specific instruction regarding the employee's incapacity to perform his or her job. Excessive absenteeism or tardiness can result in discipline, up to and including discharge. (Also see the section on Family & Medical Leave for extended leave situations.)

Each employee is required to take responsibility for reporting their own absence by following the proper procedure and using the automated system for reporting these absences. All leaves, whether paid or unpaid, must be scheduled in accordance with current District procedures and with current applicable collective bargaining agreements. Recurring failure to follow the absence procedure will be considered a deficiency.

Family and Medical Leave

The federal Family and Medical Leave Act (FMLA) allows certain employees to take up to 12 weeks of unpaid leave per year for the serious health condition of the employee or an immediate family member, or for childbirth or adoption. An employee who assumes the role of caring for a child is also entitled to receive parental rights to family leave, regardless of the legal or biological relationship. Either day-to-day care or financial support may establish a parental relationship when the employee intends to assume the

responsibilities of a parent with regard to a child. The Human Resources Department will guide you in completing appropriate forms for the leave. Unless outlined differently in a work agreement or contract, any paid leave that you have accrued will be counted as part of your FMLA leave.

To take FMLA leave, you must provide the District with appropriate notice. If you know in advance that you will need FMLA leave, you must notify your supervisor or the HR Department at least 30 days in advance. If you learn of your need for leave less than 30 days in advance, you must give notice as soon as you can (generally either the day you learn of the need or the next work day). When you need FMLA leave unexpectedly (for example, if a family member is injured in an accident), you must inform your supervisor or the HR Department as soon as you can.

Recording Hours Worked

Hourly employees are required to use time sheets to record all hours worked. The payroll week begins at 12:00 a.m. Saturday and ends at midnight on Friday. Employees shall complete a timesheet and provide it to the supervisor on the first work day following the end of the pay period. Supervisors will approve timesheets within two working days and forward timesheets to Payroll.

Unless outlined differently in a contract or work agreement, the standard work day consists of eight (8) hours of work within a twenty-four (24) hour period, exclusive of a duty-free unpaid meal period. The standard work week consists of five (5) consecutive days totaling forty (40) hours.

Overtime is all hours worked in excess of forty (40) hours in the work week. Overtime is based on actual hours worked and does not include holidays, vacation leave or sick leave days used. Overtime payments shall be compensated at the rate of time and one-half the employee's regular rate of pay. Employees earning overtime while working routinely scheduled hours under multiple contracts or work agreements, but not solely within a single contract or work agreement, shall receive a blended overtime rate calculated by using a weighted average of hours worked and the wages earned. Below is a sample calculation of blended overtime:

John Doe						
	WEEK 1			WEEK 2		
Description	Hours	Rate	Total	Hours	Rate	Total
Custodial Hrs	32.000	\$ 18.00	\$ 576.00	40.000	\$ 18.00	\$ 720.00
Kitchen Hrs	12.500	\$ 15.65	\$ 195.63	12.250	\$ 15.65	\$ 191.71
SUB TOTAL	44.500		\$ 771.63	52.250		\$ 911.71
Blended REGULAR RATE for OT Calc		\$ 17.34	Ttl \$/Ttl Hrs		\$ 17.45	
OT Premium (.5 x blended rate)		\$ 8.67			\$ 8.72	
# HRS > 40 per week*	4.500		\$ 39.01	12.250		\$ 106.88
			\$ 810.64			\$ 1,018.59

Break Time for Nursing Mothers

The federal Fair Labor Standards Act (FLSA) allows employees to take reasonable, unpaid break time to express breast milk as needed for up to one (1) year after the birth of a child. The District will provide a place for the employee to express breast milk, that is shielded from view and free from intrusion from co-workers and the public. Employees will not be discharged or in any other manner discriminated against in exercising their rights under this policy.

Civic Duty Leave (Jury Duty)

The District encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. Employees who receive a summons for jury duty are to notify their principal or immediate supervisor as soon as possible after receipt of the summons. A copy of the summons should be provided to the Human Resources office. Should employees be selected as jurors, they will be allowed time off which should be entered into the automated absence system. Employees will receive their regular pay from the District with the understanding that any pay per day from the court is submitted to the District business office by personal check. If employees serving on jury duty are excused during the workday and schedule permits, they should return to their respective building to complete their normal assignment. This leave policy applies only when the employee's work hours conflict with jury duty.

“Snow Day”

During times of inclement weather, school may start late, be let out early, or called off completely. Please refer to your contract for language regarding snow days. If time off in regards to a snow day is provided, it is the employees responsibility to enter it into the time off system in order to be paid for that time.

E-Learning Day

The superintendent may designate up to five (5) eLearning days per school year. When the superintendent designates a regular school day as an eLearning day, the District will make reasonable efforts to notify staff through the District's normal communication methods for inclement weather at least two hours before the normal school start time. In general, eLearning days count as a student contact day. Refer to your employment contract for specific language on how eLearning days may affect your wages.

Unpaid Time Off

All employees are eligible for unpaid time off. However, the approval of such time off is at the sole discretion of the employee's supervisor and the Superintendent, based on district staffing needs and individual circumstances.

Employees on unpaid time off may be responsible for paying their portion of health insurance premiums to maintain coverage. Accruals for benefits such as vacation, sick leave, and retirement plans may be affected based on the duration of the unpaid time off. Employees should consult the business office for specific details. Taking unpaid time off does not guarantee job protection unless specified by law (e.g., Family and Medical Leave Act). However, the district will make reasonable efforts to return the employee to their original position or a similar one upon their return.

Earned Safe and Sick Time (ESST)

All employees who work for the district more than 80 hours in a 12 month period are eligible for ESST. Language in contract takes precedent. Unless stated to the contrary in the contract, ESST is earned at 1 hour for each 30 hours worked, up to a maximum 48 hours. Up to 80 hours can be carried over each year. Uses of ESST can be found in state statute.

Part 7 -- Security-Safety & Workplace Injuries

Keys/Key Fobs

Buildings are locked by the automated system at stated times. An employee entering a building after it has been locked is responsible for ensuring the entry door is locked while in the building and verifying it locked upon departure.

A key fob will be issued to all employees who require it as a means to access the school buildings. Key fobs are the primary means to access secured areas of the school including exterior doors. No exterior door keys will be issued to employees without due cause. Employees who misplace or lose their key fob should notify the Technology Director immediately. The lost fob will be deactivated and a new one issued. There is a \$10.00 fee to replace a lost fob.

Employees may be issued specific keys to offices and/or outbuildings they need to access to conduct their work. High School office staff supervises and controls issuing of keys for all offices and buildings and maintains a master file of keys. If an employee requires regular access to a room, a request should be made to the principal and the principal shall request a key from the High School office staff.

Employees will make sure all doors are locked when they enter or leave a locked door. If there is a legitimate request for a door to be opened, the employee who has been issued the key should unlock and relock the door. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day.

Employees will not lend or have any duplicate keys made of any school issued key. Employees are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Keys must not be loaned to other employees or students. Employees must report lost or stolen keys to the building principal immediately. Keys that are no longer required must be returned. Retiring or discontinuing employees must return keys to the office or a fee equal to the cost of rekeying will be deducted from their final paycheck. Replacement and rekeying costs may be charged to the responsible employee.

ID Badges

Visitors to the school during school hours and days shall check in at the high school or elementary offices to get a temporary visitors' ID badge. Any employee who sees a visitor in a school building not wearing an ID badge has a right to request to view their badge. If a visitor is unable to furnish a visitor's ID badge, the employee shall accompany that person to the nearest office. If the person does not proceed to the office, the staff member shall alert the office immediately. If the person presents an imminent threat, the staff member should take immediate action to implement the building's emergency procedures.

Health and Safety

The safety of employees is a vital concern to the Holdingford School District, and therefore the District has adopted policies and implemented systems and infrastructure to provide safe working conditions and equipment. In addition, employees are expected to observe safety rules to protect their own safety and the safety of others at the District. Any employee who comes upon an unsafe condition must immediately notify the head custodian or building principal as soon as possible. The District has a Health and Safety Committee that meets on a regular basis. There is a representative from each

building and department with safety concerns. Employees are invited to share concerns or ideas with these committee members to keep our buildings safe for everyone.

Safety and Accident Rules

Safety is a joint venture at the District. We strive to provide a clean, hazard-free, healthy, safe environment in which to work, and we make every effort to comply with all relevant federal, state and local occupational health and safety laws, including the federal Occupational Safety and Health Act. As an employee, you have a duty to comply with the safety rules of the District, and you are expected to take an active part in maintaining this hazard-free environment. You must observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. You are required to report any accidents or injuries – including any breaches of safety – and to promptly report any unsafe equipment, working condition, process or procedure to a supervisor or head custodian. Failure to abide by the District’s safety and accident rules may result in disciplinary action, up to and including termination.

Worker’s Compensation

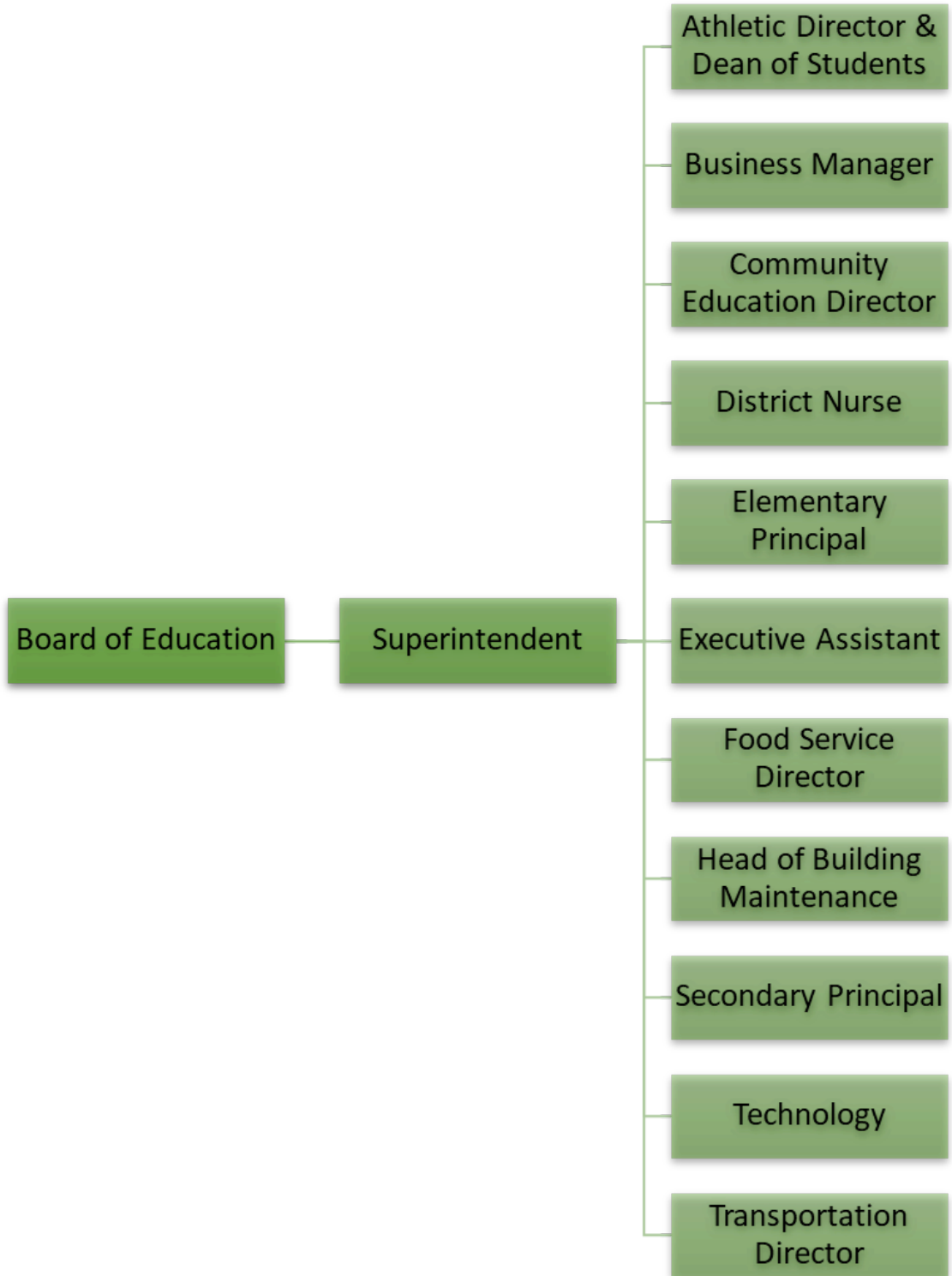
All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the personnel office prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out an accident report form. Employees who do not report an injury to their supervisor in the manner outlined above will be subject to disciplinary action.

Part 8 – Miscellaneous

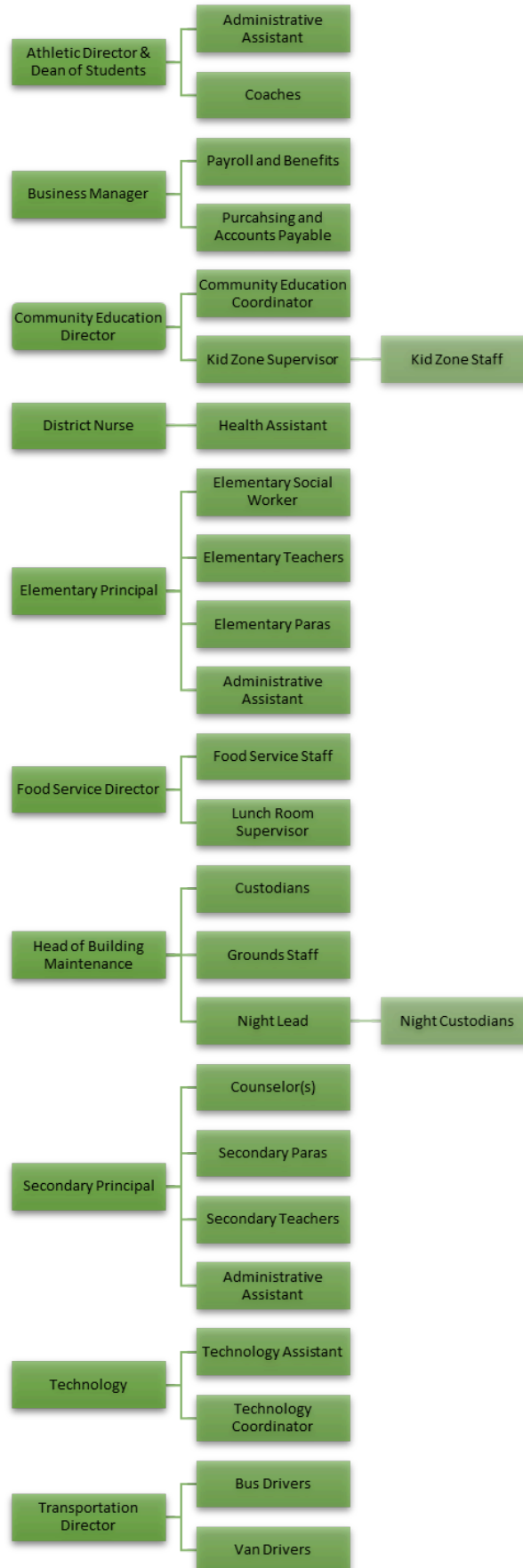
Employee Assistance Program (EAP)

Employees with Life or Disability Insurance through National Insurance Services have access to a master's-degree level counselor 24-hours a day through a toll-free number. 866.451.5465, or online access at www.niseap.com. Under the EAP you can receive no-cost confidential help for a wide variety of needs and concerns.

Organizational Flow Chart



Organizational Flow Chart for Support Staff



Annual Acknowledgement of Receipt of ISD 738 Employee Handbook

Each year all District employees are expected to review the handbook and policies referenced herein. An employee who does not understand any policy, procedure, or guideline contained in or referenced in the handbook, should consult with the employee's supervisor, principal, Human Resources Department, or superintendent for clarification.

I also understand that the purpose of this handbook is to inform me of the District's policies and procedures, and that it is not a contract of employment. Nothing in this handbook provides any entitlement to me or to any District employee, nor is it intended to create contractual obligations of any kind. I understand that the District has the right to change any provision of this handbook at any time and that I will be bound by any such changes.

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this handbook and legal obligations.

The delineation of employment practices contained in the handbook is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this handbook and legal obligations.

I acknowledge that I have read the Holdingford Schools-ISD 738 Employee Handbook ("Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this handbook, as well as all other policies and procedures of the District.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to the Human Resources Office for placement in your personnel file. Retain a second copy for your reference.
