

# ROCORI School District

## Employee Handbook

August 26, 2019



## **Welcome from District and Purpose of Handbook**

The ROCORI School District ("the District") is pleased that you have chosen to share your time and talent with the District's students, families and other employees. This handbook is designed to be a handy reference guide to the District's policies and practices to help you carry out the District's mission.

This handbook is a general statement of expectations, directions and instructions to employees based on District policies to be modified and applied by the District at its discretion. 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 online version of this handbook found at [www.rocori.k12.mn.us](http://www.rocori.k12.mn.us) shall be considered to be the most current version and shall supersede any other versions of this handbook should there be a discrepancy in terms of content.

## **Mission of the ROCORI School District**

The mission of the ROCORI School District is to *Make a difference today to create a better tomorrow.*

## **Annual Review of Handbook**

Each year, 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 the District Office for clarification.

Paper copies of this handbook and all policies are available upon request to the District Office.

## **Contract Disclaimer**

No provision in this handbook or any policy referenced herein is intended to create a contract between the District and any employee or to limit the rights of the District and its employees to terminate the employment relationship. Where applicable, the terms of a Collective Bargaining Agreement or other contract will take precedence over information provided in this handbook. In addition, to the extent any provision in this handbook conflicts with a School Board Policy, the School Board Policy shall prevail.

## **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 District. All School Board Policies can be found on the District website at [www.rocori.k12.mn.us](http://www.rocori.k12.mn.us), by selecting "Information" on the top menu bar and then selecting "School Board" under "Information". Once on the page, click "District Policy Manual" for the policies. The electronic link to all School Board Policies is: <https://www.rocori.k12.mn.us/information/school-board/information/school-board/school-board-policy>.

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 District Office.

## **Policies Related to Employees**

### **Summary of Equal Employment Opportunity Policy #6-8**

The District will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, gender, disability, age, marital status, sexual identity and orientation or status with regard to public assistance as defined by Minnesota Statute.

This policy applies to all terms and conditions of employment, including, but not limited to: 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 #9-12 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 Policy #7-4 below.

### **Summary of Section 504 Nondiscrimination Policy #9-12**

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 #6-5**

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 rolling 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 will need to apply paid sick leave to any such leave and in accordance with the provisions of any applicable Collective Bargaining Agreement. The employee will also need to use accrued vacation or personal leave. Otherwise, FMLA leave is unpaid leave. Employees who believe they may be eligible for FMLA leave under this policy should consult the District Office.

### **Summary of Harassment Policy #7-4 and Violence Prevention Policy #7-12**

The District is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community.

Employees shall not engage in harassment, discrimination, or violent and disruptive behavior of any kind. 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 will be subject to appropriate disciplinary action which includes corrective action up to and including termination of employment.

Any employee who believes he or she has been subjected to harassment, discrimination, or violent behavior based on a protected class status should immediately report such belief to the principal, building supervisor, Superintendent, or Human Rights Officers. The District prohibits retaliation against an employee who in good faith reports suspected harassment or discrimination. The Human Rights Officer for the District is Joel Baumgarten, Activities Director. He can be reached at (320) 685-4913.

#### **Summary of Drug-Free Workplace/Drug-Free School Policy #7-10**

Use of 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 District personnel, or member of the public is permitted to use alcohol, toxic substances, or controlled substances at or in any school location. The 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 Leave of Absence, Unpaid Policy #6-10**

It is the Board's desire that long-term, unpaid leaves of absence, generally not be longer than a period of one year, except for leaves granted under the Extended Leaves of Absence (M.S. 122A.45). Employees must be employed by the District for a minimum of five full years. See policy for criteria used in decision making in granting the unpaid leave of absence used by the Superintendent and School Board.

#### **Summary of Right to Know Exposure to Hazardous Substances Policy #6-4**

All employees are required to complete the Right to Know training at the beginning of each year. The training is available on-line on the District Web page, under Staff – Information – SFM-Work Comp Experts. You will be assigned a log in and password by the Business Office after you have been hired. If you do not have one or do not remember your password, please call 685-4901.

### **Policies Related to Students**

It is important for employees to be aware of policies that apply to students as well as employees, and the responsibility such policies place on employees of the District, such as the School Board Policies summarized below:

#### **Summary of Equal Educational Opportunity Policy #8-9**

Every District employee has the responsibility to conscientiously comply with the policy that ensures an equal educational opportunity to every student regardless of their protected class status.

#### **Summary of Internet Acceptable Use and Safety Policy #7-8**

Use of the District system and Internet access is a privilege, not a right, and unacceptable use of the District system or the Internet may result in a number of consequences

### **Summary of Weapons Policy #9-9**

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 #9-9. 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 school police liaison officer and/or local law enforcement as well as the Minnesota Department of Education.

### **Summary of Bullying Prevention Policy #7-3**

An act of bullying, by either an individual student or group of students, is expressly prohibited on District property or at school functions. No teacher, administrator, volunteer, contractor or other employee of the District will engage in, 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/she shall make every effort to address and resolve the bullying or prohibited conduct. The employee shall immediately inform the building principal 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.

### **Additional District Practices Applicable to all District Employees**

#### **Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

It is the responsibility 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 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 Cold Spring Police Department may be reached at 320-685-8666. 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 to MDE is available on the MDE website.

### **Respectful Workplace**

In addition to maintaining a work environment free of discrimination, harassment and violence, it is the practice 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 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.

### **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 District, the individual must sign a criminal history consent form, which provides permission for the District to conduct a criminal history background check, and provide payment in an amount equal to the actual cost to the 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 District that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the District.

### **Criminal Background Checks - Volunteers**

The District requires volunteers and chaperones to submit to a criminal history background check. The opportunity to volunteer or chaperone shall be conditioned upon a determination by the District that an individual's criminal history does not preclude the individual from volunteering with, or provision of services to, the District.

Volunteers/chaperones must check in with the Administrative Assistant at the school site to ensure a current background check is on file.

### **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. District 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 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 District website must be objective and factual and are subject to review and revision by the 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 that is harassing, threatening, bullying, libelous, or defamatory or that encourages any illegal activity or the inappropriate use of alcohol, illegal drugs, sexual behavior, or 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.

### **After Hours Building Use**

Employees should refrain from working in buildings at night, summer breaks or school breaks when buildings are vacant. Working alone or in isolation may be unsafe and requires special arrangements to minimize potential risks of injury. By protecting our employees, we are also protecting their friends, families, fellow workers, management, the public, and the environment from the serious effects that result from incidents. The employer may not be able to anticipate and prevent every incident, injury, or illness, but they should take all necessary precautions that a reasonable and efficient person would take in the situation.

We are a public entity and as such, personal use of the facilities and equipment is not permitted. Anyone using the facilities and equipment for personal use will have their access to the buildings terminated other than authorized school hours.

Employees who wish to utilize the school building(s)/facilities for purposes such as tutoring, music lessons, exercise classes or other non-work related use need to work through the Community Education Department.

### **Personnel Files**

Upon written request, an employee may review his/her personnel record. If you would like to review your file, please obtain the form for reviewing your personnel file from your building secretary and contact the District Office.

### **Change of Personal Data**

Employees are expected to notify the District Office whenever they experience a change in name, address, number of dependents, telephone number, emergency contact person, or marital status, so District records and files can be updated. An employee may also need to complete another federal employee withholding allowance certificate (W-4), as well as various health insurance forms. For most benefits, employees only have 30 calendar days from the date of the event resulting in a change to make adjustments to such benefit.

### **Professional Appearance**

All District employees are expected to report to work dressed in a manner that reflects positively on the image of the District and 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. If, in the judgment of an administrator or supervisor, an employee is not properly dressed, the administrator or supervisor has a responsibility to direct the employee to leave District premises until he or she is properly dressed.

### **Absences**

All District employees must enter an absence request for any regular scheduled duty days/shifts. Employees are required to enter absences in AESOP, the automated absence reporting/sub calling system, which can be accessed either by phone or internet. Absences can be entered up to 6:45 a.m. on the day of the absence. Employees will need to contact their building secretary or supervisor if they forget to enter the absence or miss the cut-off time. All absences must be reported/entered for tracking purposes.

The procedure is as follows:

1. Employee enters absence request prior to the occurrence.
2. Supervisor electronically approves/denies the request.
3. Absence occurs, if approved.

For unexpected absences, employees must notify their supervisor or designee to report their absence before work starts. Family members may report the absence in extreme cases. If the employee fails to call in, the employee may be placed on unauthorized leave without pay and subject to other corrective action.

If the absence is due to an accident or injury, a medical note will be required prior to returning to work. If the absence is due to an illness, a medical note may be required. If any absence is longer than three days, a medical note will be required. Any change to the original length of leave will require an updated note from the doctor.

If the leave is due to a medical procedure, a note from the doctor is preferred before the leave occurs and then another note from the doctor is required prior to the employees' return.

Personal Leave days should be requested two days ahead of the leave if it is a nonemergency. Refer to your specific agreement for language on the number of days requests may be made in advance.

District employees are required to take responsibility for reporting their own absence by following the proper procedure. Recurring failure to follow the absence procedure will be considered a deficiency.

### **Recording Hours Worked**

Non-exempt, hourly employees are required to use the electronic time keeping system through Skyward (True Time) to record all hours worked. The payroll week is Sunday through Saturday. Time cards are to be submitted electronically each week at the end of the week. Time cards will then be approved by your supervisor.

Any time that is worked over and above your normal scheduled hours must be preapproved by your supervisor, then documented by an additional hours form and submitted to your supervisor for signature. These forms must be received by the District Office within 48 business hours after the end of that pay period for proper processing.

### **Dependability**

All employees are expected to maintain satisfactory attendance and report to work on time every day. Absences and tardiness create an unfair burden to co-workers and should be avoided. Absences, late arrivals and early departures must be kept to a minimum. Excessive absences or late arrivals may result in disciplinary action by the District. All leaves, whether paid or unpaid, must be scheduled in accordance with District procedures and with current applicable collective bargaining agreements.

### **Overtime**

Overtime at the rate of one and one-half (1-1/2) times the base rate will be paid to nonexempt employees for all hours physically worked over 40 hours in a standard work week of Sunday through Saturday.

### **Paychecks**

The District issues paychecks through direct deposit or paper check on a semi-monthly basis. Employees enrolled in direct deposit are solely responsible for updating and changing bank account information as needed.

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 his or her paycheck, or who believes an improper deduction was made from their salary, should contact the Payroll Department. Paychecks are available through Skyward Employee Access.

### **Wages**

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. The District does not retaliate against employees who disclose their own wages. Remedies are available under the Wage Disclosure Protection law 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.

### **Lactation Breaks**

The District will accommodate employees who desire to express breast milk during working hours by providing a reasonable amount of break time, according to Minnesota Statute 181.939.

Upon request, the District will provide employees with a private room, other than a bathroom, that is shielded from view and free from intrusion and includes access to an electrical outlet in which to express milk in privacy. Please contact your building administrator to request such a room.

### **Jury Duty**

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. Should employees be selected as jurors, they will be allowed time off which should be entered into the automated absence system. 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. Employees agree to return the pay for jury service to the District, but not including travel or expense allocation.

### **School Conference/Activity Leave of Absence**

Eligible employees may take leave up to a total of sixteen (16) hours during any twelve (12) month period to attend pre-school or school conferences, observations or activities related to the employee's child, if such conferences, observations or activities cannot be scheduled during non-work hours. Employees are eligible for such school conference activity leave if they have worked for ROCORI School District for an average of twenty (20) hours or more per week. The District pays for the first hour of each leave. Time taken beyond one hour will be unpaid or paid personal or vacation time will be applied.

### **Military Leave of Absence**

The District will grant an unpaid military leave of absence to eligible employees for training or service in the National Guard, Reserves or any other branch of the United States Armed Services. Employees are required to notify their supervisor as soon as they are aware of the need for military leave, including a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity.

Employees on military leave must timely apply for and report back to work and provide proper documentation in accordance with all applicable state and federal laws in order to be eligible for reemployment. Employees who qualify for reemployment with the District will be treated as though they were continuously employed for the purpose of determining seniority for employment and benefit accrual status (where determined by seniority and/or union contract if applicable).

### **Bereavement Leave**

Leave time is available in the event of a death in the employee's family. Please refer to your Master Agreement or Terms and Conditions of Employment for more details.

### **Voting**

Voting polls are open from 7:00 a.m. to 8:00 p.m. on Election Day. Time off on election day, with pay, shall be allowed to the extent required by law to vote in a general election, election of a member of Congress, a presidential primary or state primary election. Please notify your building secretary of the time when you will be gone.

### **Benefits**

The District offers the following benefits to employees: Health Insurance, Health Savings Account, Post Retirement Account, Sick Leave, Personal Days, Vacation Days, 403(b), life insurance, and long term disability. Not all benefits apply to all employees. Refer to your Master Agreement or Terms and Conditions of Employment for more details.

### **Employee Assistance Program (EAP)**

Employees and their family members have access 24 hours a day, 365 days a year, to confidential phone consultation with counselors in the areas of personal and family issues, legal concerns, financial issues and community resources. Help is available for employees and their family members to get the information, support and/or skills needed to address issues and concerns. The service is available through National Insurance Services, the District's long-term disability carrier, and available two ways:

- By Phone: 866-451-5465
- Online: [www.niseap.com](http://www.niseap.com) – Search for ROCORI to access services

### **Purchasing**

Purchases must be pre-approved by the employee's supervisor or building administrator. Available budgets and requisition forms can be obtained from the building secretary. Purchases have several levels of approval, as such it is recommended to request items at least 3 weeks in advance to ensure adequate time for processing. Upon receipt of items, the employee should forward the packing slip or any relevant paperwork to the building secretary to approve payment. If no packing slip is included, the employee should notify their building secretary by email that all items were received. The employee should also note if any items were not received in good condition, or if there are items on back order.

### **Expense Reimbursement from District Funds**

Requests for reimbursement must be pre-approved by the employee's Supervisor or Building Administrator, must be itemized using the District's check request form and signed by the designated administrator, and be accompanied by proper documentation of the expense (except with respect to mileage reimbursement request). Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees or other reasonable and necessary school District business-related expenses.

Acceptable forms of documentation evidencing a reimbursable expense include:

- An itemized receipt with company name, date and dollar amount paid. Credit card slips showing total dollar amount and signature will not be accepted.
- A copy of the front and back of the canceled check or copy of the check before it is sent plus a copy of the bank statement showing that the check has cleared employee's bank.

- Certificate of completion plus registration material showing cost of workshop.

When ordering online, a printed copy of the order from the vendor confirming the placement of the order and showing the payment transaction will be accepted. The District cannot accept an order confirmation or screen printed copy of your order that does not show payment.

Automobile travel shall be reimbursed at the current mileage rate set by the IRS. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip. Hotel reimbursement shall not include incidental charges such as phone calls. For questions about reimbursement, please contact the District Office.

The standard mileage between buildings is:

<u>Route</u>	<u>Mileage</u>	<u>Route</u>	<u>Mileage</u>
RI to CSE/RHS/RMS	6	RI to JCE	10
JCE to CSE/RHS/RMS	6	RI or JCE to DEF	5
DEF to CSE/RHS/RMS	1		

**Emergency School Closings**

Area School Districts work with one another on weather-related emergencies. In a renewed effort to gather as accurate weather information as is available, the districts rely on the expertise of St. Cloud State University meteorologists for weather forecasts. Professors at the University localize forecasts and advise the districts on closing decisions.

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), KNSI (1450 AM), WJJO (98.1 FM), KCLD (104.7 FM), KARE/Channel 11, KMSP/Channel 9, WCCO/Channel 4 and KMSP/Channel 5.

In addition to radio and television outlets, weather alerts are announced on the District website, Facebook page, Twitter, the St. Cloud Times website at [www.sctimes.com](http://www.sctimes.com) and the Skylert System. Any updates to the Skylert System should be made with the District Office.

**Emergency Plan**

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 All-Hazards plan is to provide an overview of the 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 some form in each classroom, in school offices, and other prominent areas in the buildings. Each employee should familiarize themselves with the location and contents of this plan

**Security Badges/Fob**

Security badges must be worn at all times when an employee is in any part of a school building. All visitors are required to sign in through the main office using our visitor management system. Any employee who sees anyone in a school building who is wearing neither a security badge nor a visitor's

pass shall direct that person to the main office. If the person does not proceed to the main office, the staff member shall alert the main office immediately. If the person presents an imminent threat, the staff member should take immediate action to implement the building's emergency procedures.

Employees who misplace or lose their security badge or fob must notify their Supervisor **immediately**. The lost fob will be deactivated and a new one issued at a cost of \$20 to the employee. If the lost fob is found, it can be turned in to the Business Office for a refund of the \$20.

### **Safety & Workplace Injuries**

The safety of employees is a vital concern to the 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.

We have developed and implemented an exposure control plan for blood borne pathogens to reduce the potential for workplace exposure. In this plan we have identified Nurses, Health Techs, Custodians, Cleaners, Special Education staff, Coaches, Trainers and Industrial Tech staff as potentially exposed staff based on their job duties. The hepatitis B vaccination is available to these individuals. For further information, please see the District Safety Officer.

When someone is injured at work:

- If it is an emergency, **CALL 911**
- The employee AND supervisor should call the Nurse Hotline (844) 847-8708 together. (If no supervisor is available, the employee can call alone.) Do this as soon as possible. The registered nurse who answers will ask what happened and recommend what to do next, whether it's self-care, urgent care or even the emergency room. The nurse will report the injury to the workers comp insurance company.
- A staff accident investigation report should be filled out immediately or as soon as possible to help report potential risks so that they may be mitigated to prevent future injuries. This is to be sent to the District Office immediately.

### **Employee Checkout Process**

All employees leaving the employment of the District must go through their building secretary for their check out process which may include returning any issued keys, key fobs, security badges, parking passes, or electronics. Each employee should also contact the Payroll Department to go over payroll and benefit information.

## **Frequently Asked Questions**

### **Who do I contact to change the number of allowances on my W-4, my 403(b) contribution or my direct deposit information?**

- Please contact the Payroll Department at 320-685-4903; or access the forms on the Teacher Shared (G Drive) in the "Employee Forms" folder; and submit to Payroll.

### **Who should I contact for information on a reimbursement payment for covered work expenses?**

- Please contact the Business Office at 320-685-4905.

### **I got married and need to add my spouse to my insurance; what do I need to do?**

- Please contact the Payroll Department at 320-685-4903. You only have 30 calendar days to make changes to your benefits under this qualifying event.

### **I need to know how many credits I have towards my next lane change or inquire about courses that I have already submitted; who should I contact?**

- Please contact the Superintendent's Executive Assistant at 320-685-4901 and make arrangements to review your personnel file.

### **Who will I contact for a copy of my pay stubs or to obtain an employment verification form?**

- Please contact the Payroll Department at 320-685-4903

### **I am having trouble with my work computer or email; who do I contact?**

- Please go to the ROCORI web page and select "Information" under the Staff selection. Click "Help Desk Ticket" to submit an issue.

### **Something is broken in my work area or classroom, who do I contact?**

- Please contact the Head Custodian in your building.

### **I forgot my pin number for the AESOP System; who can help me?**

- Please contact the Payroll Department at 320-685-4903.

### **I've lost my security badge and/or fob; who should I contact?**

- Please contact your Supervisor immediately.

### **I have a parent who wants to volunteer in my classroom or within my building; what is the procedure?**

- Please have them check in with the Administrative Assistant at your building to ensure they have a current background check on file.