



HOPKINS

P U B L I C S C H O O L S

Hopkins New Employee Orientation Handbook

“A Hundred Years From Now It Will Not Matter What My Bank Account Was,
The Sort Of House I Lived In, Or What Kind Of Car I Drove....But The World
May Be Different Because I Was Important In The Life of a Child.”

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INTRODUCTION

This is your employee handbook. It was prepared for you to help you better understand what we expect of you as a valuable employee of the Hopkins School District and also what you can generally expect from the District.

The information in this handbook is important for all of our employees. Please read the handbook and keep it in a convenient place. You will want to refer to your handbook when you have questions about department policies and benefits.

Naturally, you might not find answers to all your questions in the handbook. It is neither a law book nor a catalog of personnel policies. In preparing this handbook, we have not tried to give you all the details of each policy; instead, we have attempted to present a summary of some of the more important policies. No written statement, no matter how complete, can be a substitute for direct daily contact with your immediate supervisor.

Throughout your handbook, you will be urged to check with your supervisor for complete information on employee policies and benefits. This advice is continually repeated because its importance can't be overemphasized.

If your supervisor doesn't have an immediate response to your question, he or she will get the information you seek and pass it along to you promptly.

Circumstances will obviously require that the policies, practices and benefits described in the handbook change from time to time. Hopkins School District reserves the right to amend, modify, rescind, delete, supplement or add to this handbook as it deems appropriate from time to time. Hopkins School District will attempt to provide you with notification of any changes as they occur.

ABOUT THE DISTRICT

Hopkins Public Schools is an award-winning school district with a long tradition of excellence at every school, for every student, every day. We serve the city of Hopkins, most of Minnetonka, about half of Golden Valley, and portions of Eden Prairie, Edina, Plymouth, and St. Louis Park.

ELEMENTARY SCHOOLS

Alice Smith Elementary School
801 Minnetonka Mills Road
Hopkins, MN 55343
Phone: 952-988-4200

Gatewood Elementary School
14900 Gatewood Drive
Minnetonka, MN 55345
Phone: 952-988-5250

L.H. Tanglen Elementary School
10901 Hillside Lane
Minnetonka MN 55305
Phone: 952-988-4900

Eisenhower Elementary School
1001 Highway 7
Hopkins, MN 55305
Phone: 952-988-4300

Glen Lake Elementary School
4801 Woodridge Road
Minnetonka, MN 55345
Phone: 952-988-5200

Meadowbrook Elementary School
5430 Glenwood Avenue
Golden Valley, MN 55422
Phone: 952-988-5100

JUNIOR HIGH SCHOOLS

Hopkins North Junior High School
10700 Cedar Lake Road
Minnetonka, MN 55305
Phone: 952-988-4800

Hopkins West Junior High School
3830 Baker Rd
Minnetonka, MN 55305
Phone: 952-988-4400

SENIOR HIGH SCHOOL

Hopkins High School
2400 Lindbergh Drive
Minnetonka, MN 55305
Phone: 952-988-4500

EISENHOWER COMMUNITY CENTER/DISTRICT OFFICES

Eisenhower Community Center
1001 Highway 7
Hopkins, MN 55305
Phone: 952-988-4000

DISTRICT VALUES

The core Values of our district are those values we hold that form the foundation on which we perform our work and conduct ourselves. These core Values guide us as we work to achieve our mission and objectives through our strategies.

Excellence: Our intentional efforts are toward continuous improvement, and our commitment to deliver rigorous programming that affords all individuals the opportunity to excel and instills a passion for learning.

Equity: Our commitment is to raise the achievement of all learners, creating an environment in which learners of all races, cultures, and socio-economic backgrounds achieve to their fullest potential.

Partnership: Our commitment is to engage families and community members in creating a learning environment that is characterized by excellence, equity, and ethical behavior.

Innovation: Our commitment is to provide innovative learning opportunities to help students master the skills required of them as they participate in a constantly evolving, global environment.

Inclusion: Our commitment is to ensure that each learner feels welcome as a unique and contributing member of our diverse community.

Fiscal Responsibility: Our commitment is to manage district finances so all programs and services are supported by reliable resources available to the district.

DISTRICT MISSION STATEMENT

Our Mission reflects the loftiest goal of the Hopkins Public Schools. It is a statement of our desired future, and our identity.

Serving a community rich in culture and diversity,
the Hopkins Public Schools
develops in all students
the skills, knowledge, and passion for lifelong learning.

BACKGROUND CHECKS

The School District shall require that applicants for School District positions who receive an offer of employment submit to a criminal history background check and employment verification. The offer of employment shall be conditioned upon a determination by the School District that an applicant's criminal history does not preclude the applicant from employment with the School District.

The School District specifically reserves any and all rights it may have to conduct background checks regarding current employees or applicants without the consent of such individuals.

Adherence to this policy by the School District shall in no way limit the School District's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, independent contractors and student employees.

PAPERLESS PAYROLL

The District has a paperless payroll and time and attendance system. Paycheck information is available online through a secure website. Your login and password will be mailed to you shortly after you start working. Please retain your login name and password. This password is randomly generated so that only you have access to that information. You are able to change your password through the system if you wish.

You will not receive paper pay stub information after the direct deposit begins. The system will allow you to go online and see your information a few days before the actual 15th and 30th pay

dates.

If you are a new employee, your first paycheck may be a paper check. Subsequent checks should be direct-deposited to your bank; however, you should confirm this by reviewing your Employee Access on payday. Check numbers starting with 9 are direct deposit checks.

TIMECARDS

Hourly (Non-Exempt) District employees use an online time and attendance system. You will be assigned a log in name and a temporary password for your time card at the time you are hired. It is your responsibility for clocking in and out. Correct missed punches immediately.

Employee may NOT clock in and out for another employee. All employees are also responsible to review and approve their time card at the end of each pay period. A pay period schedule is posted at each location and on the School District website:

<https://www.hopkinsschools.org/servicesdepartments/human-resources/payroll/true-time-pay-period-schedule>

PAY DAYS

Pay days are the 15th and the 30th of each month. If the payroll date falls on a weekend or holiday, you will receive your paycheck on the last business day prior to the weekend or holiday. *If you have a question about your check, ask your supervisor first.*

KEEP YOUR RECORD UP TO DATE

It's important that your name, address, telephone number, e-mail address, tax information, dependant information, withholding changes be kept correct on District records. You may not receive important mail from the District if your address is not correct in our file. Therefore, it is your responsibility to report any changes to Human Resources.

PERA

PERA serves over 250,000 current and former public employees from over 2,000 local units of government throughout the state of Minnesota. PERA also provides monthly benefits to over 66,000 retirees and other benefit recipients.

Established in 1931, PERA administers three statewide retirement plans providing defined benefit plan coverage to employees of local governments and school districts, as well as the the Minneapolis Employees Retirement Fund. The Association also manages a statewide retirement plan providing defined contribution (DCP) coverage to elected officials, city managers, and ambulance service and medical personnel. Finally, PERA oversees a lump-sum defined benefit fund for volunteer firefighters in the state. All these programs are qualified retirement plans under Section 401(a) of the Internal Revenue Code.

Membership is mandatory for many full time and part time public employees. Visit the PERA website at www.mnpera.org for additional information about this program.

EQUAL EMPLOYMENT POLICY

It is the School District's policy to provide equal educational and employment opportunity for all students, employees, and applicants for employment. The School District does not unlawfully

discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, family care leave status, or veteran status. The School District also makes reasonable accommodations for students and employees with disabilities in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The School District prohibits the harassment of any individual based on any of the protected categories listed above. For information about the types of conduct that constitute impermissible harassment and the School District's internal procedures for addressing complaints of harassment, please refer to the School District's Offensive Behavior Policy.

This policy applies to all education programs, services, and opportunities for students and staff; location and use of facilities; and to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

It is the responsibility of every school district student and employee to follow this policy.

Any person having any questions regarding this policy should discuss it with the District's Human Resources Department.

ANTI-HARASSMENT AND SAFE LEARNING ENVIRONMENT POLICY

It is the policy of Hopkins School District to maintain a learning and working environment that is safe and secure, and where students and employees are treated with respect and dignity.

The District will strive to ensure that no student or employee will be subject to offensive or degrading remarks or conduct. Such behavior includes inappropriate remarks or conduct related to a student's or employee's race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age, or status with regard to public assistance. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and violence.

It shall be a violation of this policy for any District Employee to harass a student, teacher administrator, or other school personnel through conduct or communication of a sexual nature, or because of religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, school bus drivers, agents, volunteers, visitors, contractors, or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any student, teacher, administrator, or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence as defined by this policy, upon any student, teacher, administrator, or other school personnel. The School District will respond to all complaints of offensive behavior as defined by this policy, formal or informal, written or verbal, and will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

TOBACCO FREE POLICY

Hopkins ISD 270 has a Tobacco Free Policy. The policy requires that no School District Employee, student or guest is allowed to use any form of tobacco on school grounds, school buildings and school district vehicles. *This will be strictly enforced.*

CHEMICAL FREE WORKPLACE

The district values the health and well-being of all employees. As part of this belief, the district expects that no employee of the District will engage in chemical use conduct which poses a risk to students, or employees, or self, while carrying out District responsibilities. Such conduct shall include but not be limited to, consuming alcohol while on duty or working while under the influence of alcohol or other drugs. Furthermore, no employee will unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or any other controlled substance.

SICK LEAVE/PERSONAL LEAVE

You may accrue sick days and personal leave days in accordance with your employee agreement. All time off requests must be entered into the District's time and attendance system. Requests for sick leave using the time and attendance system does not replace calling in sick. Employees must continue to adhere to the school's sick leave procedures.

TARDINESS/ABSENTEEISM

Absence from work or tardiness affects your income and hurts our programs. Habitual or excessive absenteeism and tardiness will not be tolerated and may result in disciplinary action. An employee who expects to be delayed to begin their shift must contact their supervisor.

BENEFITS

Hopkins ISD 270 may provide a number of other benefits offered by some of our district contracts.

These include;

- Medical & Dental Insurance
- Special Banking Privileges at First Banks and Wells Fargo
- Membership in the West Metro Area Schools Credit Union
- Tax savings Flexible Spending Accounts
- Employee Assistance Program - a total confidential counseling service for the employee and their family
- Lindbergh Fitness Center (attached to Hopkins High School, indoor track, etc.)

Contact the Benefit Office if you have any questions 952-988-4012

New employees must enroll for health and/or dental within 30 days of their hire date. All other enrollments and/or changes to policies may only be made during district open enrollment periods.

Please refer to your employment contract for your specific benefits.

YOUR SAFETY

For your own protection, and the protection of your fellow employees, we want you to work safely and use all the safety devices provided to protect you. Safety is everybody's business, especially yours. Do your part to make the Hopkins School District a safe place to work. Report any unsafe working conditions to your supervisor. All hazardous conditions will be investigated and appropriately corrected.

Nobody gains from an accident, and nobody likes to work under conditions, which present hazards to life and property. Everybody loses when accidents occur. The District carry on a safety program, but its ultimate success will depend on the safety consciousness of you and your fellow employees.

WORKER COMPENSATION INSURANCE

The Hopkins School District furnishes workers' compensation insurance coverage at its expense. Workers' compensation insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by an employee's work. If an employee is injured on the job, the injury must be reported in writing to the supervisor immediately, no matter how minor the injury is, in order for the proper reports to be filled out. Failure to timely report an injury may jeopardize or delay your rights to certain benefits.

ACCIDENTAL INJURY AT WORK

If you have an accident or injury while at work, you must immediately complete the appropriate First Report of Injury with your Manager. These reports should be forwarded to the Benefits Office **within 24 hours after the injury.**

DISTRICT WORK RULES

It is necessary, in order for our District to operate efficiently and safely, that employees observe the rules governing our work environment. The following, while not all inclusive, is a list of employee conduct, performance problems or actions considered violations of district work rules, which may result in disciplinary action, up to and including termination of employment.

1. Unexcused, habitual or excessive absence from work.
2. Frequent, habitual or excessive tardiness.
3. Failure to promptly notify the department of an intended absence.
4. Leaving work before your scheduled shift is completed, without management authorization or visiting areas away from one's work place.
5. Falsification of the time card or violation of the time card policy.
6. Failure to properly perform assigned work.
7. Failing to have overtime authorized by your management.
8. Violation of department's Voice Mail, E-mail and Computer Files Policy.
9. Violation of any additional department or district policies not listed in this handbook.

RUMORS/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, asks your supervisor. Please do not depend 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.

USE OF COMPUTERS/EMAIL/VOICEMAIL

Department provided voice mail, E-mail and computers are to be used for business purposes only, and may not be used for personal business. These systems are maintained by the department in order to facilitate department business. Therefore, all messages sent, received, composed and/or stored on these systems are the sole property of the department.

Department computers should not be used to access on-line data bases or Internet services unless such access is for work related purposes. The department understands that on occasion, employees may need to conduct personal business using computing resources. Such use must be limited to break time and does not excessively use computing and network resources

The department understands that on occasion family members or others may need to leave personal messages on the voice mail system for an employee, and is willing to accommodate this to a limited degree. However, personal use of the voice mail system, which interferes with an employee's work performance, will not be permitted.

Messages or communications on the department's voice mail, E-mail or computer systems are subject to the same policies regarding harassment and discrimination as are any other workplace communications. The department will not tolerate offensive, harassing or discriminatory content. Content that is considered offensive includes, but is not limited to, any message which contains sexual implications, racial slurs, gender-specific comments, or any other statement that offensively addresses someone's age, sex, sexual orientation, pregnancy status, marital status, religious or political beliefs, ancestry, national origin, citizenship or disability.

Employees should have no anticipation of privacy with respect to department provided voice mail, E-mail and computer based communications. Even when a message is erased, it may still be possible to retrieve it from a backup system. Therefore, employees should not rely on erasure of messages to guarantee that a message remains private. The department reserves the right to listen to employee voice mail and read E-mail messages and to access employee computer files to ensure compliance with these rules. This may be done without notice to any employee and in the employee's absence.

Notwithstanding the department right to retrieve and review such material, such material should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve any voice mail or E-mail messages that are not addressed to them.

Employees are prohibited from using passwords without prior department authorization and registration. The existence of a password on voice mail, E-mail or computer systems is not intended to indicate the messages or other communications will remain private.

Employees are prohibited from loading any software onto a department provided computer where such action would violate the software license. Employees are prohibited from loading any software onto a department provided computer without the express approval of their manager or supervisor.

The E-mail system should not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar matter without prior authorization from the department.