# TABLE OF CONTENTS

Welcome Letter ................................................................. 2
At Will Employment ............................................................ 3
Definition of Employees ........................................................ 3
Compensation ........................................................................ 3
Schedule of Payments and Payment Practices .......................... 4
Medical Insurance................................................................. 5
Dental Insurance................................................................. 6
Medical and Dental Eligibility .............................................. 6
Life Insurance....................................................................... 6
Long Term Disability (LTD) Insurance .................................. 6
Insurance Obligation, Duration, Continued Coverage .......... 7
Leave Accruals and Paid Holiday Schedules ............................ 7
Personal Leave .................................................................... 9
Vacation Leave .................................................................... 10
Sick Leave ........................................................................ 10
Child Care Leave.................................................................. 10
Bereavement Leave .............................................................. 11
Jury Duty Leave .................................................................. 12
Unpaid Leave ...................................................................... 12
LILA Employee Childcare Discount ..................................... 12
Workers Compensation Procedures ...................................... 13
School Board Policies and Procedures .................................. 13
Acknowledgement and Receipt (Must sign and return to Human Resources) .............................................. 17
Dear LILA Employee,

Thank you for being an important member of the Lakes International Language Academy staff. We are excited to have you support LILA's mission of preparing tomorrow's critical thinkers and global citizens through language acquisition and inquiry-driven study.

Included on the following pages are important LILA procedures and policies related to Human Resources and Payroll. In addition to reviewing this handbook, one of your responsibilities as an employee at LILA, is to review and abide by the board policies available on the LILA website.

The Human Resources and Payroll staff are available to serve as a knowledge base for your HR and Payroll issues, so you can focus on your designated role at LILA. If we can be of help to you, please feel free to contact us. Our offices are offsite, but we are available on weekdays, year round via email, phone, or scheduled, private online video meetings.

Respectfully,

Tami Cummings - Director of Human Resources
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Phone: 651-464-0771 x207
AT WILL EMPLOYMENT

At will employment means employment can be terminated by the employer at any time with or without cause.

DEFINITION OF EMPLOYEE TYPES

The following definitions are used by the Human Resources department to help determine rates of pay, leave accrual amounts, and benefit eligibility.

Nine (9) Month Hourly: The part-time or full-time employee paid an hourly rate of pay and scheduled to work the same days as the student calendar.

Ten (10) Month Hourly: The part-time or full-time employee paid an hourly rate of pay and scheduled to work between 205-226 days.

Eleven (11) Month Hourly: The part-time or full-time employee paid an hourly rate of pay and scheduled to work between 227-248 days.

Twelve (12) Month Hourly: The part-time or full-time employee paid an hourly rate of pay and scheduled to work between 249-260 days.

Nine (9) Month Salaried: The part-time or full-time employee paid a salary per individual terms of employment and scheduled to work at least 216 days.

Eleven (11) Month Salaried: The part-time or full-time employee paid a salary per individual terms of employment and scheduled to work between 227-248 days.

Twelve (12) Month Salaried: The part-time or full-time employee paid a salary per individual terms of employment and scheduled to work between 249-260 days.

Summer Employees: The part-time or full-time employee paid an hourly rate of pay, and scheduled to work in a seasonal position during the summer months. *(May include some additional days prior to the end of the school year and days after the beginning of the following school year.)*

COMPENSATION

During each fiscal year, and at the commencement of the employee’s work schedule, all employees will be given updated at-will terms of employment to be signed by the employee and the Executive Director or designee. The terms of employment will be in one of the following two formats:

Hourly Salary Schedule:

Employees will be placed in a category based on their position’s job description, and will be placed at an experience level to be determined by the Executive Director or designee.

At the beginning of each new fiscal year, all employees on the hourly salary schedule who were hired prior to January 1 of the current calendar year, will automatically receive an increase to their experience level number by one. When an increase in experience level number results in moving to a higher experience level, a raise in hourly rate will occur at the start of the new fiscal year.
Individual Terms of Employment:

Individual terms of employment are used when determined to be necessary by the Executive Director or program director.

Employees with hourly and salaried rates of pay on individual terms of employment do not have guaranteed annual increases. Rather, all employees on individual terms typically receive a periodic cost-of-living increase as state aid increases allow.

SCHEDULE OF PAYMENT AND DEDUCTION PRACTICES

Pay Dates: Pay day will be the 15th and the last day of each month except when the 15th and/or the last day of the month fall on a weekend or holiday. In those cases, the pay day will be the workday before the weekend or holiday.

Pay Periods: There are two pay periods each month. 1) The first day of the month through the 15th of the month. 2) The 16th of the month through the last day of the month.
  - Hourly employee payments will be for the hours worked in the pay period prior to the date in which the pay date occurs. (Example: June 30th check will be for June 1st - June 15th hours.) This is to allow supervisors time to approve hours and for payroll to process through the bank.
  - Salaried employee payments will equal the employee’s annual salary divided by 20-24 pay periods depending on the number of months scheduled.

Direct Deposit: The employee will be asked to use direct deposit.

Payroll Deduction: Whenever a payroll deduction is necessary for absence without pay, the employee’s hourly or daily rate of pay will be calculated by Payroll. The amount to be deducted will be communicated to the employee prior to the reduction in pay.

Summer Information Booth Pay: From time to time, LILA participates in local events (Marketfest, Arts in the Park, etc.) to promote our programs in Forest Lake and surrounding communities. The rate of pay is $100 per event for the single individual charged with collecting and preparing materials ahead of the event date, transporting the booth and all contents to the event, booth set-up and tear-down, as well as working the booth through the event. The rate of pay is $50 for additional scheduled participants required only for the hours of the event.

MEDICAL INSURANCE

Single Coverage: The School will pay $225.00 of the monthly premium for single medical-hospitalization insurance for the full-time employee who qualifies for and is enrolled in the plan.
Family/Dependent Coverage: The School will pay $262.62 of the monthly premium for family medical-hospitalization insurance for the full-time employee who qualifies for and is enrolled in the plan.

LILA 105 Account (75% / 25%): For the employee electing medical coverage, the School will pay 75% of the first $4,000 of the deductible or out-of-pocket expenses. The School will pay up to $3,000 for a single plan and up to $5,250 for a family plan from this account. The employee will pay up to $1,000 for a single plan and up to $1,750 for a family plan towards deductible or out-of-pocket expenses.

LILA 105 Account (100%): For the employee electing medical coverage, once the LILA 105 Account (75%/25%) has been used, 100% of the remaining insurance deductible will be paid from the LILA 105 Account (100%).

Nice Health Care: The employee electing medical coverage is provided free, unlimited, 24/7/365 access to convenient video visits or in-home care for many common health concerns. NICE is available, free-of-charge, for the employee as well as for anyone residing in the employee’s home, regardless of whether or not they are covered under the rest of the employee’s health insurance plan. There is no cost to the employee and Nice can also provide many frequently used prescription drugs.

Wellbeats Virtual Fitness: This is an online fitness program that offers classes, workout plans and fitness assessments anytime, anywhere. You can access 400+ classes on a personal device. Login to your account at PreferredOne.com and click the Wellbeats button then enter information found on your PreferredOne ID card.

Other Value Added Services: Visit preferredone.com and access MyAccount for additional information on additional services such as Health Risk Assessments, Healthy Mom and Baby, Chronic and Rare Condition Care, and more!

Resources for Enrolled Participants:
- Summary of Benefits and Coverages or Requests for Additional/Replacement Cards can be made at preferredone.com
- Unlimited and free primary care can be accessed at nice.healthcare/schedule or text “startnice.free” to 612-806-0144.
- Account balances can be viewed at AHR.net (American Health Resources)
- Pharmacy claims can be reimbursed at reimburseme@ahr.net.

Eligibility: See the Medical and Dental Eligibility section below.

**DENTAL INSURANCE**

Single, Single +1, or Family Coverage: The School will pay $30 of the monthly premium for dental insurance. Two plan options are offered, Option 1 covers up to $2000 worth of eligible dental expenses but has a smaller provider network. Option 2 covers up to $1000 worth of eligible dental expenses and has a larger provider network.
Eligibility: See the Medical and Dental Eligibility section below.

MEDICAL AND DENTAL ELIGIBILITY

*Full-time employees* scheduled to work 30 or more hours per week and who provide services for the full school year are eligible for medical and dental benefits. In determining eligibility, the extent and duration of employment as anticipated at the time of commencement of employment will govern the employee’s eligibility.

*Part-time employees* scheduled to work fewer than 30 hours per week will not be eligible for medical or dental benefits.

*Mid-year increases to an employee’s work schedule* to 30 hours or more per week will activate a 30-day individual open enrollment period, during which time the employee will become eligible and may enroll in medical and dental benefits.

LIFE INSURANCE

*Life Insurance and Accidental Death & Dismemberment:* The School will purchase a group term life insurance policy, with a minimum benefit amount of $50,000, and an Accidental Death & Dismemberment policy for the employee who works at least 35 hours per week and is eligible to be enrolled in the plan.

LONG TERM DISABILITY INSURANCE

*Long-Term Disability (LTD):* The employee may receive 60% of their earnings up to a maximum monthly benefit of $8,086 in the event of a qualifying disability claim. Benefits may begin after 60 days. The employee pays the cost of the LTD premium and is required to enroll in this plan if eligible (works 750 hours or more). Because the employee pays the cost of the premium, the benefits are not taxed when received in the event of a long term disability. (Untaxed benefits at 60% of earnings is approximately the same take-home pay as an employee’s regular, taxed earnings.) The monthly premium cost of the LTD is .0029 times the employee’s monthly salary.
INSURANCE OBLIGATION, DURATION, AND CONTINUED COVERAGE

Obligation of the School: The School and employee agree that any description of insurance benefits contained in this handbook are intended to be informational only and the eligibility of the employee for benefits will be governed by the terms of the insurance policy purchased by the School. It is further understood that the School’s only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the School as a result of a denial of insurance benefits by an insurance carrier.

Duration of Insurance Contribution: The employee is eligible for School contribution as provided in this handbook as long as the employee is employed by the School. Upon termination of employment, all School participation and contributions will cease on the last day of the month in which employment ends.

Continued Coverage: The employee will be eligible to continue participation in the School group medical hospitalization, medical HRA, and dental, if permitted by COBRA and by the terms of the policy with the insurance carrier, by paying the entire premium for such insurance. COBRA administration and payments will be handled through COBRA Help and American Health Resources. A 2% administration fee will be added to all premium payments while on COBRA to be paid by the enrollee.

LEAVE ACCRUALS AND PAID HOLIDAY SCHEDULES

At the beginning of each fiscal year, or school year, depending on the commencement of the employee’s work schedule, all eligible employees will have their leave credited according to their employee type. Mid-year new hires will have their leave accruals prorated based on their date of hire.

<table>
<thead>
<tr>
<th>Nine (9) Month Hourly</th>
<th>Part-Time (20-29.99 Hours/Week)</th>
<th>Full-Time (30-40 Hours/Week)</th>
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</thead>
<tbody>
<tr>
<td><strong>Sick Leave</strong></td>
<td></td>
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<tr>
<td><em>Max rollover 75 days</em></td>
<td>4.5 days per year (.5 days for each month scheduled to work)</td>
<td>9 days per year (1 day for each month scheduled to work)</td>
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<tr>
<td><strong>Personal Leave</strong></td>
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<tr>
<td><em>Max rollover 5 days</em></td>
<td>1 day per year (.5 days if hired after December 31st during the current school year)</td>
<td>2 days per year (1 day if hired after December 31st during the current school year)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Nine (9) Month Salary</th>
<th>Part-Time (20-34.99 Hours/Week)</th>
<th>Full-Time (35-40 Hours/Week)</th>
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</thead>
<tbody>
<tr>
<td><strong>Sick Leave</strong></td>
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</tr>
<tr>
<td><em>Max rollover 75 days</em></td>
<td>7 days per year (.5 days for each month scheduled to work)</td>
<td>14 days per year (1 day for each month scheduled to work)</td>
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<tr>
<td><strong>Personal Leave</strong></td>
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<tr>
<td><em>Max rollover 5 days</em></td>
<td>1 day per year (.5 days if hired after December 31st during the current school year)</td>
<td>2 days per year (1 day if hired after December 31st during the current school year)</td>
</tr>
<tr>
<td>Ten (10) and Eleven (11) Month Hourly</td>
<td>Part-Time (20-34.99 Hours/Week)</td>
<td>Full-Time (35-40 Hours/Week)</td>
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<tr>
<td><strong>Sick Leave</strong>&lt;br&gt;&lt;i&gt;Max rollover 75 days&lt;br&gt;Not eligible for rollover&lt;/i&gt;</td>
<td>5 or 5.5 days per year (.5 days for each month scheduled to work)</td>
<td>10 or 11 days per year (1 day for each month scheduled to work)</td>
</tr>
<tr>
<td><strong>Vacation Leave</strong>&lt;br&gt;&lt;i&gt;Max rollover equal to one full year of accruals&lt;br&gt;1 month waiting period&lt;/i&gt;</td>
<td>0.425 days / month, years 0-4 0.625 days / month, years 5+</td>
<td>0.85 days / month, years 0-4 1.25 days / month, years 5+</td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td>4 Paid Holidays  -Thanksgiving  -Thanksgiving Friday  -Christmas Day  -New Years Day</td>
<td>7(8) Paid Holidays  -July 4 (if holiday or observed holiday is a scheduled work day)  -Labor Day  -Thanksgiving  -Thanksgiving Friday  -Christmas Day  -New Years Day  -Good Friday  -Memorial Day</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Twelve (12) Month Hourly</th>
<th>Part-Time (20-34.99 Hours/Week)</th>
<th>Full-Time (35-40 Hours/Week)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sick Leave</strong>&lt;br&gt;&lt;i&gt;Max rollover 75 days&lt;br&gt;Not eligible for rollover&lt;/i&gt;</td>
<td>6 days per year (.5 days for each month scheduled to work)</td>
<td>12 days per year (1 day for each month scheduled to work)</td>
</tr>
<tr>
<td><strong>Vacation Leave</strong>&lt;br&gt;&lt;i&gt;Max rollover equal to one full year of accruals&lt;br&gt;1 month waiting period&lt;/i&gt;</td>
<td>0.425 days / month, years 0-4 0.625 days / month, years 5+</td>
<td>0.85 days / month, years 0-4 1.25 days / month, years 5+</td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td>4 Paid Holidays  -Thanksgiving  -Thanksgiving Friday  -Christmas Day  -New Years Day</td>
<td>8 Paid Holidays  -July 4 (or observed holiday)  -Labor Day  -Thanksgiving  -Thanksgiving Friday  -Christmas Day  -New Years Day  -Good Friday  -Memorial Day</td>
</tr>
<tr>
<td>Eleven (11) and Twelve (12) Month Salary</td>
<td>Part-Time (20-34.99 Hours/Week)</td>
<td>Full-Time (35-40 Hours/Week)</td>
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<tr>
<td><strong>Sick Leave</strong></td>
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<tr>
<td>Max rollover 75 days</td>
<td>5.5 or 6 days per year (.5 days for each month scheduled to work)</td>
<td>11 or 12 days per year (1 day for each month scheduled to work)</td>
</tr>
<tr>
<td>Not eligible for rollover</td>
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<tr>
<td><strong>Vacation Leave</strong></td>
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<tr>
<td>Max rollover equal to one full year of accruals 3 month waiting period</td>
<td>9.25 or 10 days / mo., years 0-4 13.75 or 15 days / mo., years 5-9 18.25 or 20 days / mo., years 10+</td>
<td>9.25 or 10 days / mo., years 0-4 13.75 or 15 days / mo., years 5-9 18.25 or 20 days / mo., years 10+</td>
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<td>-Thanksgiving Friday</td>
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<td><strong>LEAVE TYPES</strong></td>
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<td><strong>Personal Leave:</strong></td>
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<tr>
<td>● Requests for personal leave will be made in writing to the principal or program director at least 5 days in advance except in emergencies;</td>
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<tr>
<td>● approval of personal leave may be contingent upon the availability of substitutes;</td>
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<tr>
<td>● personal leave will not be granted during the first 5 days and last 5 days of the school year unless mutually agreed upon by both parties;</td>
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<tr>
<td>● personal leave may not be used during scheduled School in-service days listed on the school calendar unless pre-approved by the principal or program director;</td>
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<td>● personal leave may not be used the day before or after breaks in the school calendar without prior principal or program director approval;</td>
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<td>● personal leave days must be taken in half or whole day increments;</td>
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<td>● personal leave will not be paid out when employment with LILA is terminated either by employee or employer.</td>
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<tr>
<td><strong>Vacation Leave:</strong></td>
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<tr>
<td>● Requests for vacation leave will be made in writing to the Executive Director, principal, or program director at least 5 days in advance except in emergencies;</td>
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<tr>
<td>● approval of vacation leave may be contingent upon the availability of substitutes;</td>
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</table>
• vacation leave will not be granted during the first 5 days and last 5 days of the school year except under very special circumstances (e.g. a sibling’s wedding);
• vacation leave may not be used during scheduled School in-service days listed on the school calendar unless pre-approved by the Executive Director, principal, or program director;
• vacation leave may not be used the day before or after breaks in the school calendar without prior Executive Director, principal, or program director approval;
• vacation leave days may be taken in quarter day increments;
• vacation leave will not be paid out when employment with LILA is terminated either by employee or employer.

Sick Leave:
• The employee using leaves greater than sixty (60) days will not accrue sick leave while on leave, retro to the beginning of the school year;
• leave may be used ahead of actually earning it, up to the total number of days of sick leave carried over from past years, in addition to the leave added to the current year. However, the employee who uses their sick leave that has been credited to their account but before it is actually accrued, then terminates employment at LILA, must refund pay received for sick leave that has not been accrued;
• employees who are new to LILA must report to work at least one (1) day to be able to use any sick leave;
• sick leave may be used for absences due to an illness of or injury to the employee’s child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, grandparent-in-law, or stepparent, for reasonable periods of time as the employee’s attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee’s own illness or injury;
• sick leave may be used for safety leave, as defined in MN Statute 181.9413 (b);
• in the event of concern regarding abuse of sick leave, the School may require that the employee furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay;
• The School reserves the right to require an examination and/or consultation by a qualified physician, selected by the employee from a list of three physicians supplied by the School, as a condition of payment of sick leave under this section, the expense of such an exam and/or consultation to be borne by the School;
• sick leave will not be paid out when employment with LILA is terminated either by employee or employer.

Child Care Leave:
Regular full-time and part-time employees who have been employed by the school at least half-time during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid leave for the purpose of maternity, paternity, adoption, or care of a preschool child provided such parent is caring for the child on a full-time basis.

The employee will be granted a child care leave of absence according to the procedures outlined in this section and the Family and Medical Leave policy #212.

Duration and Types of Leave:
• Paid Leave - For the addition of a child to the employee’s family, through birth or adoption, the employee can use up to 35 days of accrued sick, personal, and/or compensatory leave for days they would have normally worked, during the 12 week leave of absence.
  ○ Sick, personal, and compensatory leave balances must be exhausted before unpaid leave will be granted.
● **Unpaid Leave** - Any leave taken during the 12 week leave of absence not covered by paid leave will be unpaid.
● **Intermittent or Reduced Schedule Leave** - When medically necessary, intermittent or reduced schedule leaves may be granted at the discretion of the Executive Director, principal, or program director. If no medical necessity is determined for intermittent leave or reduced schedule leave, absences will be consecutive days following the qualifying event and all absence days will be taken within the same school year.
● **Both Parents Work at LILA** - In two-parent families, both parents work at LILA and both are eligible for leave, the two parents are entitled to only 12 weeks of leave combined.

*Requests for Child Care Leave:* All requests are to be made in writing to the School Executive Director, principal, or program director

● The pregnant employee will submit a leave request no later than the end of the sixth month of pregnancy.
● The non-birthing employee will submit a leave request no later than 90 days in advance of the commencement of the leave.
● Employees requesting leave for adoption, will submit their leave request as soon as practicable.
● Employees requesting leave for care of a preschool child under FMLA, will submit their leave request as soon as practicable under the circumstances.
● The employee will include the following in the submitted leave request: commencement date, return date, and amounts of sick, personal, and unpaid leave days to be used during leave.

*Approval of Requested Child Care Leave:* The effective beginning date of such leave and its duration will be determined by the School Executive Director, principal, or program director after reviewing each case on its individual merits, taking into consideration the following:

● the continuity of the instructional program for the students. Child care leave dates should normally coincide with the start of the school year or the beginning of a marking period;
● the desires of the employee;
● the specific employment duties of the employee;
● the health and welfare of the employee or unborn child;
● the recommendation of the employee's physician;
● any other relevant criteria.

*Bereavement Leave:*

● In the case of death in the immediate family (“immediate family” will mean the employee’s spouse, child, parent, brother or sister) up to 5 days will be allowed per death without deduction in pay.
● In the case of death in the close family (“close family” will mean the employee’s aunt, uncle, mother-in-law, father-in-law and grandparents) up to 2 days will be allowed per death without deduction in pay.
● In the case of any relative not listed elsewhere or a close friend, 1 day will be allowed per death without deduction in pay.
● Days granted under this Section will not be deducted from sick leave. The particular amount of leave permitted under this section will be at the discretion of the School Executive Director, principal, or program director depending upon the circumstances surrounding the death.
**Jury Duty Leave:**

- The employee who serves on jury duty will be granted the day or days necessary, as stipulated by the court, to discharge this responsibility without any salary deduction or loss of basic leave allowance.

**Unpaid Leave:**

- Unpaid leave may be granted only after all personal leave is exhausted.
- Unpaid leave will be calculated based on the employee’s daily rate and a deduction of salary will be made through payroll.

**LILA EMPLOYEE CHILDCARE DISCOUNT**

The LILA employee childcare discount has been approved by the school board and is in effect as of September 15, 2014.

All LILA employees scheduled to work 30 or more hours per week, will receive a 50% discount rate on their childcare tuition during the times they are scheduled to work. Employees scheduled to work at least 20 hours per week, but less than 30 hours per week will receive a 25% discount rate on their childcare tuition during the months they are scheduled to work.

The maximum discount per account will be for 50% off full time tuition for one of the enrolled children. Families with two or more children will only receive the 50% discount for one child’s tuition.

All registration, late payment, or returned check fees will be charged at the standard rate - no discounts.

**Summer Tuition:**

- Twelve (12) month employees will receive the Explorer Club employee discount during the summer.
- Nine (9) month employees will not receive the childcare discount in the summer, unless employed and working in the district during the summer months.

The total discount amount will be reflected on your check stub under non-wage taxable income as well as on your W-2 tax form.

**Children of Employees During Work Hours:**

- Children in 1st grade and younger may not be left in classrooms or parent's office space unsupervised for longer than fifteen minutes
- Students in 1st grade or younger must be supervised by a third party (adult) during meetings.
- Children may not attend meetings.
- Children 2nd grade or older may be unsupervised in their parent’s work space if they are able to do so independently. They must be supervised by a third party (adult) if they are unable to stay in the parent’s space independently.
- Inservice days - Children are not allowed to be at school during inservice days.

Any exceptions to guidance in this section will be at the discretion of the Executive Director, principal, or program director and will be for a single occurrence; exceptions are not to be made in lieu of an employee’s arranging appropriate child care that meets the needs of their child(ren) and the school.
WORKERS COMPENSATION PROCEDURES

Steps to take after an injury to an employee:

1 - If it's an emergency, call 911 or get the employee to an emergency care facility.

2 - For all non-emergency injuries, the employee and his or her supervisor are to call the SFM (LILA's workers compensation insurance company) Work Injury Hotline together immediately at (855) 675-3501. If no supervisor is available, the employee can call alone. The registered nurse who answers the phone will give the injured employee a treatment recommendation, and report the injury to SFM. If the injured employee would like a copy of the claim report, visit sfmic.com and log on to CompOnline (Registration is required.)

3 - The SFM claims coordinator/nurse will help arrange for medical treatment following an injury.

Steps to take when an employee returns to work after an injury requiring medical attention:

1 - LILA supports bringing injured employees back to work, as soon as they are medically able, to a position compatible with any physical restrictions they may have.

2 - When returning to work after medical care of a work-related injury, an employee must provide a Report of Workability letter from the employee’s physician stating whether or not the employee may return to work, with or without physical restrictions. The letter is to be given to the employee’s supervisor and then submitted to the Human Resources department to be filed in the employee’s medical personnel records.

3 - The supervisor will determine if the current positions may be modified to fit the medical limitations of the injured employee. If this is not possible, temporary transitional jobs may be made available either in the employee’s department or through a temporary assignment with another department.

SCHOOL BOARD POLICIES AND PROCEDURES

The LILA Board of Directors has developed, reviewed, and approved academic plans and policies for the safe, efficient, and fair operation of the school. These documents are periodically reviewed and updated as necessary.

PLANS & PROCEDURES

Bloodborne Pathogen Program
Employee Right to Know Program
2017 Annual Report and World’s Best Workforce Report
World’s Best Workforce Plan
World’s Best Workforce Annual Meeting - MDE
Local Literacy Plan (PDF)
POLICIES

School Board

102: Drug Free Workplace
104: Gifts to Employees
106: Speakers
108: Fixed Assets
110: Internal Control
114: General Accounting Principles
116: Depository and Electronic Transfers Authority
118: Valuation of Contributed Capital Assets
120: Sale, Theft, or Damage of Fixed Assets
122: Student Enrollment
124: School Director Succession
126: Public School Fees
128: Fund Balances
130: Document Retention and Destruction
132: Data Practices - Requesting Public Information
134: Data Practices - Requesting Student Information
136: Consent Agenda
138: Code of Ethics for Board Members
140: Investments and Deposits
142: Early Entrance Procedures for Kindergarten and First Grade

Personnel

202: Discipline of School District Employees
204: Background Checks
205: Employee Disability Nondiscrimination 504 Plan
206: Employee Publications
208: Employee Right to Know - Hazardous Substances
210: Equal Employment Opportunity
212: Family and Medical Leave
214: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
216: Multicultural, Gender-Fair, Disability
218: Public and Private Data
220: Purchasing Guide
222: Subpoena of a School Employee
224: Expense Reimbursement
226: Employee Policies
228: Credit Card User
230: Whistleblower Protection
232: Conflict of Interest
234: Employee Computer Use
236: Anti-Nepotism
238: Federal Procurement
240: National Emergency Sick Leave Donation
242: Employee Health Insurance

Students

302: Anti-Bullying
304: Chemical Use and Abuse
306: Student Disability Nondiscrimination Under Section 504
308: Student Discipline
310: Equal Educational Opportunity
312: Harassment and Violence
314: Hazing Prohibition
316: Internet Acceptable Use and Safety
318: Interrogation of Students by Non-School Personnel
320: Weapons
322: Search of Student Lockers
324: Smoke and Tobacco Free Environment
326: Students and Employees with Infectious Diseases
328: Transportation of Pupils
330: Use of Student Data
332: Student Attendance
334: Pledge of Allegiance
336: Inclusive Education Plan
338: Wellness
340: Field Trips
342: Student Participation in Academic Competitions
344: Administering Medication
346: After-School Dismissal
348: Student Organizations
350: Graduation Requirements
352: Credit for Learning Credit for Learning
354: Service Animal Policy
356: Academic Recognition Policy
358: Dress Code Policy

Instruction

402: Controversial Issues

Community

502: School Visitors
504: Distribution of Non-School Literature
506: Community Use of Facilities
508: Out of State Students
510: Media Acquisition
512: Crisis Management
514: Memorials for Deceased Students and Staff

BYLAWS

Lakes International Language Academy Bylaws
I understand and agree that nothing in the Employment Handbook (Non-Teaching) creates, or is intended to create, a promise or representation of continued employment and that employment at Lakes International Language Academy is employment at-will, which may be terminated at the will of either Lakes International Language Academy or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies or practices contained in this handbook and any revisions made to it.

The school reserves the right to make modifications to this handbook during the school year.

________________________________________
Employee's Signature

________________________________________
Employee's Name (Print)

____________________
Date