

Employee Handbook
Independent School District
#885 St. Michael – Albertville
Public Schools
Excellence is Our Tradition



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St Michael – Albertville Public Schools

Mission Statement

The mission of District 885 is to provide a safe educational environment where students are encouraged to develop lifelong learning skills which nurture positive attitudes and self-worth.

This will be accomplished when all graduates function as:

- Self-directed Learners who set goals and who develop and manage a process for achieving these goals.
- Purposeful Thinkers who think critically and creatively and who use inquiry and problem solving skills.
- Effective Communicators who read, write, and speak English fluently, who work well independently and in groups, and who use the tools of technology to access, process, and communicate information.
- Responsible Citizens who show respect for themselves and others.

Preface

The information contained in this handbook is subject to change at any time without notice. This is not an employment contract and does not create a contractual obligation of any kind. Independent School District #885 follows policy, collective bargaining agreements as well as State and Federal laws.

School board policies and staff forms can be accessed via our website at www.stma.k12.mn.us.

Equal Employment Opportunity Employer

It is Independent School District 885's policy to provide equal employment opportunity for all applicants and employees. 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, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees.

The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedure for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment. It is the responsibility of every school district employee to follow this policy. Any person having any question regarding this policy should discuss it with the Superintendent. Reference School Board Policy #401

Bullying Prohibition

Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Work Schedule and Time Off

Specific work days and hours are determined by your direct supervisor. Requests for additional time or time-off should be approved by your supervisor in advance. All time off should be recorded in Skyward Employee Access which is available from our website. You will be provided a login and password upon completion of your employment papers.

Leave without pay shall not be granted by the district except in situations that are considered to be “once in a life time” occasions or are required by federal or state law. Failure to receive approval by the superintendent for leave without pay may result in discipline up to and including termination from employment with the district.

Hourly employees: Prior to working any extra hours, approval from your supervisor is **required**. An explanation for extra time must be entered in True Time.

Storage of Personal Items on/in School District Property

School district lockers and storage areas, including locking desk drawers and/or locking cabinets, remain the property of the school district. ISD 885 reserves the right, at all times, to have authorized personnel conduct searches or inspections of employee lockers or storage areas. There is no general or specific expectation of privacy for items stored on/in school district property. If an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, the lock or key shall be provided by the district; no employee shall place a personal lock on the property of the district. Storage of items on school district property in violation of any school board policy will be subject to the disciplinary process.

Expense Reimbursement

Requests for reimbursement must be itemized on our check request form and signed by the designated administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required material, parking fees and other reasonable and necessary school district business-related expenses.

All requests for reimbursement except mileage must include one of the following items as proof of payment:

- A receipt with company name, date & dollar amount paid.
- A copy of the front and back of the canceled check. Or a copy of the check before it is sent **plus** a copy of the bank statement showing that the check has cleared your bank.
- A copy of your credit card statement showing the payment.
- Certificate of completion **plus** registration material showing cost of workshop.
- Copy of grades/transcripts **plus** registration material showing cost of class.

Online ordering: please provide a printed copy from the vendor confirming your order **and** showing the payment transaction. We cannot accept an order confirmation or screen printed copy of your order that does not show your payment.

Automobile travel shall be reimbursed at the current mileage rate set by the school board. Requests for reimbursement for mileage must be submitted no later than three months of the date of travel; in district travel will be reimbursed according to the district mileage chart. 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.

Reference School Board Policy #412.

Tax Sheltered Annuities

Employees of ISD #885 may sign up for Traditional pretax or ROTH after tax payroll deductions with Aspire Financial Services. Employees must use an approved 403(b) representative. For a list of current approved representatives, go to the district website under staff/retirement. Certified staff, coordinators and administrators are eligible for a district matching contribution per their current contract.

Teachers Retirement Association

All certified employees are required to contribute to TRA through payroll deductions at the current rate. The district will match the certified employee's contribution at the current match rate.

Teachers Retirement Association
60 Empire Dr, Ste 400
St Paul MN 55103-4000 651-
296-2409 or 800-657-3669
www.tra.state.mn.us

Public Employees Retirement Association

Support employees, making over \$425 per month in gross wages, are required to contribute to PERA at the current rate. The district will match all support employees contributions at the current match rate.

Public Employees Retirement Association
60 Empire Dr, Ste 200
St Paul MN 55103-2088 651-
296-7460 or 800-652-9026
www.mnpera.org

Family Medical Leave Act

Employees may be eligible for leave under the Family and Medical Leave Act. Eligible employees are entitled to a total of 12 weeks of unpaid leave in a rolling 12-month period measured backwards (a) because of the birth of a son or daughter of the employee and in order to care for such son or daughter, (b) because of the placement of a son or daughter with the employee for adoption or foster care, (c) in order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition, (d) because of a serious health condition that makes the employee unable to perform the functions of the position of such employee, (e) for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation. Eligible employees are also entitled to a total of 26 weeks of unpaid leave in a rolling 12-month period measured backwards when the eligible employee is needed to care for their spouse, son, daughter, parent or next of kin who is a current member of the Armed Forces with a serious injury or illness.

Employee Compensation

Employees shall be paid through electronic payroll deposit. Paychecks will be deposited on the 15th and 30th of the month. If the 15th or 30th lands on a Saturday or Sunday, they will be deposited on the Friday before.

Certified staff will have the choice of receiving his/her annual compensation in 20 or 24 installments. Certified staff wishing to receive his/her annual compensation in 24 equal installments must notify the District's Business Office by September 1 of each year.

Permanent employees will not receive an advice of deposit (check stub). Your check stub, previous years' W-2s, exemptions and check history information is accessible through the Skyward Employee Access link on our website www.stma.k12.mn.us.

Harassment and Violence

It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

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

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. Reference School Board Policy #413.

Child Abuse/Neglect

It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect, or physical or sexual abuse.

It shall be a violation of this policy for any school personnel 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 neglected, or physically or sexually abused within the preceding three years. Reference School Board Policy #414.

Employee Right to Know

It is the policy of the school district to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent, or infectious agent. Reference School Board Policy #407.

Security Badges

Security badges must be worn at all times when an employee is in any part of a school building. Any staff member who sees another person 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 procedure.

Video Surveillance

Independent School District 885 uses internal & external video surveillance for all district facilities.

Door Security Procedures

All school buildings shall remain locked during normal school hours. Anyone not employed by the District shall be required to state the reason for their entrance before they will be allowed into the building and shall immediately report to the office for a visitor's badge.

Personal Leave

When can I use personal leave?

Certified Staff: Personal leave will be approved for the first 3 teachers or up to 6%, whichever is higher from each building on any given day, except buildings with 25 or fewer teachers where the limit is 2 or except in case of emergency. Personal leave shall NOT be granted for the first 10 or last 2 days of teacher duty except in emergency situations or major life event. Examples include, but are not limited to: taking a child to college, military deployment, weddings, major anniversaries.

12 Month Support Staff: Personal leave will be approved for situations that arise requiring the employees personal attention which cannot be attended to when school is not in session and which do not fall under another time off code. Personal leave shall NOT be granted for the first 10 or last 5 days of teacher duty days except in emergency situations.

Example of Legitimate Requests for Support Staff Personal Leave:

Closing procedure for sale or purchase of home

Urgent legal matters when a party to the proceeding

Required religious observance

Special and/or required examinations administered by a college, university, and/or post secondary institution of higher learning (e.g. trade schools, vocational schools, technical schools)

Wedding in the immediate family

Emergency causing serious physical damage to residential property

Father present at childbirth

Attendance to child's or grandchild's school sponsored event

Per Section 9.6 Inclement Weather Days

Example of Situations Which Will Not Receive Approval of Support Staff Personal Leave:

Personal recreation activities

Interviews and/or examinations for other positions outside of the system

Convention attendance with spouse

Activities which are for profit or pay

By entering your personal leave request in Employee Access, you are agreeing to the terms of your contract and stating that you are using personal leave for only an approved reason stated above.

How many personal days may I use in one fiscal year?

Certified Staff may use up to 5 personal days in one year.

12 Month Support Staff may use up to 2 personal days per fiscal year.

How do I request personal leave?

Certified and 12 Month Support staff should request ALL personal leave in Employee Access **3 days prior** to the requested day except in emergency situations and snow days.

The amount of personal leave you request should be calculated by subtracting your scheduled hours for the requested day less the hours you plan to work for the requested day. Do not include unpaid lunch breaks when calculating your scheduled hours.

Can I request personal leave for a partial day?

Certified Staff: may only use personal leave in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full day increments. If you will not be gone in exactly one of these increments, please request your leave at the next highest increment listed. Part time certified staff should use the hours they are scheduled for on the day of their personal leave to calculate partial days.

12 Month Support Staff: may use personal leave in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full day increments. Please request only the hours you will be gone but no more than your regular scheduled daily hours minus unpaid lunch. Adjustment will be made to your personal leave at the end of the month for time not requested in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full days. If you will be gone for less than a $\frac{1}{4}$ day, $\frac{1}{4}$ day will be deducted from your personal leave; if you will be gone more than $\frac{1}{4}$ day but less than $\frac{1}{2}$, $\frac{1}{2}$ will be deducted from your personal leave; if you will be gone more than $\frac{1}{2}$ day but less than $\frac{3}{4}$, $\frac{3}{4}$ will be deducted from your

Sick Leave

Definition: Sick leave may be used to care for yourself or your dependent child because of illness or medical appointments per Minn. Stat. §181.9413; or up to 160 hours of accumulated sick leave may be used in a 12-month period pursuant to Minn. Stat. § 181.9413 for your adult child, spouse, parent, mother-in-law, father-in-law, grandchild, grandparent, sibling, or stepparent for reasonable periods of time when employee's attendance may be necessary. Medical certification from the employee's adult child, spouse, parent, grandparent, sibling or stepparent's medical provider as to the reasonableness of time off and necessity of employee's attendance is required for any absence beyond the first three absences in the prior 12 months.

Any time requested beyond available sick leave (capped at 160 hours/year for adult children, spouses, parents, grandparents, siblings or stepparents) for sick leave use is subject to the district's no pay policy and/or state or federal law.

The definition of a Dependent Child follows Minn. Stat. § 181.940: An individual under 18 years of age or an individual under age 20 who is attending secondary school.

Time Off Code:

Uses:

Sick leave

Use this code to request leave when you are sick or need to attend a medical appointment that cannot be scheduled during after work hours.

Sick dependent child

Use this code to request leave to care for your sick dependent child (see definition above) or to attend his/her medical appointments that cannot be scheduled during after work hours.

Sick spouse

Use this code to request reasonable medically necessary leave to attend to your sick spouse that cannot be scheduled after work hours. Per Minn. Stat. § 181.9413. ****Requires Superintendent approval.***

Sick adult child

Use this code to request reasonable medically necessary leave to attend to your sick adult child that cannot be scheduled after work hours. Per Minn. Stat. § 181.9413. ****Requires Superintendent approval.***

Sick parent

Use this code to request reasonable medically necessary leave to attend to your sick parent that cannot be scheduled after work hours. Per Minn. Stat. § 181.9413. ****Requires Superintendent approval.***

Sick stepparent

Use this code to request reasonable medically necessary leave to attend to your sick stepparent that cannot be scheduled after work hours. Per Minn. Stat. § 181.9413. ****Requires Superintendent approval.***

Sick mother/father-in-law

Use this code to request reasonable medically necessary leave to attend to your sick mother/father-in-law that cannot be scheduled after work hours. Per Minn. Stat. § 181.9413. ****Requires Superintendent approval.***

Sick grandchild

Use this code to request reasonable medically necessary leave to attend to your sick grandchild that cannot be scheduled after work hours. Per Minn. Stat. § 181.9413. ****Requires Superintendent approval.***

Sick grandparent

Use this code to request reasonable medically necessary leave to attend to your sick grandparent that cannot be scheduled after work hours. Per Minn. Stat. § 181.9413. ****Requires Superintendent approval.***

Sick sibling

Use this code to request reasonable medically necessary leave to attend to your sick sibling that cannot be scheduled after work hours. Per Minn. Stat. § 181.9413. ****Requires Superintendent approval.***

Bereavement Leave

For purposes of bereavement leave your immediate family consists of:

Child	Brother	Spouse's Child	Spouse's Brother
Parent	Sister	Spouse's Parent	Spouse's Sister
Grandparent	Spouse	Spouse's Grandparent	
Grandchildren		Spouse's Grandchildren	

**Please put relationship to you in the description column in Employee Access*

Time Off Code:	Uses:
Bereavement immediate family	<p>Use this code for the first 3 days of bereavement leave for the immediate family members listed above.</p> <p>*This code will not be deducted from your sick leave</p>
Bereavement immediate family over 3 days	<p>Use this code when requesting your 4th or more day(s) of bereavement leave for immediate family in one fiscal year</p> <p>*Requires Superintendent Approval</p> <p>*Your first 3 days should be requested under bereavement immediate family (see above).</p> <p>*This code will be deducted from your sick leave</p>
Bereavement non-immediate family	<p>Use this code for all days requested to attend services for anyone not listed above.</p> <p>*Requires Superintendent Approval</p> <p>*This code will be deducted from your sick leave</p>

Frequently asked questions:

When and how do I request bereavement leave?

Please request all bereavement leave in advance when possible on Employee Access. In cases where you will be out the same or next day, please call your supervisor and then request the leave on Employee Access.

Who approves my bereavement leave?

All bereavement leave requests will be approved first by your supervisor and then by the superintendent.

Can I use bereavement leave to go to the hospital to be with my sick grandmother?

Bereavement leave cannot be requested for time gone from work prior to the death. Time off for immediate family who are sick; should be requested as sick, personal or no pay.

When is bereavement leave deducted from my sick leave?

The first three days of bereavement leave for your immediate family are not deducted from sick leave. All other bereavement leave will be deducted from sick leave on the last day of the month in which you took the leave. That process is run in the first few days of each month for the prior month.