

ST. CROIX LUTHERAN ACADEMY
EMPLOYEE HANDBOOK



Updated – September 2024

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PRINCIPLES OF EMPLOYMENT

Welcome

Welcome to St.Croix Lutheran Academy (SCLA). We are delighted that you have chosen to join our school and hope that you will enjoy a long and successful career working with us, helping to provide a Christ-centered education so that our students are prepared for success in this life and for eternity. Our school is a member of the Wisconsin Evangelical Lutheran Synod (WELS), and we teach, work, and live in accordance with church doctrine.

You are joining a school that has a reputation for outstanding academics, faith, and community. Employment with our school is more than just a job; it is service to our church and active participation in the mission that Jesus Christ our Lord gave us to share His message of love and salvation.

The policies contained in this handbook are meant to provide a general framework for employment with the school. They are not all-inclusive, and when unique circumstances arise the school administration will provide direction on a case-by-case basis. The school may revise this handbook at its sole discretion, at any time, without prior notice. These policies, procedures, and benefits supersede any that may have been communicated orally or in previous handbooks and apply to all employees unless otherwise indicated. The synod's procedures related to "called" workers always supersedes policies in the Employee Handbook.

If you have questions, feel free to ask your supervisor or human resources.

WELS Mission Statement

As men, women, and children united in faith and worship by the Word of God, the Wisconsin Evangelical Lutheran Synod exists to make disciples throughout the world for time and for eternity, using the gospel in Word and sacrament to win the lost for Christ and to nurture believers for lives of Christian service, all to the glory of God.

SCLA Mission Statement

Educating the total student- spiritually, intellectually, and physically- in a caring, Christian family community.

SCLA History

Although the inspiration for the foundation of St. Croix Lutheran High School goes back to January 1957, the Twin City Lutheran High School Association was not officially formed until June 1958. At that time the first instructor, who also served as the first Principal, was called, and classes for the first academic year, 1958-59, were conducted in the basement of Saint James Lutheran Church, West St. Paul.

In 1960, the student body and faculty moved into the first permanent school building on the campus at 110 Crusader Avenue, West St. Paul. In 1965, the second building, containing additional classrooms and gymnasium, was erected. These two units were combined with the addition of a library and multi-purpose room in 1975. During December 1978, the science room facility was expanded to include several laboratory stations.

In 1990, the physical expansion of St. Croix took a dramatic new turn. A major fundraising/expansion campaign was inaugurated, with the goal of completing much needed expansion and renovation of the existing facility. The price tag was high and fervent prayers were directed to our omnipotent Lord to make this vision possible. Midway through the campaign the Lord answered our prayers in a wonderful way. Archbishop Brady High School, located two miles northeast of the Crusader site, was closed and placed on the market for sale. Because the Brady school was much larger and met all our current and future needs at a cost substantially less than expanding the Crusader site, the purchase of the new campus on Oakdale Avenue was completed in April 1992.

After thousands of hours of work by hundreds of volunteers and with the necessary contracted work completed by professionals, the Oakdale Avenue site was renovated and remodeled, and a beautiful “new” and expanded St. Croix was ready for the first day of school in September of 1992. Campus improvement and expansion continues to take place. New outdoor athletic facilities were added in 2002. A chapel addition was completed in January 2005.

St. Croix Lutheran Middle School began its first academic year on August 31, 2009. Grades 6 – 8 had an enrollment of 30 students, a faculty of three, including the Director of the Middle School, and one administrative assistant/office manager.

A new 152 bed residence hall was opened in 2015 to provide onsite housing for both regional and international students. Since then, enrollment has diversified to encompass students from six continents.

In 2021, the campus welcomed students back to school with a dedicated fine arts wing that included band and choral classrooms and individual practice facilities. The 350-seat auditorium renovation was completed in 2023 to provide a refreshed space for drama, musical and special events.

The Lord has truly blessed the devotion to Christian education of the founding fathers and those who took up their lead. May the devotion and concern of the present and future generations continue to provide for this ongoing ministry to young people who already know Jesus, as well those that don't.

SCLA Core Values

The school holds to the following core values:

- **BIBLICAL WORLDVIEW** – We believe that the Bible is God's unchanging truth, the foundation for all learning and life, and the message of God's saving grace for all.
- **COLLEGE PREPARATION** – We challenge and support students and staff to develop and utilize their God-given gifts to become productive leaders in the school, church, and local/international community.
- **EXCELLENCE** – We pursue excellence in all aspects of Christian education – academics, athletics, and the arts to the glory of God.
- **GLOBAL** – We embrace the culturally diverse backgrounds, perspectives, and gifts of individuals to enrich excellence and to enable one's personal ministry.
- **STUDENT FOCUSED** – We recognize all students are unique, and we strive to put their needs first, as we help them develop spiritually, academically, physically, socially and emotionally.

Employment at Will

Employment at the school is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Executive Director. This means that either the employee or the school may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period. In addition, no school representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period.

Equal Employment Opportunity

The school provides equal employment opportunities to all qualified persons without regard to race, color, creed, religion, ancestry, national origin, citizenship, sex, marital status, age, disability, genetic information, service in the military, or any other characteristic protected by applicable law that do not violate the faith or doctrine of the WELS. Employment practices are intended to ensure that all individuals are recruited, hired, assigned, advanced, compensated, and retained based on their qualifications. Exceptions to this non-discrimination policy may be necessary when based upon a bona fide occupational qualification, following the faith and doctrine of the WELS.

Americans with Disabilities Act (ADA)

Our school is committed to the fair and equal employment of individuals with disabilities under the ADA. It is our policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation imposes an undue hardship on the school. The school prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from school administration and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The school then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodation. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

The school prohibits harassment or discrimination based on disability or because an employee has requested reasonable accommodation. The school prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Reporting Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Employment at Our School

Employment at our school is substantially different from secular employment. All school employees, both called and non-called, are expected to serve and support the mission of our school, working and living as examples to our students of faithful Christians. For this reason, all employees must conduct themselves in a manner that is consistent with and supportive of the mission, purpose, and doctrine of the WELS. Employee behavior must not violate the faith, morals, or doctrinal teachings of the WELS. Although specific positions may not require that the employee be a member of the WELS, all employees are expected to respect the WELS doctrine and faith. Conduct that is inconsistent with the faith, morals, and doctrinal teachings of the WELS is grounds for disciplinary action, up to and including immediate termination.

Our school is in affiliation with the Wisconsin Evangelical Lutheran Synod (WELS). To learn more about the WELS, visit www.wels.net. However, our school is a separate legal entity from the WELS. Employees of the school are not employees of the WELS.

Ethical Standards

Employees of the school must act in an honest, forthright, and ethical manner, treating others with respect, and behaving consistently with the WELS principles. Employees must act with high ethical standards and personal integrity, and act in accordance with the primary function of our school always, which is to serve Christ by doing His will. Actions that violate this conduct policy include, but are not limited to:

- Unauthorized possession of a co-worker's property
- Immoral or unethical conduct when such conduct has an adverse impact on the school
- Possession of unauthorized weapons on premises
- Falsification of employee or school record
- Misappropriation of funds or other assets of school
- Sale, possession, or use of illegal substances
- Reporting for work or engaging in work under the influence of alcohol, marijuana, or illegal substances
- Insubordination
- Any conduct that conflicts with the school's mission; and
- Abuse or harassment in any form, directed at supervisors, subordinates, co-workers, visitors, or those served by the school

Our WELS Faith

Our school is a school of the WELS. We believe that the Bible is the final authority in all matters of doctrine, and that it is fully inspired by God and without error. The Apostle's Creed, Nicene Creed, and Athanasian Creeds are the primary creedal statements of our faith and summarize our faith well. In addition, we wholeheartedly subscribe to the Lutheran Confessions. At times, the WELS also issues doctrinal declarations, formally endorsed by the synod, with the purpose of clarifying and affirming the truth. These declarations set forth what God's Word says about critical issues of our time. Our religious beliefs, including the doctrinal declarations, are stated at the WELS website, available at www.wels.net/about-wels/what-we-believe.

Called Workers – Principal, Teachers and Others

Many of the job positions at our school require that individuals receive a call to serve. The calling body follows a set of WELS guidelines for the call process. The calling, employment, and dismissal of called workers will be in accordance with the guidelines and doctrine of the WELS.

Called workers include teachers, the Principal, and other positions as designated by school leadership. Called workers at our school are recognized as having a duty to train and teach every child according to God's command. It is not merely the calling body that calls a worker to our school, God himself does. Called workers must faithfully provide for the spiritual and intellectual growth of our students.

These considerations move the divinely called teacher to consecrate himself to the noble work. Be ever concerned and mindful of the duty and privilege to teach children the way of salvation and to train students to walk in the ways of the Lord (Proverbs 22:6). Work may not be envied or sought after by the world, neither will it be justly rewarded, but there is a much bigger reward waiting for you in heaven (Matthew 16:27).

To receive a call or be hired as a faculty member, a worker must have these basic qualifications:

- Be a WELS/ELS member in good standing.
- Lead a life that is not contrary to doctrinal beliefs in the Bible.

In addition, teachers must:

- Be educationally trained having passed an accredited teacher training program.

EMPLOYMENT RELATIONSHIP POLICIES

Recruitment and Selection

The school's recruitment and selection process are intended to attract, select, and retain qualified applicants and employees, while complying with local, state, and federal laws. The hiring process consists of numerous steps that include some or all of the following: employment position requisition, position posting, internal transfers, interviewing, reference and background checks for external candidates and employment offers.

Criminal History Background Check

The State of Minnesota in Statute 123B.03, requires that criminal history background checks be conducted for all employees of a school. St. Croix Lutheran Academy complies with this statute. All employees in either called or non-called positions, as well as regular volunteers who are in contact with students during the school days (i.e. library assistants) are subject to criminal history background checks by the Minnesota Bureau of Criminal Apprehension or the Federal Bureau of Investigation (for non-state residents). All offers of employment are contingent upon consenting to a statutory background check and results, which allow the administration of SCLA to conclude that the individual has no impediments to employment. Any background information received after employment commences indicating that the employee cannot be employed by SCLA will result in immediate termination of employment.

It is the policy of SCLA to subject every employee to a background check once every 4 years. The Business Office will maintain a list that allows for ¼ of the employees to have a background check each year. Volunteers will be reviewed annually.

Employment Classification

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the school classifies its employees as shown below. The school may review or change employee classifications at any time.

Exempt. Exempt employees, as defined by the Fair Labor Standards Act, are typically paid on a salary basis and are not eligible to receive overtime pay. Teachers and called workers are exempt.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular and Temporary Employees

Regular - Employees who are not in a temporary status work 40 hours per week and maintain continuous employment. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program. If it is less than 40 hours a week, benefits will be calculated at the same rate as full-time benefits, but pro rata to actual work hours.

Temporary - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the school's full-time or part-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Generally, temporary employees are not eligible for benefits.

Full-Time Equivalent (FTE)

Full-time equivalent (FTE) is a unit that indicates the annual workload of an employee that is comparable across various contexts. An FTE of 1.0 is equivalent to a full-time worker, while an FTE of .50 signals half of a full workload. The school uses FTE and weekly FTE to determine benefit eligibility, holiday pay, PTO accrual rate, and leave programs.

To calculate FTE, divide the number of hours scheduled annually by a full workload (40 hours per week, 52 weeks per year).

For example:

- a) A 12-month, 40 hour per week employee will have a 1.0 FTE
- b) A 12-month, 32 hour per week employee will have a .80 FTE
- c) A 9-month, 40 hour per week employee will have a .75 FTE

Similarly, weekly FTE is the normal number of hours scheduled per week divided by a full workload (40 hours per week).

For example:

- a) A 12-month, 32 hour per week employee will always have a .80 FTE
- c) A 9-month, 40 hour per week employee will have a 1.0 weekly FTE during those 9 months and a 0.0 FTE during the three months off

Full-time and Part-time Employees, for benefit purposes.

Full-time employees are scheduled to work 40 hours per week with a scheduled work year of at least 9 months

Part-time employees are those who are scheduled to work fewer than 40 hours per week or fewer than 9 months per year

Position Descriptions

Every position in the school shall have a position description, which typically will include: the position title; whether the position is full-time or part-time; the average number of hours, and days of the week, the job normally requires to be worked; whether the position is exempt or non-exempt; the title of the position(s) to whom the person will report; general duties of the position, and; the essential functions of the posted position in compliance with the Americans with Disabilities Act.

Workweek and Schedule

The school is typically open from 7:30 to 3:30, Monday through Friday during the school year. The school's workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. For each eight-hour workday, employees are entitled to 30 minutes of unpaid time off for meals and 30 minutes in paid break time. Any non-exempt employee who is required by their supervisor to work through a meal break will be paid for the 30-minute period. Individual work schedules and break times may vary depending on the needs of each department.

Time Records

All nonexempt employees are required to complete accurate daily reports through our payroll service showing all time worked (excluding lunch periods). These records are used to calculate regular and overtime pay. You must be logged in to perform work on behalf of the school. This includes reading and responding to school related communication. Altering, falsifying, or tampering with time records is prohibited and may result in discipline, up to and including termination. Any errors in the time record should be reported immediately to human resources for correction.

Overtime

When necessary to meet school needs, employees may be asked to work overtime. Overtime is actual hours worked more than 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 worked in a single workweek. Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in writing in advance by the employee's supervisor and human resources. Unapproved overtime may result in disciplinary action.

Safe Harbor for Exempt Employees

The school does not make improper deductions from the salaries of exempt employees and complies with applicable state and federal laws. Employees classified as exempt from the FLSA's overtime pay requirements will be notified at the time of hire or change in position. The employee's salary will be a predetermined amount that is not subject to deductions for variations in the quantity or quality of the work performed.

An employee's salary may be reduced for certain types of deductions, such as a portion of health, dental, or life insurance premiums; state, federal, or local taxes; social security; or voluntary contributions to a 403(b) or FSA/HSA plan.

Under federal and state law, salary is subject to certain deductions. An employee's salary can be reduced for the following reasons:

- Deductions that are required by law, e.g., income taxes
- Deductions for employee benefits when authorized by the employee
- Absence from work for one or more full days for personal reasons other than sickness or disability
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness
- Offset for amounts received as witness or jury fees or for military pay
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions; and
- Any full workweek in which the employee does not perform any work

During work weeks in which the employee performed any work, the employee's salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability.
- An absence because the employer has decided to close the school on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any of the situations described above); and
- Any other deductions prohibited by state or federal law.

During the week an exempt employee begins work for the school or during the last week of employment, the employee will only be paid for actual hours worked.

If an exempt employee believes that an improper deduction has been taken, the employee should immediately report the deduction to human resources; if it is found that an improper deduction has been made, the school will reimburse the employee for the improper deduction.

Paychecks

School employees are paid on the 15th and last day of every month. If payday falls on a weekend or holiday, employees will receive their paycheck on the preceding workday.

Payroll stubs itemize deductions made from gross earnings. The school is required by law to make deductions for social security, federal income tax, and other mandatory taxes and deductions (including court-ordered garnishments). For certain benefits offered by the school, eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these benefits. Payroll stubs will also differentiate between regular and overtime pay.

If there is an error in an employee's paycheck, the employee should immediately inform human resources so that the school can resolve the matter as quickly as possible.

Employees are required to use direct deposit set up online through the school payroll system. The school does not permit pay advances.

Voluntary Separation from Employment

Employees voluntarily separating from employment are asked to provide at least two weeks' written notice to their supervisors. If an employee provides a notice longer than two weeks, the school reserves the right to pay out the employee's two-week notice and ask the employee to end their employment prior to the end of their notice period. Employees are expected to work all scheduled days during the notice period.

In most cases, the school will conduct an exit meeting on or before the last day of employment to collect school property, reasons for leaving, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Discipline and Involuntary Separation from Employment

Generally, the school will handle discipline problems through one or more appropriate procedures through which it attempts to provide employees with notice of deficiencies and an opportunity to improve before termination. Procedures may include informal discussions (verbal or written), verbal warnings, written warnings, disciplinary memos, suspension, and termination.

In cases involving serious misconduct, or any time school leadership determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Such circumstances may result in an employee's suspension or termination without warning. When circumstances warrant, an employee may be suspended immediately (with or without pay), and an investigation of the incidents leading up to the suspension may be conducted to determine if any further action, such as termination, should be taken.

The school retains the right to administer discipline in any manner it sees fit, and this policy does not modify the status of employees as employees at will or in any way restrict the school's right to bypass any suggested disciplinary procedures.

TIME OFF AND LEAVES OF ABSENCE

Paid Holidays

Regular, full-time employees are eligible for holiday pay. Part-time, regular employees scheduled to work at least 20 hours per week and at least 9 months per year will be eligible for pro-rated holiday pay based upon their normal weekly FTE.

For example:

- a) A regular, full-time nonexempt employee will receive 8 hours pay for each holiday
- b) A 12-month, 6 hour per day, 5 days per week nonexempt employee will receive 6 hours pay (8 hours x .75 weekly FTE) for each holiday
- c) A 9-month, 40 hour per week nonexempt employee will receive 8 hours pay (8 hours x 1.00 weekly FTE) for each holiday that occurs during the scheduled 9-month period. Holidays during the 3-month unscheduled period are without pay.

The school observes and allows time off with pay for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed on the preceding Friday.

Paid Time Off (PTO) – Staff

Any staff employee who is anticipated to work at least 80 hours in a year for the school is eligible for PTO. Full-time employees accrue PTO according to the schedule below. Part-time employees accrue PTO on a pro rata basis (for example, a .5 FTE employee receives .5 times the PTO listed below, a .3 employee receives .3 times PTO, etc.).

Years of service	Annual PTO Days/Monthly Accrual Days	Years of service	Annual PTO Days/Monthly Accrual Days
0-1	14/1.167	8	24/2.00
2	16/1.33	9-11	25/2.08
3	18/1.47	12-13	26/2.13
4	19/1.58	14-15	27/2.21
5	21/1.75	16-17	28/2.30
6	22/1.83	18-19	29/2.40
7	23/1.92	20+	30/2.50

PTO is designed to cover leave for vacation, personal or family sickness, family activities, extra holiday time, or any other need the employee may have for time off. PTO does not accrue during leaves of absence, including FMLA.

All PTO requests are submitted through the school payroll system for approval in hourly increments, with 8 hours equal to one day. Employees are expected to give as much advance notice for leave requests as possible. If the use of leave is for vacation, management will make efforts to grant the employee's vacation preference, however, vacation requests will be subject to business needs.

Employees may carry over up to 10 days of accrued but unused PTO from one leave year to the next. A leave year for the purposes of this policy is the school's fiscal year, starting July 1 and ending the subsequent June 30.

Upon separation, accrued but unused PTO will be paid on an employee's final check. If an employee gives notice of intent to separate from employment, the employee may not take any PTO unless there are special circumstances and the Principal or Executive Director approves in writing.

This PTO policy is intended to meet the requirements of Minnesota's earned sick and safe leave (ESST) statutes. PTO under this policy may be used for any of the sick and safe leave purposes as described in Minnesota law. Employees have specific rights related to sick and safe leave, in accordance with Minnesota Statutes §§ 181.9445 to 181.9448. Retaliation against employees who request or use time off for sick and safe leave is prohibited. Any employee who believes they have been wrongfully denied ESST or retaliated against for requesting or using ESST has the right to file a complaint or bring a civil action.

Earned Sick and Safe Time/Personal Leave – Called Workers, Faculty, Dorm Supervisors

At the beginning of each fiscal year, Called Workers and faculty/Dorm Supervisors are granted 80 hours of Earned Sick and Safe Time (ESST) for absences due to the employee's own illness or the illness of a child, spouse, parent, or family member. It can also be used for medical appointments or other health-related reasons, and for all persons and reasons as provided in Minn. Stat. §§ 181.9445 – 181.9448.

SCLA offers up to 32 hours of ESST time for personal leave upon the approval of the Principal. In addition, bereavement leave runs concurrently with ESST and will reduce the ESST time available for the year.

Employees who are hired during the fiscal year (i.e. not employed on July 1) will receive 1 hour of ESST for every 30 hours worked, up to a maximum of 48 hours for their first partial year of employment. At the beginning of a new fiscal year, such employees will stop accruing hours in this manner and will be granted ESST as otherwise provided herein.

If the need for ESST leave is foreseeable, employees are required to give at least seven days' advance notice whenever possible (e.g., a planned medical treatment). If the need for leave is not foreseeable, employees are asked to notify their supervisor as soon as is practicable. If an employee uses three or more consecutive days of ESST leave, the school may require the employee to provide documentation that the leave is covered by this policy. If applicable, the school may also require a physician's written permission to return to work.

A year for the purposes of this policy is the school's fiscal year, July 1 to the following June 30. ESST may not be carried over from one year to the next. Upon an employee's separation of employment for any reason, unused ESST is not paid out.

Employees have specific rights related to sick and safe leave, in accordance with Minnesota Statutes §§ 181.9445 to 181.9448. Retaliation against employees who request or use time off for sick and safe leave is prohibited. Any employee who believes they have been wrongfully denied ESST or retaliated against for requesting or using ESST has the right to file a complaint or bring a civil action.

Summer Policy – Called Workers, Faculty, Dorm Supervisors

Faculty and dorm supervisors are expected to be at school following graduation for end-of-year workshops and meetings. Completing inventories, processing book orders, and cleaning classrooms and other assigned areas are also regular June assignments. In August, faculty members and dorm supervisors are expected to be at school for scheduled before-school meetings and workshops.

For the rest of the summer, they may not have a specific schedule, but they are to tend to the duties of ministry except during their vacation time. Committee work, class preparation, and any necessary projects are also to be completed during the summer weeks. Some instructors may have co-curricular responsibilities and student groups that must receive their attention during the summer.

Leave of Absence

Employees may make a written request for a leave of absence. Employees do not have a right to such leave for any period, regardless of circumstances. School leadership has full discretion in granting or denying a request for a leave of absence. In considering a request, leadership may consider the employee's length of service, quality of work, and needs of the school, among other considerations.

Bereavement Leave - Staff

The school provides up to five days of paid bereavement leave upon the death of a parent, spouse, or child, up to three days of paid bereavement leave upon the death of a sibling, grandchild, grandparent, daughter/son-in-law, or mother/father-in-law, and up to one day of paid bereavement leave to attend the funeral of an extended family member (aunt, uncle, cousin) for staff.

Part-time, regular employees scheduled to work at least 20 hours per week and at least 9 months per year will be eligible for pro-rated bereavement leave based upon their normal weekly FTE.

Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, the school may require verification of death. Supervisors must inform HR if an employee activates bereavement leave.

Military Leave

The school supports the military obligations of all employees. If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide their supervisor with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights with respect to reinstatement, seniority, layoffs, compensation, promotions, and pay increases, in accordance with applicable federal and state laws. Employees should contact their supervisor for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give their supervisor as much advance notice of their need

for military leave as possible so that the school can maintain proper coverage while employees are away.

Family Military Leave

Any employee who is the grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé, or fiancée of a member of the United States armed forces that has been ordered into active service in support of a war or other national emergency (“mobilized service member”) is eligible for an unpaid leave of absence of up to one day per calendar year in order to attend a send-off or homecoming ceremony for the mobilized service member. The employee is asked to give the school as much notice of their intent to take this leave as is practicable under the circumstances.

Additionally, any employee who is the parent, child, grandparent, sibling, or spouse of a member of the United States armed forces who has been injured or killed while engaged in active service is eligible for a leave of absence for up to 10 days to run concurrent with bereavement leave provided by the school. The employee must give the school as much notice of intent to take this leave as is practicable. Any accrued paid leave which is used during this period will run concurrently with leave under this policy and will not extend the length of leave.

Jury Duty

The school supports employees in their civic duty to serve on a jury when summoned to do so and provides time off for employees to perform this service. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee’s absence. Employees are expected to keep their supervisors informed of the anticipated length of jury duty service and to report to work if excused by the court for the major portion of the day. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Time Off to Vote

Every employee eligible to vote may be absent from work during a regularly scheduled election or an election to fill a vacancy in office, for the time necessary to appear at the employee’s polling place, cast a ballot, and return to work on the day of that election. Employees who intend to be absent to vote are requested to notify their supervisor at least two days prior to the voting day.

Violent Crime Victims Time Off

Employees who are victims of a violent crime and are subpoenaed or requested by a prosecutor to attend court for the purpose of giving testimony, will be granted reasonable time off from work to attend criminal proceedings related to the employee's case. Employees who are a victim's spouse or immediate family member will be granted reasonable time off from work to attend criminal proceedings related to the victim's case.

Employees must give at least forty-eight hours' advance notice of the request for time off pursuant to this policy, unless impracticable or an emergency prevents the employee from doing so. Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this policy will be kept confidential by the school.

Domestic Abuse or Harassment Leave

The school provides employees with reasonable unpaid time off to obtain or attempt to obtain an order for protection, or other relief from a court, related to domestic abuse or harassment.

An employee who is absent from the workplace shall give 48 hours advance notice to the school, except in cases of imminent danger to the health or safety of the employee or the employee's child, or unless impracticable.

Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the school.

School Conference and Activities Leave

Employees are provided with up to 16 hours of unpaid leave during any 12-month period to attend school conferences or school-related activities related to the employee's child (including conferences related to a pre-kindergarten program or childcare services), provided the conferences or school-related activities cannot be scheduled during non-work hours. When leave cannot be scheduled during non-work hours and the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt school operations. If eligible, employees may substitute accrued paid leave for the unpaid leave provided under this policy.

Bone Marrow Donation Leave

Employees who work 20 or more hours per week are entitled to up to 40 hours of paid leave for the purpose of donating bone marrow. The school may require verification of donation and the length of necessary leave. The employee must provide reasonable notice of leave.

Civil Air Patrol Leave

Unless the leave would unduly disrupt the operations of the school, employees who work 20 or more hours per week will be granted an unpaid leave of absence for time spent rendering service as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions. Whenever possible, the employee must provide reasonable notice of leave.

Pregnancy and Parenting Leave

The school complies with the Minnesota state pregnancy and parenting leave act (MPPLA), which requires employers to grant unpaid leaves of absence to qualified workers related to the birth or adoption of a child.

The school provides a leave of absence to an employee who is:

- a biological or adoptive parent in conjunction with the birth or adoption of a child; or
- a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.

The length of leave shall be determined by the employee.

Regular full-time employees are offered 6 weeks paid parental leave with benefits. The paid period is not extended by the occurrence of any holidays or school breaks that fall within the six weeks. An additional 6 weeks may be taken without pay.

All other employees are offered 12 weeks of unpaid parental leave.

The leave shall begin at a time requested by the employee. An employee must provide notice of the need for such leave as early as possible (60 days when possible) and must give reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

The school will not retaliate against an employee for requesting or obtaining a leave of absence as provided by this policy.

The school will continue to make coverage available to the employee while on leave of absence under any group insurance policy, group subscriber contract, or health care plan for the employee and any dependents. For regular full-time employees, this shall be at the employee's expense after the initial six weeks of paid leave. For all other employees, any such coverage shall be at the employee's expense.

Family and Medical Leave

The school complies with the federal FMLA, which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The school also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Employees should note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Employees should contact the school administration to discuss options for leave.

The FMLA requires private employers with 50 or more employees to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

Basic leave entitlement. The FMLA provides eligible employees up to 12 weeks of unpaid, job-protected leave for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements. Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and protections during FMLA leave. During FMLA leave, the school will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the school's operations. A "key" employee is an eligible salaried employee who is among the highest-paid 10 percent of the school's employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee's leave.

Employee eligibility. The FMLA defines eligible employees as employees who (1) have worked for the school for at least 12 months; (2) have worked for the school for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of school worksites that, taken together, have a total of 50 or more employees.

Definition of "serious health condition." A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a

healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”

Use of leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

Substitution of paid leave for unpaid leave. The school requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employees’ own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member’s active duty or call to active-duty status in support of a contingency operation. To use paid leave for FMLA leave, employees must comply with the school’s normal paid leave procedures found in its PTO policy.

Employee responsibilities. Employees must provide 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, employees must provide notice as soon as practicable and generally must comply with the school’s normal call-in procedures. The school may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the school to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Calling in “sick,” without providing the reasons for the needed leave, is not considered sufficient notice for FMLA leave. Employees also must inform the school if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees are also required to provide a certification and periodic recertification supporting the need for leave. The school may also require a second and, if necessary, a third opinion (at the school’s expense) and, when the leave is a result of the employee’s own serious health condition, a fitness-for-duty report to return to work. The school also may delay or deny approval of leave for lack of proper medical certification and may delay or deny job restoration for lack of a fitness-for-duty report.

School responsibilities. The school will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the school will provide a reason for the ineligibility.

The school will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the school determines that the leave is not FMLA-protected, the school will notify the employee.

The school may retroactively designate leave as FMLA leave with appropriate written notice to the employee, provided the school's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leave qualifies for FMLA protection, the school and employee can mutually agree that leave be retroactively designated as FMLA leave.

Hourly deductions. Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

No outside work. Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the school has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Unlawful acts by employers. The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Health Insurance. Unless the school notifies employees of other arrangements, whenever employees are receiving pay from the school during FMLA leave, the school will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a 'pay-as-you-go' method. The school's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the school for the cost of the premiums the school paid for maintaining health care coverage during their unpaid FMLA leave.

EMPLOYEE BENEFITS

Benefits Eligibility

Regular full-time employees are eligible for the benefits offered by the school. Part-time, regular employees scheduled to work at least 20 hours per week and at least 9 months per year will be eligible for pro-rated benefits based upon their normal weekly FTE, subject to any benefit eligibility.

A brief description of the benefits provided to employees is included here. For more information regarding benefit programs, please refer to materials provided for each (e.g. Summary Plan Descriptions), or contact human resources.

Summary of Benefits

Eligible employees are offered the benefit options listed below. For details on coverage and costs, see the annual Benefits Details handout from HR.

- Medical, Dental & Vision Insurance for employees and their eligible dependents.
- Life insurance
- Short term disability
- Long term disability
- Retirement Savings Plan (403B/Roth IRA)
- Workers' Compensation
- Tuition Discount
- Continuing Education

Medical Insurance Coverage Eligibility

Full time employees (2000 hours or more per year) are eligible for medical coverage as a paid benefit; the spouse and children of the employee are also eligible for medical coverage. SCLA reserves the right to implement policies requiring employee premium contributions. It also reserves the right to change the standard coverage provided.

If a called worker or employee receives coverage under another plan, SCLA reserves the right to refuse payment of coverage or double coverage. No health coverage is provided for part-time employees, however they may be eligible for participation in group coverage at the employee's expense.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to the employee. Employees who are injured on the job should report the incident immediately to their supervisor, who will then notify the Workers' Compensation insurance carrier. Failure to follow school procedures may affect the timely receipt of workers compensation benefits. Serious work injuries, including those requiring hospitalization, must also be *immediately* reported to the Minnesota Occupational Safety and Health Administration at 651-284-5050.

GENERAL EMPLOYMENT POLICIES

Attendance and Punctuality

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. Absence and tardiness are expensive, disruptive, and place an unfair burden on fellow employees and our students.

If unable to arrive at work on time, or if an employee is absent, the employee must contact the supervisor as soon as possible, and no later than one hour before the start of the school day. Voicemail, text, and email messages are not acceptable except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline up to and including termination. Unreported absences of three or more consecutive days may be considered voluntary resignation from employment.

Cell Phone Safety and Driving

Safe driving is the priority when operating a vehicle while driving on school business. Employees should never allow a cell phone or other mobile device to distract them from concentrating on driving. Under no circumstances should employees feel that they need to place themselves or others at risk while driving to fulfill business needs.

Employees should follow these procedures to avoid distracted driving:

- Follow all applicable state and local laws that address the use of cell phones and other mobile devices while driving. Employees must use a hands-free option for any phone calls.
- Avoid using cell phones while driving and avoid it as a hand-held device. Find a safe place to pull over to make or receive phone calls, send or receive text messages, or manipulate navigation apps.

- Program their destination into navigation apps or GPS devices before they start driving.
- Do not read or respond to text messages or email or browse social media or the Internet while driving. These activities are absolutely prohibited.
- Be aware of distractions from in-car “infotainment” systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.

Employees who fail to follow safety guidelines are subject to discipline.

Computers, Internet, Email, Cell Phones, and Other Resources

The school provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, email, text messaging, portable electronic devices, or any other school-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of school computers, phones, portable electronic devices, or other communication tools. All communications made using school-provided equipment or services, including email and Internet activity, are subject to inspection by the school. Employees should keep in mind that even if they delete an email, a voicemail, or another communication, a copy may be archived on the school’s systems.

Because email, telephone, voicemail, school-provided personal communication devices, and internet communication equipment are provided for school business purposes and are critical to the school’s success, your communications may be accessed without further notice by school administration to ensure compliance with these guidelines. The reasons for which such access may be obtained include but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that school operations continue appropriately during an employee’s absence. Communications sent via a personal communication device also may be subject to monitoring if sent through the school’s network, and the device must be provided for inspection and review upon request.

All use of school-provided communications systems, including email and internet use, as well as messages sent via personal communication device for business purposes, must conform to our school’s guidelines/policies, including but not limited to policies on appropriate conduct, confidentiality, discrimination, and harassment.

Employees should be aware that information transmitted through email and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the school’s systems, as well as the reputation of the school. To protect against possible problems, do not open spam email messages. It also is against school policy to

turn off antivirus protection software or make unauthorized changes to system configurations installed on school devices.

While the school recognizes that some personal phone calls during the day may be necessary, these should be kept as brief as possible and to a minimum.

Since the school's communication and computer systems are intended for business use, all employees, upon request, must inform management of any employment-related private access codes or passwords. No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violations of this policy may result in termination for a first offense.

Confidential Information

Employees must not disclose any confidential matters that come to their attention as a result of their employment with the school, unless they have proper authorization or such disclosure is a part of the normal execution of their job duties. Violation of this policy may cause disciplinary action, including separation. Confidential information includes, but is not limited to, the following:

- School and student records.
- Correspondence and donations.
- Donor records.
- Personnel and payroll matters.
- Bids or contractual agreements with current or potential vendors/service providers.

Conflict of Interest

Employees are expected to avoid situations that present actual, perceived, or potential conflict between their interest and the interests of the school. It is not possible to define all the circumstances that might create a conflict of interest, but the following suggests some of the types of activities that could be considered a conflict, especially if undisclosed: simultaneous employment by a competitor; having a major stake in a company with which the school conducts business; accepting substantial gifts; misusing privileged or confidential information; using your position in the school for personal gains. All employees must make prompt disclosure to their supervisor or other appropriate school leader of any fact or circumstance that may involve a conflict of interest. Disclosure can assist in resolving honest doubts as to the propriety of a particular relationship or course of conduct.

Dress and Grooming

Employees should wear appropriate clothing for the duties the employee performs and the environment in which he or she works. Employees should consider the school calendar and events when determining dress. All employees are expected to dress in a manner consistent

with good hygiene, safety, and good taste, refraining from any clothing which would convey a message that is inconsistent with the WELS doctrine.

Employees should dress in a professional and modest manner that sets a positive example for families and promotes an effective learning environment for students. The dress expectations for employees and standard of personal appearance will exceed the dress code expectations of students.

Dress code expectations may be modified by school leadership for specific events such as school celebrations, worship, parent-teacher conferences, or summer break.

Drug and Alcohol-Free Workplace

It is the school's policy to maintain a drug- and alcohol-free work environment that is safe, healthy, and productive for employees, students, and families.

The unlawful or unauthorized use, solicitation, possession, transfer, purchase, sale, or distribution of any illegal drug or controlled substance, marijuana, alcohol, or drug paraphernalia, or being under the influence of any illegal drug or controlled substance, marijuana, or alcohol while on school grounds or while on school business (whether on school grounds) is strictly prohibited. The school also prohibits reporting to work or performing services under the influence of alcohol or marijuana or consuming alcohol or marijuana while on duty or during work hours. The school also prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of drugs in violation of the law, when these activities adversely affect job performance, job safety, or the school's reputation in the community.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense. The school has zero tolerance for the use of alcohol or marijuana while supervising minors.

The school maintains a policy of non-discrimination and will make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies and those who have received medical treatment for substance abuse conditions. However, employees may not request accommodation to avoid discipline for a policy violation. Employees should seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of themselves and co-workers.

Moderate use of alcohol at school-sponsored events at which alcohol is being served, is considered authorized use and is not a violation of this policy, unless an employee is responsible for monitoring students or has been directed otherwise.

Employee Privacy

It is the school's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure school environment. When issues of safety and security arise, employees are expected to cooperate with an investigation. The investigation may include the following procedures to safeguard the school and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on school premises, medical examinations, and the like. Failure to cooperate with an investigation, or providing false information during an investigation, is grounds for discipline up to and including termination.

Employees are expected to make use of the school facilities only for the purposes of the school. Accordingly, materials that appear on school hardware or networks are presumed to be for school purposes, and all such materials are subject to review by the school at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on school property. The school regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, email, and text communications, as well as internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

As part of its security measures and to help ensure a safe school, the school has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc.

Expense Reimbursement

All school employees who may incur school-related expenses will receive an SCLA credit card and must use the software application associated with it to request funds and submit receipts.

Harassment and Reporting

The school prohibits physical, psychological, or sexual harassment of or against job applicants, contractors, interns, volunteers, or employees, or the toleration of such harassment by others. Such conduct will not be tolerated.

Retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or

otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts.

Definition of "sexual harassment." Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is considered harassment when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Complaint procedure. If an employee believes they have been subjected to conduct which violates this policy, they should report this to their supervisor, the Principal or Executive Director, or any member of school leadership with whom they feel comfortable making such a report, as soon as possible. Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are requested and encouraged to report this to one of the individuals listed above.

All reports will be fully investigated and corrective action – up to and including termination – will be taken where appropriate. Reports will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All parties involved in a harassment complaint are to maintain confidentiality while the report is being investigated.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately in the same manner as harassment would be reported.

The school prohibits individuals from knowingly making false charges against an employee to demean, harass, abuse, or embarrass that individual; such false charges will subject an employee to disciplinary action up to and including separation.

Health and Safety

The health and safety of our employees, students, and visitors is most important to the school. All employees are expected to contribute to a safe school environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with administration to ensure safety for everyone at our school. Any unsafe conditions should be reported to school leadership immediately.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. In the event of an emergency, notify the appropriate emergency personnel by dialing 911.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews typically include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

A positive performance evaluation does not guarantee an increase in salary, promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by, and at the discretion of, school leadership.

Lactation Breaks

The school will provide a reasonable amount of break time each day to accommodate an employee desiring to express breast milk for the employee's child, in accordance with and to the extent required by applicable law. The break time may run concurrently with rest and meal periods already provided to the employee.

The school has made reasonable efforts to provide employees with the use of a clean, private, and secure room or location in close proximity to the work area, other than a bathroom or a toilet stall, that is shielded from view, free from intrusion by coworkers and the public, and includes access to an electrical outlet, where an employee can express milk in privacy. Employees shall not be discharged, disciplined, penalized, interfered with, threatened, restrained, coerced, or otherwise retaliated or discriminated against for asserting rights or remedies under this policy.

Outside Employment

Employees generally are permitted to work another job, in addition to their employment at the school. However, outside employment must not compromise the school's interest or adversely affect the employee's job performance at the school. Outside employment cannot be performed at any time the employee is scheduled to be working at the school.

Outside employment will not be considered as an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to work scheduled hours at the school, or any other failure to meet the requirements of the school job. If outside work activity causes or

contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

Pregnancy Accommodations

The School will provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless such accommodations would impose an undue hardship on school operations. Accommodations that do not require the advice of a health care provider or doula include: (1) more frequent or longer restroom, food, and water breaks; (2) seating; and (3) limits on lifting over 20 pounds. The School and employee shall engage in an interactive process with respect to an employee's request for a reasonable accommodation. Reasonable accommodation may include but is not limited to temporary transfer to a less strenuous or hazardous position, temporary leave of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods, and limits to heavy lifting. However, the School is not required to create a new or additional position in order to accommodate a pregnant employee, or to discharge an employee, transfer another employee with greater seniority, or promote an employee in order to provide accommodations.

Pregnant employees are not required to take a leave or accept an accommodation.

The School will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for asserting rights or remedies under this policy.

Recording Devices

Employees are prohibited from using tape recorders or other types of voice recording devices anywhere on school grounds, including to record conversations or activities of other employees or management, or while performing work for the school, unless the device is used solely for legitimate business purposes (e.g. classroom activity involving making audio recordings).

References

Only the Executive Director or Principal may respond to employee reference requests. The school will only provide general information concerning the employee such as date of hire, date of separation, and position held. Employees may write personal letters of reference, but these must be clearly personal letters and not on behalf of the school.

Relatives' Employment

Relatives may be hired by the school if (1) the related persons will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses,

children, siblings, parents, or grandparents. The school may refuse to hire or place a relative in a position when such an action would violate this policy.

Current employees who marry each other or become related, or enter an intimate relationship, may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. In such a situation, the school may attempt to reassign one of the employees. If no alternate position is available, the employees will be permitted to determine which one of them will resign from the school.

Remote Work

Our ministry is dependent in part upon relationships and collaboration. Remote work is allowed by exception only. All remote work requests must receive prior written approval from the requester's direct supervisor and Human Resources. Approvals will depend on the role of the requester as well as the details of the request.

Right to Review and Revise Personnel Records

Employees have a right under state law to review their personnel record once every six months while employed with the school.

Within seven working days of receiving a written request from an employee, the school will provide an employee with the opportunity to review the employee's personnel record. The personnel record will be made available for review during the school's normal hours of operation at the school and may include the presence of a school representative. After the review and upon written request from an employee, the school will provide a copy of the record to the employee at no charge.

After separation of employment, employees may make a written request once annually to review their personnel record for as long as the school maintains the record. Employees may also submit a written request for a copy of their record and it will be provided at no charge.

If, after reviewing their personnel record, an employee disputes specific information contained in the record, an agreement may be reached to remove or revise the disputed information. If no such agreement is reached, employees are entitled to submit a written statement of no more than five pages explaining their position. This position statement will be included in their record, along with the disputed information, for as long as the school maintains the record.

The school will not retaliate against employees for asserting their rights under the Minnesota Personnel Records Statute. The full statute is available at Minn. Stat. Sec. 181.960-181.965.

School Closings/Severe Weather

Throughout the year, and especially during winter months, severe weather can disrupt school operations. This may include arriving late to work, leaving early from work, or the closing of the school for the day as determined by school leadership. In the event of severe weather, employees are directed to the school's normal channels of communication, as well as local news and weather sources for community announcements. Our school will generally – but not necessarily in every circumstance – follow the decisions of the local public school district to determine late starts, early dismissals or school closures. When such a determination is announced, employees are directed to contact their supervisor to gain additional information regarding the cancellation of school activities and the need to report to work.

All delays in school opening, early dismissal of school, or emergency school closings will be communicated via a group text message from school leadership.

Delayed School Opening: All employees should report for work as soon as possible, but in any case, no later than ½ hour prior to the revised school start time.

Early Dismissal of School: All employees work their usual and customary hours unless otherwise directed by the Executive Director.

All Day School Closing: Employees may be released from work at the discretion of the direct supervisor when school is canceled due to inclement weather and will receive their normal rate of compensation for that day. Employees are expected to report to work within two hours of the normal reporting time when the supervisor announces that his/her staff must report during a school cancellation. Employees may choose to use paid time off on an inclement day by informing the direct supervisor on the day of inclement weather.

Smoke-Free Workplace

Smoking is not allowed indoors at any school building at any time. "Smoking" includes the use of any tobacco or marijuana products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Social Media Employee Guidelines

Social Media (SM) includes the various online technology tools that enable people to communicate easily over the internet to share information and resources. Social media can include text, audio, video, images, podcasts, websites, and other multimedia communications. These tools not only provide information but allow for interaction with other users.

The line between professional and personal relationships is blurred within a social media context. SCLA personnel should reflect the highest level of Christian ethics and professionalism. They should maintain appropriate relationships with students, parents and community members, whether on or off duty. Both case law and public expectations hold educational employees to a higher standard of conduct than the general public. As representatives of SCLA and our Lord, personnel should exercise caution in the method, manner, and content of its communication.

SCLA Personnel:

- The online “footprint” of SCLA personnel should abide by Christian ethics and morals in order to “let your light shine before others so that they may see your good deeds and glorify your Father in Heaven.”
- Will maintain separate personal (Gmail, Yahoo, etc.) and professional (SCLA) email accounts (stcroixlutheran.org and mysclutheran.org).
- Will maintain separate personal and professional social media accounts.
- Will not “follow”, “friend” or interact with any current students on individual personal or professional SM accounts. Accepting invitations from minors is strongly discouraged. When a student wishes to connect with an employee on a personal networking site like LinkedIn or Facebook, the employee should redirect them to the school’s social networking pages. An exception is granted for close relatives (such as one’s own children).
- Are encouraged to use appropriate privacy settings to limit access and information to personal SM accounts. Employees should assume that the default settings allow content to be shared publicly and understand that even with maximum privacy settings in place, content could make its way to the public domain.
- Are encouraged to monitor their online identity.
- Must limit team communication with athletes and their families to head coaches and/or SCLA staff only, using only SCLA email or approved team messaging apps. Non-staff assistants and volunteers should not engage or interact (friend/follow/etc) with athletes via SM, personal email, texting, etc. Dialogue with students must be kept professional. Any inappropriate communication should be reported to the administration immediately.
- Must never post any student-identifying information including names, videos, and photographs on any school, personal, or professional online sites without the written, informed consent of the student’s parent or legal guardian. The posting of confidential or sensitive information about students or staff is prohibited.
- Understand that favoriting, liking, retweeting, etc., the content of a SM post or page implies agreement with the original author.
- Immediate family of SCLA staff (spouse, children, dog, etc) should keep SM accounts that do not hinder the ministry.

Personal Use

- Personal SM accounts should be set up using personal email.
- If you identify yourself as personnel of SCLA, use school logos or other SCLA resources, you must abide by the Professional Use guidelines and must ensure that all content is in

harmony with the mission of SCLA. It is recommended that you add a disclaimer to your pages which states, "The views on this page do not necessarily reflect the views of St. Croix Lutheran Academy."

- Work related issues should never be discussed on personal SM accounts.
- Personal social media use during the school day should be avoided as we set a good example for the students.
- Personal SM use by SCLA personnel (even during off-hours) has the potential to result in hindrance to the ministry, and if not in harmony with the mission and ministry of SCLA may be subject to discipline.

Professional Use

- Professional SCLA SM accounts should be set up using professional email. Usernames and passwords are communicated to the administration (KL).
- Individual communication with SCLA students, parents, community members shall be with approved SCLA communications portals only, e.g. email, RSchoolToday and Google-based apps. Personnel should not share their private cell phone numbers with current students.
- Personnel of SCLA will not discuss sensitive school-related matters on SM whether personal or professional.
- Posting pictures of staff or students without consent, except for images taken at a public event (e.g. sports or fine arts performances) is prohibited. Never post any student-identifying information including names, videos, and photographs on any school, personal, or professional online sites without the written, informed consent of the student's parent or legal guardian.
- Abide by state and federal laws regarding disclosure of student information, especially the Family Educational Rights and Privacy Act (FERPA).
- Official SCLA SM accounts have no expectation of privacy and will be monitored to protect the mission and integrity of the ministry of SCLA.
- Pictures/logos/etc. of SCLA may only be used with permission on official SCLA accounts.

School/Group Use

- SCLA's social media presence must be approved by the administration.
- If a SCLA group wishes to have a SM presence:
 - it must be approved by the administration,
 - username and passwords are given to the administration,
 - information posted must be publicly accessible.
- SCLA social media will not post student identifying information such as last names, ages, or birthdates.

Posting During a Crisis

In a crisis situation, you as an SCLA faculty or staff member are strongly discouraged from using social media to make a statement. Posting a personal statement or opinion on social media regarding a school-related topic is discouraged and may result in disciplinary action. A formal press release will be created by the Communications team. Depending on the situation, a social media post may also be shared by SCLA Communications.

Solicitation and Fundraising

Employees should be able to work in an environment that is free from unnecessary distractions. To this end, active solicitation of funds by employees during work hours is generally not allowed. With supervisor approval, employees may actively solicit funds before and after work or during break time. Fundraising efforts that are run by or sanctioned by the school may occur at appropriate times including during working hours, subject to the supervisor's approval and discretion.

Unemployment Compensation

Church organizations in Minnesota have the option to participate in the Minnesota Unemployment Compensation Program. Our school does not participate in this program. Therefore, employees are not eligible for unemployment compensation if they are involuntarily terminated.

Visitors

To maintain security and safety for our school, we have the following policy with respect to visitors during school hours:

- All visitors must scan their driver's license with the school office for a background check
- All visitors must wear the provided visitor sticker

This policy applies to anyone who is not an active employee or approved volunteer.

Wage Disclosure Protections

Under state law, an employer may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages; or
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.

Nothing in this policy may be construed to:

- Create an obligation on the part of the school or an employee to disclose wages
- Permit an employee, without the written consent of the school, to disclose proprietary information, trade secret information, or information that is otherwise subject to legal privilege or protected by law; or

- Permit an employee to disclose wage information of other employees to any other schools.

An employer may not retaliate against an employee for asserting rights or remedies set forth in this policy.

Whistleblower Policy

An employee of the school who reports an activity that he or she considers illegal to one or more of the parties specified in this policy is considered a “whistleblower.” The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; school administration will undertake these actions.

If an employee has knowledge of illegal or fraudulent activity, the employee should contact their supervisor or any member of management. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including separation.

Workplace Violence Prevention

The school is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, the school discourages employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at school-sponsored functions.

All school employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior, or has identified a potentially dangerous situation, should promptly inform their supervisor or the Principal or Executive Director. All threats will be promptly investigated and appropriate responsive action will be taken. No employee will be subject to retaliation, intimidation, or discipline because of reporting a threat in good faith under this guideline.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of SCLA. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, school policies and practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by the school at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the school to employ me now or in the future and that my employment may be terminated by me or the school without reason at any time. I understand that no representative of the school has any authority to enter into any agreement for employment for any specified period or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I acknowledge that I am an employee of SCLA and I am not an employee of the Wisconsin Evangelical Lutheran Synod entity.

My signature below indicates that I have read, understood, and accept the above statements and that I have received a copy of the School Employee Handbook.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

REVISIONS – September 3, 2024

Called Workers, Principal, Teacher, and Others

Amended to include hired faculty and removed reference to being synodically certified

Earned Sick and Safe Time (ESST)

Revised to include dorm supervisors; policy includes 32 hours of personal leave and 48 hours of ESST; added language indicating ESST is used for bereavement leave

Summer Policy – Called Workers

Revised to include dorm supervisors

Bereavement Leave

Amended to apply to staff only (other employees receive ESST); added requirement that supervisors inform HR of employee bereavement leave

Summary of Benefits

Specific benefit details are now included in an annual benefits summary statement

Expense Reimbursement

Updated to indicate required use of SCLA credit card and associated software

Social Media

Clarified professional account use and added posting during a crisis

REVISIONS – January 1, 2024

Ethical Standards

Amended to include marijuana

Paid Time Off

Amended to comply with the Minnesota Earned Sick and Safe Time Law (ESST)

Adds all Paid Time Off must be scheduled through payroll system

Paid Time Off can carryover up to 10 days on July 1 annually

Earned Sick and Safe Time – Called Workers

Added

Personal Day – Called Workers

Deleted and included in Minnesota Earned Sick and Safe Time Law (ESST)

Pregnancy and Parenting Leave

Amended to comply with the Minnesota State Pregnancy and Parenting Leave (MPPLA)

Drug and Alcohol-Free Workplace

Amended to include marijuana

Lactation Breaks

Revised to comply with current law

Pregnancy Accommodations

Added

Remote Work

Revised

Right to Review and Revise Personnel Records

Updated Statute number referenced

Smoke-Free Workplace

Amended to include marijuana