



Employee Handbook



EDEN PRAIRIE SCHOOLS

Inspiring each student every day

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Welcome to **EDEN PRAIRIE SCHOOLS**



**EDEN PRAIRIE
EAGLES**

Congratulations on joining Eden Prairie Schools! Our mission is to inspire each student toward personal fulfillment, and we expect each staff member to live this through their work. Whatever your job duties, you have a role to inspire each student every day, and what a gratifying purpose! We know that students thrive when they know they are surrounded by people who care about them, when the expectations are clear, and there is helpful support along the way. As a staff member, you are an important part of providing a safe and nurturing environment that we need for students to achieve their personal best and succeed. The high expectations we have for students extends to our staff as well. We expect you to do great things for our students and community, and we want you to challenge yourself to continually improve your skills and knowledge.

Thank you for being a part of this excellent school district. Go Eagles!

Dr. Josh Swanson, Superintendent

Inspiring each student every day

General Information

Purpose

The purpose of the Eden Prairie Schools Employee Handbook is to provide consistent, districtwide guidance about employee interactions with each other as well as key information employees need to understand about rules, policies, procedures and expectations that govern the work each employee will do to support students. Our school system has identified core values that guide our interactions with each other, with students, and with families. Those core values include:

- Each person has intrinsic value.
- Each person has individual gifts, interests and talents.
- Community benefits when each person contributes.
- Relationships flourish on a foundation of mutual trust and respect.
- Continuous learning is essential for personal fulfillment, opportunity and success.

The District has an obligation to provide employees with information about expectations for their work assignment. It is an expectation that employees review this handbook, become familiar with the content, and follow the guidance provided.

Introduction

Eden Prairie Schools appreciates the service of all staff members and recognize their contributions on behalf of students.

The employee handbook highlights information, including general employment policies and requirements that will be useful to you as an employee at Eden Prairie Schools. All employees are expected to familiarize themselves with its contents. This information is provided to support your effective performance as an employee; it is not intended as legal advice. Eden Prairie Schools reserves the right to make changes at any time, with or without notice, and to interpret School district policies and procedures at its discretion; however, employees will be notified of any future significant changes and will be required to review the most recent publication of the employee handbook each year.

This employee handbook is not all inclusive. In addition to the general information outlined in this employee handbook, all employees are expected to abide by all School Board policies and procedures, which are available on the School District website.

This employee handbook does not replace your collective bargaining agreement. Consult your collective bargaining agreement (if you have one) for specific information on the terms and conditions of your employment; it will serve as your most detailed and up-to-date source of information. If the information in your collective bargaining agreement and/or provided by your bargaining unit representative conflicts with the information presented in this handbook, ask your supervisor for clarification.

Mission, Core Values, Strategic Plan



Our Mission

Inspire each student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever-changing world.

Core Values

We believe that:

- Each person has intrinsic value.
- Each person has individual gifts, interests and talents.
- Community benefits when each person contributes.
- Relationships flourish on a foundation of mutual trust and respect.
- Continuous learning is essential for personal fulfillment, opportunity and success.

Strategic Plan

The Strategic Plan is designed to be a roadmap for the school district, guiding decisions and development as we move together into the future. The plan was the result of many hours of work by hundreds of people, including parents, community members and district staff. It encompasses all aspects of the district's work, from our youngest learners in Early Childhood, through the K-12 school years, and into lifelong learning provided by Community Education. It touches everyone – parents, staff, and community – but most importantly, is focused on our students.

Helpful Quick Links

Staff Quick Links

All employees receive credentials to log in to the [Staff Intranet](#) on their first day of employment. You will need your log in information to access some of the resource links provided in this handbook. Each building has an IT Specialist on staff who is available to assist employees who encounter technical difficulties logging in. To reach your IT Specialist, please search your building's staff directory or call the IT HelpDesk at x-58383.

Administration Contacts	Facilities, Safety, and Grounds - (952) 975-7121
Bargaining Contracts AST Buildings & Grounds CLASS EPEA EPSS Food Service Transportation MSEA Principal	How Do I....? <ul style="list-style-type: none"> • Request a Sick or Vacation Day? • Change My Benefits • View My Paycheck? • Complete a Mileage Reimbursement Form? • Use the Eden Prairie logo? • Find a world language interpreter? • Find employee discounts?
Board Policies	Human Resources and Benefits - (952) 975-7100
Department Listing	Infinite Campus
District Calendar	Payroll Department – (952) 975-7079 Payroll Calendar
Employee Access Center <ul style="list-style-type: none"> • View and change your personal information <ul style="list-style-type: none"> ○ Change of address, phone number, emergency contact, personal email • View and print your pay checks • View salary and benefit information • View and print your current or last year's W-2 • View your current tax withholding election (W-4) • View your deductions and benefits 	Staff Directory <ul style="list-style-type: none"> • Look up an employee's phone number & email.
Employee Discounts <ul style="list-style-type: none"> • Discounts to a local entertainment venues and discounts codes for other services. 	Staff Quick Links <ul style="list-style-type: none"> • Quick links to frequently used programs.
Frontline Login <ul style="list-style-type: none"> • Absence Management (formerly AESOP) • Time & Attendance (formerly VeriTime) • Recruiting & Hiring (formerly Applitrack) 	Technology/IT Help Desk <ul style="list-style-type: none"> • Phone/Help Line: (952) 975-8383 • Email: helpline@edenpr.org

Employment Practices

New Employee Orientation

All new employees meet with Human Resources staff to complete payroll and other new employee information on or before their first day of employment. Within the first month of employment, all new hires will receive an invitation to attend a mandatory new hire orientation. This orientation provides an overview of district policies, procedures, and other information important to continued success as an employee at Eden Prairie Schools. Employees can expect to also receive position appropriate training throughout their onboarding process.

Hiring Procedures

Vacancies, New Positions and Assignments

The School District posts all [career opportunities](#) on the School District website. All applicants must complete a district application. Current employees seeking to transfer to an open position or applying for summer school, supplemental hours, and other assignments, must complete the internal online application.

Criminal Background and Reference Checks

To ensure that individuals who join Eden Prairie Schools are well qualified, and that Eden Prairie Schools maintains a safe and productive work environment, it is our practice to conduct pre-employment background checks on all applicants who accept an offer of employment. All new district employees must sign an authorization form, and pay the associated fees, to conduct a criminal background check, as required by state law. Employment may be terminated based upon the results of the background check.

In addition to the background check, the district conducts reference checks on all candidates being considered for employment. All potential new hires must provide three supervisory references to the hiring manager, and all three references must be cleared prior to an offer of employment being made.

Employment Practices, continued

Security

Photo Identification Badge

All employees will be issued a photo identification badge at the time of hire. Employee identification badges are an important part of providing a secure environment for our students and employees. Badges must be worn at all times while on District property and worn in a visible location on your body. Should your employment with the District end, you are required to return your name badge to your supervisor. If you lose your identification badge, please report to HR right away to receive a new employee badge.

Keyless Entry (electronic keys and key cards)

All of our buildings are equipped with a keyless entry system. If an electronic key card is misplaced, lost or stolen, the employee is required to notify their supervisor or building Maintenance Operations Coordinator (MOC) immediately in order to assure that the lost key card is deactivated, and a new key card can be issued. Employees should check with their site supervisor to review the times that front doors are locked and to clarify when a key card or a physical key will be required to enter the building after hours.

**All staff and visitors must display
an identification badge supplied by the district.**

Employment Practices, continued

School Calendar and Working Hours

School Board Approved Calendar

Each spring, the School Board approves the calendar for the next year. The [District Calendar](#) lists important dates that occur throughout the school year, such as quarter start and end dates, conference dates, and no school days.

Working Hours

Working hours vary depending on the position, program, site, and the administrator's needs. All staff will follow the schedule set with their administrators. Staff may be required to sign in/out at the program site.

Lunch Period

A lunch period will be designated by the classroom instructor or administrator. Employee contracts have additional information pertaining to specific employee groups.

Holidays

Holidays are indicated on the board-approved school calendars. Typically, holidays are not scheduled workdays. Some holidays are paid, while others are unpaid, depending on the employee's union contract. Employees should refer to their [master contract](#), which indicates the paid holidays for their employee group. Employees working a part-time schedule will receive a prorated amount of holiday pay and may need to adjust their work schedule.

Employment Practices, continued

Inclement Weather & Emergency School Closing

General Procedures

In preparation for the possibility of school closings due to inclement weather or an emergency, the district has developed an [emergency school closing procedure](#). Employees must check with their administrator for site-specific procedures.

Employee Notification

Information concerning school closings and emergencies will be announced on the district website and on local news stations. An Instant Alert message will also be sent out by phone to all affected District staff. The notification system uses the contact information on the eFinance system. Consult your [collective bargaining agreement](#) for terms and conditions of employment to determine if you are required to report to work.

If you are not receiving information regarding school closings or instant alerts, your contact information may not be up-to-date in our systems. Please review your information on the [Employee Access Center \(EAC\)](#) then email Human Resources if you need assistance updating your information.

Employee Information

Employee Contact Information Changes

Name, Address, and Marital Status Changes

If you change your address, phone number, emergency contact, or personal email, you must report the information to the Human Resource Department right away using the Employee Access Center ([EAC](#)). Once you update your information in the employee portal, the system automatically notifies all departments that need to know this change so they can update your employment records accordingly.

Legal name changes must also be reported in person to the Human Resource Department. Legal name changes require a new Social Security card be presented to HR at the time of the request to change your name. The District is not able to change your name without proof of a new Social Security card.

In order for the District to make a legal name change, you must obtain a new Social Security card and bring that with you to the Human Resource office.

NOTE: Application for a new Social Security card must be done at the Social Security office. Please go on-line at [Specific documents need to be brought with you to your visit.](#) You may wish to visit the website or call 1-800-772-1213 to confirm what documents are needed.

Legal name changes require a new Form W-4 be completed *and* requires an updated social security card. Name changes must be reported to the Social Security Administration, Public Employees Retirement Associate (PERA) and/or Teachers Retirement Association (TRA), and Minnesota Department of Education (MDE).

If there is a change in marital status, the employee should contact the Human Resources office regarding benefit coverage. Employees may wish to change coverage and/or beneficiaries. Changes must be made within 30 days of the event.

Name and Address Changes

- It is important that accurate, up-to-date information is kept on each employee. Please report changes to Human Resources promptly.

Benefits

Employee Benefit Information

Eden Prairie Schools offers a generous benefit package to employees that includes medical, dental, life and disability insurance coverage to eligible employees. Eligibility for insurance is determined by your bargaining unit contract and district contributions to premiums are negotiated by each employer group. Benefit summaries and premium costs are provided by Human Resources. Employees may elect single or family medical and dental coverage and all benefits will be paid according to the terms of the insurance contract in force at the time of claim.

Eden Prairie Schools' medical and dental plans follow the plan year July 1 through June 30. Payroll deductions are calculated using the total months of coverage divided over regular paychecks throughout the plan year. Coverage continues throughout the summer months for employees who return the following school year. If a covered employee does not return for the next school year, coverage is terminated at the end of the previous plan year, June 30, with the exception of teachers who lose coverage August 31.

Payroll deductions for medical and dental insurance are made on a pre-tax basis. Therefore, the elected coverage must remain in effect for the entire plan year. A change in the election is only possible if a request is made within thirty (30) days of a qualifying life event that is consistent with the requested change.

Please review the [Benefit Page](#) on the staff intranet to learn more about your benefit options including premium rates, benefit enrollment forms, annual open enrollment, and mid-year benefit changes. Questions may be directed to Human Resources at (952) 975-7035.

Qualifying Events

To change insurance outside of the annual open enrollment period, employees must notify Human Resources within 30 days of an event that results in a family status change. Contact Human Resources at (952) 975-7035 or refer to Benefit Page for additional information and required forms. Qualifying family status changes include but are not limited to:

- Marriage
- Divorce
- Birth
- Adoption
- Death of a spouse or child
- Spouse's change in employment status

Employee Notices

Annual notices are posted on the [Benefit Page](#). Annual notices include but are not limited to:

- COBRA Notice
- HIPAA Privacy Notice and Special Enrollment Notice
- Marketplace Notice
- Medicaid/CHIP Notice
- Medicare Creditable Coverage Notice

Employees who have a change in address and/or phone number must update this information on the Employee Access Center (EAC), which will update the district's official employee data system.

Payroll

Payroll Procedures

Payroll Dates

All employees are paid on the 15th and the last day of the month. If either one of these days falls on a weekend or holiday, you will be paid the business day before. The [Payroll Process Staff Orientation PowerPoint](#) and the [Payroll Calendar](#) provide useful resources to all employees. Please contact your supervisor or contact payroll with questions regarding your paycheck. Payroll may be reached at (952) 975-7079.

Direct Deposit

Direct Deposit is a requirement for all employees. Employees must select a banking account where you elect to have your paycheck directly deposited on payday. Employees do not receive a physical paystub, but all employees have access to view and print their pay stubs by logging in to their account on the [Employee Access Center \(EAC\)](#).

Direct Deposit Changes - If you change the bank account where your direct deposit is made, please contact payroll before closing your old account. Payroll needs a few days to change your direct deposit information. Closing your account too early could impact your next pay check being deposited on time and in the correct account. Payroll can be reached at (952) 975-7079. In addition, all direct deposit changes require a new [Direct Deposit Form](#) be completed, along with a voided check (or direct deposit advice form from your bank) be attached to the form. The new form and attachment must be submitted to Payroll before any changes can be completed.

Time & Attendance (formerly known as VeriTime)

Hourly employees record their work hours worked through an electronic time clock. To clock in and out, you may either swipe your ID badge at the provided station or manually enter your Login ID (10-digit phone number) and 4 or 5-digit PIN. If you forget to clock in or out, you must contact your supervisor for a timesheet adjustment. This [Frequently Asked Questions](#) is a useful resource for all employees.

Employee Access Center

The [Employee Access Center \(EAC\)](#) allows employees the ability to print their W-2's and to view their personal employment information such as pay checks, deductions, changes in address and tax withholdings. Employees with a district email address are given access to the EAC upon hire. If you do not have a district email address or need assistance logging in, please contact the Technology Help Desk at (952) 975-8383 or email EPSTech_Support@edenpr.k12.mn.us.

Payroll, continued

Payroll Procedures

Tax Withholdings

Employees elect their tax withholding when they begin employment. To change the tax withholdings on your paycheck, please complete a new Federal and State W-4 form and submit your completed forms to the Payroll Department. Federal W-4 - [W-4 Federal Form](#) Minnesota State W-4 - [W-4 Minnesota Form](#)

TRA/PERA

As an employee of the Eden Prairie School District, you will contribute to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period your contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf. Both employee and employer contributions are mandated by Minnesota law.

To get access to your information, please set up your personal account by clicking the appropriate link shown below.

- Teachers' Retirement Association (TRA) - 651-269-2409 or www.minnesotatra.org
- Public Employees' Retirement Association (PERA) - 651-296-7460 or www.mnpera.org

Leave of Absence

Leave of Absence Procedure

Overview

Depending on the terms and conditions of employment, employees may have provisions allowing for paid time off or unpaid time off. This time off must be pre-approved except in the event of emergencies. Absences must be entered in the [Absence Management](#) (formerly known as AESOP) system whenever an employee is absent from work. Questions regarding workplace absences should be directed to your supervisor.

Some state and federal laws provide for leaves when an employee needs time off from work due to a serious medical condition or to attend the special education, preschool or school conferences, or school-related activities of their children or foster children, if those conferences or activities cannot be scheduled during non-work hours. Unexcused absences are not acceptable. Employees may be considered as absent without approved leave and can be subject to discipline. Employees must be sure to follow proper reporting procedures if they are unable to attend work. Contact your supervisor and Human Resources (952) 975- 7105 with questions regarding extended workplace absences.

Requesting Time Off

All employees in the district are required to enter their absences in the [Absence Management System](#) (formerly known as AESOP). Please access the [Employee Quick Start Guide](#) and the [Getting Started with Absence Management](#) for resources to help you get started with this system.

Family and Medical Leave Act of 1993 – [Policy #410](#)

The Family and Medical Leave Act (FMLA) of 1993 requires the District to provide up to 12 work weeks of unpaid, job-protected leave to "eligible" employees for certain family or medical reasons. Employees are eligible if they have worked for the District for at least one year and have worked a minimum of 1,250 hours during the twelve months prior to the leave. For more information employees may reference Board Policy and Regulation #410 or contact Human Resources at (952) 975-7105 for more information.

Leave of Absence, continued

Employee Injuries and Worker Compensation

Workers' Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work. All work-related injuries must be reported within 24 hours of the injury. Please complete a First Report of Injury with your supervisor by calling the SFM Injury Hotline at 1-855-675-3501.

- For emergency situations, call 9-1-1.
- SFM Hotline - 1-855-675-3501
- Return to Work Procedure and questions – call Human Resources at (952) 975-7105.

Please note it is critical that you stay in touch with your Human Resource contact during your work-related injury process. Your HR contact will guide you through the steps to ensure you complete all required paperwork, receive the care you need, and will assist you with the return to work process at the end of your recovery.

Questions regarding Workers' Compensation should be discussed with your supervisor or Human Resources at (952) 975-7105.

Licensure for Certified Staff

Teacher Licensure

Licenses and Certifications

Each employee who is required by law to be licensed or certified must maintain a current license or certificate with the Human Resources department. Individuals are expected to know the date of expiration of their individual license and/or certification. Failure to maintain a current license or certification may result in an employee being placed on leave without pay, reduction in certification related compensation until license or certification is reactivated or discharged from employment. Licensed staff must notify Human Resources when license renewals are issued each time their license expires.

Renewal/Relicensure

Teaching licenses issued by the Professional Educator Licensing and Standards Board (PELSB) are issued as one, two, five-year, or life licenses. Renewal application requirements such as employment and education hours vary depending on the type of license held. Contact PELSB at 651-539-4200 or [apply online](#).

The Relicensure Committee

Each building has a Relicense Committee Representative. Please contact your building's administrative office for the name of your building representative.

Technology Department

The technology department is responsible for the district's technology networks, student and employee issued technology devices, software and hardware. Site support specialists are available at each school building to offer fast and efficient assistance with technology needs and technical issues. Staff may also contact the [Technology Help Desk](#) at (952) 975-8383 from 7:30 a.m. - 4:00 p.m. Monday-Friday for further assistance.

Contact your building's Technology Support Specialist for:

- Assistance logging in to your email, Staff Intranet, and other district programs.
- Assistance with your telephone.
- Assistance with work-issued technology.

Workplace Health and Safety

Safety is important for all of us. Help prevent injury to yourself and others by observing general safety rules, removing hazards in your work space and immediately reporting unsafe conditions to your supervisor. The District is committed to developing and maintaining safe working environments. If you are involved in or witness an accident while at work, report it to your supervisor immediately and complete a First Report of Injury form within 24 hours.

It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions:

- Know the locations of exits, fire extinguishers and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.
- Know the location of First Aid materials.
- Report any safety hazards to your supervisor.
- Be aware of your surroundings.

Employee Right to Know Act – [Policy #407](#)

Eden Prairie Schools is committed providing school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

The Employee Right to Know Act requires Eden Prairie Schools, as your employer, to evaluate workplaces for the presence of hazardous substances and harmful physical agents and to provide training for those employees who may be exposed to these substances. Written information regarding harmful substances is available in each District building. If you are concerned about a hazard in your work area or would like information on training, please contact the Facilities and Safety Coordinator at (952) 975-7124

Tobacco-Free Environment – [Policy #419](#)

Eden Prairie Schools is committed to providing a healthy, safe and productive environment for staff, students and citizens. Therefore, the District shall promote non-tobacco use, including tobacco-related devices and electronic cigarettes, in a public school among its staff and students. Smoking and use of tobacco-related and electronic cigarettes is prohibited in school buildings and on school District property at all times.

Workplace Health and Safety, continued

Drug and Alcohol Free Workplace – [Policy #418](#)

Eden Prairie Schools is committed to providing a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription. Therefore, use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

Weapons – [Policy #501](#)

All District personnel shall be prohibited from carrying, bringing, using or possessing any dangerous weapons on District property, in any District vehicle or at any District-sponsored activity regardless of location, except as provided by law and/or with specific authorization from the Superintendent or designee. Dangerous weapons shall be defined in accordance with MN Statute 609.66.

Appendix A

Policies Every Employee is Expected to Know

Policy Governance is a process that provides a clear differentiation between governance and management responsibilities in organizations. The Eden Prairie School Board adopted the Policy Governance model and approved its own Board Policies in the areas of Executive Limitations, Board Management Delegation, Governance Process and Ends. [Board Policies](#) are intended to provide a clear distinction of Board and Superintendent roles.

The adoption of the Policy Governance model does not eliminate the need for District Policies that govern the management of the District. State and federal law require School Districts to implement policies that may be identified by the opening policy statement: “School districts are required by statute to have a policy addressing these issues.” The remaining policies adopted by the School District are based on statute and rule, but may be modified to reflect local standards and expectations.

Eden Prairie Schools is a member of the Minnesota School Board Association (MSBA). As a benefit of membership, their Policy Service is provided to school boards and administrators in order to develop policies and procedures for managing their school districts.

Equal Employment Opportunity – [Policy #401](#)

Eden Prairie Schools provides equal employment opportunity for all applicants and employees. The district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment. Employees who engage in discrimination will be subject to disciplinary action, up to and including termination.

Public and Private Personnel Data – [Policy #406](#)

All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act. Personnel data on employees is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, and document employee performance. Members of the public are entitled to inspect and obtain copies of all public government data. This may include:

- Name, employee identification number, actual gross salary, terms and conditions of employment, contract fees, actual gross pension, employer paid fringe benefits.
- The complete terms of any agreement settling any dispute arising out of an employment relationship
- Job title, bargaining unit, job description, education and training background, and previous work experience.

Policies Every Employee is Expected to Know, continued

- Date of first and last employment.
- The existence and status of any complaints or charges against the employee, regardless the complaint resulted in disciplinary action.
- Work location, work telephone number, badge number, work-related continuing education, and honors and awards received

See the MN Government Data Practices Act for further information and additional personnel data that may be considered public. Reference: [Minn. Stat. § 13.43, Subd. 2\(a\)](#).

Harassment and Violence – [Policy #413](#)

Eden Prairie Schools recognizes each employees' right to individual respect and dignity and is committed to establishing and maintaining a professional, respectful learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

It shall be a violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy. The District prohibits retaliation against individuals who participate in the complaint process.

You should contact the appropriate school district official designated by this policy to report offensive behavior. Eden Prairie Schools' District Human Rights Officer is the Executive Director of Human Resources - (952) 975-7102.

The school district encourages the reporting party or complainant to use the report form available from the principal, building supervisor of each building, the school district office, or by clicking this link: [Harassment and Violence Report Form](#). Oral reports are also acceptable.

Mandated Reporting - Maltreatment of Children or Vulnerable Adults – [Policy #414](#)

All children deserve to grow up in a healthy, safe environment. The State of Minnesota requires that school personnel who know or have reason to believe a child is being neglected or physically or sexually abused must report the information to the proper authorities. The policy of the school district is to fully comply with [Minn. Stat. § 626.557](#) requiring school personnel to report suspected maltreatment of vulnerable adults.

Policies Every Employee is Expected to Know, continued

A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

“Mandated Reporter” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.

“Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.

Bullying Prohibition – [Policy #514](#)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

Technology Acceptable Use Policy – [Policy #524](#)

Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited-purpose network.

Policies Every Employee is Expected to Know, continued

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

All district employees must sign the employee section of the [Internet Use Agreement](#).

Appendix B

Employment Laws and Practices

Background Checks: According to [Minn. Stat. §123B.03](#), the School District will seek a criminal background check for applicants who receive an offer of employment and/or seek to volunteer with the School District. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the School District. See Board [Policy #404](#).

Equal Opportunity Employer: Eden Prairie Schools prohibits discrimination in any form on the basis of race, color, creed, age, disability, sex, sexual orientation, national origin, marital status, or status with regard to public assistance. This procedure includes but is not limited to the following: employment, promotion, demotion, transfer, layoff, recall, corrective actions, termination, rate of pay, other compensation, and the application of policies and training. Employees who engage in discrimination will be subject to disciplinary action, up to and including, discharge of employment. See Board [Policy #401](#).

Immigration Law Compliance: Eden Prairie Schools is committed to employing United States citizens and others who are authorized to work in the United States. As a condition of employment, you must properly complete, sign and date the first section of the US Citizenship and Immigration Services Form I-9.

Employment of Minors: No one under eighteen (18) years of age will be employed without providing proper proof of their age in an age certificate, birth certificate, or driver's license. Minors will be employed only in accordance with child labor laws and School Board policies.

Viewing Your Personnel File: Employees have a right to review the contents of the employee's personnel record. To view your personnel record, you must contact the Human Resources Department at 952-449- 8307 to set up an appointment. The District shall comply with a written request no later than seven (7) working days after receipt of the request. [Minn. Stat. § 181.961](#)

Wage Theft Law: Minnesota Statutes provides wage and hour protections for employees. Employees have a right to receive commissions and wages at the employee's rate(s) of pay or the rates required by law, whichever is greater, in addition to the right to be paid wages or commissions earned at specific intervals on a regular payday. Each employee must receive written notice at the start of their employment conveying an accurate statement of pay, benefits, potential deductions, and other important information.

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations: [Minn. Stat. § 181.939](#) gives pregnant and lactating employees certain legal rights. Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation. Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

Earned Sick and Safe Time (ESST) Employee Notice: Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave, under [Minn. Stat. § 181.9447, subdivision 9](#). Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year, for purposes of the employee's earned sick and safe time accrual, is July 1 - June 30.

- **Full-time and part-time staff** regularly employed in the following employment groups: AST, Building Services, Cabinet, CLASS, Confidential, EPSS, Food Service, MSEA, Preschool Teachers, Principals, Teachers, and Transportation. Regularly employed full-time and part-time staff are provided with 80 hours of earned sick and safe time at the beginning of each year.
- **Casual employees** identified as: Coaches, substitute teachers, substitute paraprofessionals, community education instructors, student workers, EPO stipend-only teachers, activities facilities monitors, building monitors, seasonal employees, and other casual employees. Casual employees will accrue one hour of earned sick and safe time for every 30 hours they work, up to 48 hours in a year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency, or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease; and
- bereavement leave; to make funeral arrangements, attend a funeral service or memorial or address financial or legal matters that arise after the death of a family member.

Notifying Employer, documentation (ESST): According to the law, an employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

Retaliation, right to file a complaint (ESST): It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

If an employee plans to use earned sick and safe time for an appointment, preventive care, or another permissible reason, they are to inform their supervisor as far in advance as possible or as soon as they know they will be unable to work.