FARMINGTON
AREA PUBLIC SCHOOLS













EMPLOYEE HANDBOOK

ABOUT FARMINGTON AREA PUBLIC SCHOOLS



Superintendent Jason Berg has been a part of District 192 for more than 20 years.

Farmington Area Public Schools, ISD 192, is committed to high quality teaching and learning for all. Thanks to our dedicated staff and community support, we are providing innovative programs that support each person's development. Our students are community leaders, outstanding artists, talented athletes, and creative problem solvers - but most importantly, they are successful learners.

Our staff members play a vital role in our success as a district.

Here are a few fast facts about our district and community as you begin your service with us!

5 Things about Farmington Area Public Schools

1. **Learner-Centered Focus Aided by Personal Technology**: All District 192 learners in grades K-12 have access to an **iPad (7th gen.)** in a 1:1 ratio to support personalized learning.
2. **Strategic Plan Drives Decisions**: The District Strategic Plan, updated in 2019 with extensive staff and community feedback, provides a framework and direction for the district.
3. **Dedicated to Real Life Learning Experiences:** Students are provided real life learning experiences within and beyond the classroom through a personalized, individualized and competency based system. Students show their learning through application of skills and knowledge.
4. **Survey Shows Satisfaction:** A full 84% of residents rated the quality of education provided in the district as "excellent" or "good" in a scientific survey.
5. **Community Ed Success:** Farmington's Community Education programs offer learning and enrichment for all ages, including early childhood family education, accredited pre-school options, school age care, youth and adult enrichment classes, and more.

Stay informed on school news and achievements.

facebook.com/district192 | twitter.com/district192

www.farmington.k12.mn.us | youtube.com/c/district192

Fast Facts

...and Numbers

Enrollment
Current enrollment is about 6500 students in grades K-12 with growth anticipated.

Schools
High Schools - 1
Middle Schools - 2
Elementary Schools - 5

Community
The total population of District 192 is more than 36,000 and growing.

Staff
900 employees,
490 licensed teachers

Finances
83% of spending goes toward classroom instruction and student services.

DISTRICT SERVICES PERSONNEL

	Phone Number
SUPERINTENDENT'S OFFICE (5013)	**651-463-5013**
Jason Berg, Superintendent	651-463-5013
Maren Bahler, Director of Teaching and Learning	651-463-5016
Christopher Bussmann, Director of Administrative Services	651-463-5054
Lori Jensen, Executive Assistant	651-463-5013
BUSINESS SERVICES (5045)	**651-463-5045**
Jane Houska, Finance Director	651-463-5043
Renae Swanson, Controller	651-463-5042
Megan O'Meara, Finance Assistant	651-463-5068
Heather Pfeifer, MARSS Specialist	651-463-5076
HUMAN RESOURCES (5040)	**651-463-5040**
Jess Ulrick, Director of Human Resources	651-463-5065
Karen Roschen, Payroll and Employee Benefits Supervisor	651-463-5037
Sue Coccarelli, Human Resources Generalist	651-463-5046
Kristin Hennen, HR Administrative Assistant	651-463-5040
TEACHING & LEARNING (5015)	**651-463-5015**
Maren Bahler,Director of Teaching and Learning	651-463-5016
Christopher Bussmann, Director of Administrative Services	651-463-5054
Andy Leiser, Instructional Technology Coordinator	651-463-5022
William Ristow, Data/Assessment Coordinator	651-252-2851
Richard Yonker, Science & Technology Integration Specialist	651-252-2866
Kerry Beton, District Literacy Coordinator	651-252-2690
Trish Schmaltz, Teaching & Learning Specialist	651-463-5015
TECHNOLOGY (5055)	**651-463-5055**
Nathan Simon, Technology Coordinator	651-463-5096
Brent Rasmussen, Technology Services Specialist	651-463-5039
BUILDINGS & GROUNDS (5058)	
Dan Miller, Director of Operations	651-463-5058
FOOD SERVICE (3820)	**651-460-3820**
Scott Tobin, Director	651-460-3823
Emma Donnelly, Administrative Assistant	651-460-3824
Whitney Bay, Administrative Assistant	651-460-3825
SPECIAL SERVICES (5020)	**651-463-5020**
Dana Strop, Director	651-252-2972
Frederick Weiss, Special Services Supervisor	651-252-2973
Andrew (AJ) Dubek, Special Services Supervisor	651-252-2971
Tara Owens, Special Services Supervisor	651-460-3833
Stephanie Nelson, Accounting Finance Specialist	651-252-2970
Heather Bergstrom, Administrative Assistant	651-252-2980
Marcia Doty, Administrative Assistant	651-252-2981
COMMUNITY EDUCATION OFFICE (3200)	**651-460-3200**
Brianna Ostoff, Director	651-460-3202
Mandy Clementz, Early Learning Coordinator	651-460-3203
Clarice Grabau, ABE Coordinator	507-664-3764
Julie Cooper, Enrichment and Program Admin Asst.	651-460-3804
Sarah Malz, CE Marketing & Events Generalist	651-460-3205
Brittany Hoppe, Early Learning Supervisor	651-460-3206
Ashley Akehurst, Inclusion Coordinator	651-460-3211
Catherine Connery, CE Admin. Support	651-460-3208
Steve Schriver, Kid Connection Coordinator	651-460-3205
Jacob Winter, Enrichment and Program Coordinator	651-460-3809
Sarah Erickson, Enrichment and Service Coordinator	651-460-3802
Christine Henderson, CE Specialist	651-460-3212
Colm Griffin, Aquatics Coordinator	651-460-1515

SCHOOL BOARD DIRECTORY
January 2026

BOARD MEMBER		***OFFICE TERM***
Kyle Christensen e-mail: kchristensen@farmington.k12.mn.us	(Chair)	expires 12/31/2028
Kelsey Jezierski e-mail: kjezierski@farmington.k12.mn.us	(Director)	expires 12/31/2028
Hannah Johnson e-mail: hjohnson@farmington.k12.mn.us	(Clerk)	expires 12/31/2028
Becky DeWilde e-mail: rdewilde@farmington.k12.mn.us	(Treasurer)	expires 12/31/2026
Melissa Gorman e-mail: mgorman@farmington.k12.mn.us	(Vice Chair)	expires 12/31/2026
Maggie Storlie e-mail: mstorlie@farmington.k12.mn.us	(Director)	expires 12/31/2026

ISD 192 School Building Directory

Farmington High School Teacher Day: 7:30–3:30 Student Day: 8:15 – 2:55	20655 Flagstaff Ave. Farmington, MN	651-252-2500	Ryan Meyer, Principal
Robert Boeckman Middle School Teacher Day: 7:50–3:50 Student Day: 8:40 –3:30	800 Denmark Ave. Farmington, MN	651-460-1400	Joe Sage, Principal
Levi P. Dodge Middle School Teacher Day: 7:50–3:50 Student Day: 8:40 -3:30	4200 - 208th St. W. Farmington, MN	651-460-1500	Andrew Nelson, Principal
Akin Road Elementary Teacher Day: 7:00–3:00 Student Day: 7:40-2:10	5231 - 195th St. W. Farmington, MN	651-460-1700	Tracey Magnuson, Principal
Farmington Elementary Teacher Day: 7:30-3:30 Student Day: 8:00 -2:40	500 Maple Street Farmington, MN	651-463-9000	Kim Bollesen, Principal
Meadowview Elementary Teacher Day: 7:15-3:15 Student Day: 7:40 -2:10	6100 - 195th St. W. Farmington MN	651-460-3100	Rebecca Bican, Principal
North Trail Elementary Teacher Day: 7:00-3:00 Student Day: 7:40–2:10	5580 - 170th St. W. Farmington, MN	651-460-1800	Kelly Galarneau, Principal
Riverview Elementary Teacher Day: 7:00 –3:00 Student Day: 7:40 – 2:10	4100 - 208th St. W. Farmington, MN	651-460-1600	Shawn Peck, Principal
Community Education **Early Childhood**	6100 195th Street W. Farmington, MN	651-460-3200	Brianna Ostoff, Director
Tiger Legacy Learning Center Supervisor **ECSE Programs**	510 Walnut Street Farmington, MN	651-460-3833	Tara Owens, Special Services

OUR PAYROLL PROCESS

Payroll strives to process your checks as efficiently and accurately as possible, so it is crucial that you submit forms, time sheets, etc., by the necessary deadlines. *You are strongly encouraged to review your check information each payday*. If you have any questions, please feel free to contact the Payroll Office.

- Paydays are twice a month, on the 15th and the last day of the month. If either of those days falls on a weekend or holiday, paychecks are issued on the preceding work day. Timesheets are generally paid with a one-half month lag, i.e. time worked the 1st through the 15th is paid on the end of the month payroll.

- Most hourly employees of the district are required to use the True Time time-keeping system. Instructions will be provided during your orientation. If you are unable to clock in and out it would be a good idea to track your time worked on paper, from your first dayuntil you begin using the time-keeping system. When you submit your electronic timesheet, you are verifying that all information is true and accurate. If you fail to submit your electronic timesheet by the deadline, your pay may be delayed one payroll cycle. If you have issues, inform your supervisor.

- Time sheets are due to Payroll three days after payday for the following payroll. Since your supervisor will need to meet this deadline, he/she will have their own deadline for your time sheet. Be sure to fully complete and sign your timesheet and forward it to your supervisor or principal within their deadline so they may approve the payment and submit it to Payroll. When you submit your timesheet, you are verifying that all information is true and accurate.

- Direct deposit is mandatory for all employees of Farmington schools (MN Statute 177.23, subd.4). Funds are deposited into your account on payday.

- Skyward (ERMA) contains demographic information, detailed check information, leave history and much more. Skyward (ERMA) is available by logging in through a district computer to the ISD 192 intranet.

- **PERA (Public Employees Retirement Association)**

  PERA is a retirement plan for public employees in Minnesota. Membership is mandatory for all non-certified employees. PERA deductions are at 6.5% of the employee's gross pay and the district matches at 7.5%. The contribution amounts are forwarded to PERA each payday. If you have questions regarding your PERA balance, withdrawing funds, or changing beneficiaries, please contact PERA directly at 1-800-652-9026 or at www.mnpera.org

- **TRA (Teachers Retirement Association)**

  TRA is a retirement plan for teachers in Minnesota. Membership is mandatory for certified teachers in a qualified work assignment. TRA deductions are at 8% of the employee's gross pay and the district matches at 9.81%. The contribution amounts are forwarded to TRA each payday. If you have questions regarding your TRA balance, withdrawing funds, or changing beneficiaries, please contact TRA directly at 651-296-2409 or at www.minnesotatra.org

- **TSA (Tax Sheltered Annuities)**

  Participation in a TSA is optional. By definition, a TSA is generally a tax-deferred retirement investment plan such as the 403b and 457 plans offered through the district. The terms "403b" and "457" refer to sections of the IRS Code which define the rules by which "pre-tax" investment may be made through payroll deduction.

  Any employee may participate in a TSA. Some bargaining groups also have negotiated a district match to TSA contributions – see your bargaining agreement or the independent handbook to determine if you qualify for a district match.

ISD 192 - True Time Employee's Payroll Schedule 2026 - 2027 School Year			
Employee Submits MONDAY Manager Approves TUESDAY *(unless otherwise noted)*			
Weeks Paid	**Employee Submits Time Sheet**	**Manager Approval Date**	**Check Date**
06/28/26-07/04/26	July 6, 2026	July 7, 2026	
07/05/26-07/11/26	July 13, 2026	July 14, 2026	July 31, 2026
07/12/26-07/18/26	July 20, 2026	July 21, 2026	
07/19/26-07/25/26	July 27, 2026	July 28, 2026	
07/26/26-08/01/26	August 3, 2026	August 4, 2026	August 14, 2026
08/02/26-08/08/26	August 10, 2026	August 11, 2026	
08/09/26-08/15/26	August 17, 2026	August 18, 2026	August 31, 2026
08/16/26-08/22/26	August 24, 2026	August 25, 2026	
08/23/26-08/29/26	August 31, 2026	September 1, 2026	September 15, 2026
08/30/26-09/05/26	9/8/2026 - BY NOON	9/8/2026 - END OF DAY	
09/06/26-09/12/26	September 14, 2026	September 15, 2026	September 30, 2026
09/13/26-09/19/26	September 21, 2026	September 22, 2026	
09/20/26-09/26/26	September 28, 2026	September 29, 2026	
09/27/26-10/03/26	October 5, 2026	October 6, 2026	October 15, 2026
10/04/26-10/10/26	October 12, 2026	October 13, 2026	
10/11/26-10/17/26	October 19, 2026	October 20, 2026	October 30, 2026
10/18/26-10/24/26	October 26, 2026	October 27, 2026	
10/25/26-10/31/26	November 2, 2026	November 3, 2026	November 13, 2026
11/01/26-11/7/26	November 9, 2026	November 10, 2026	
11/08/26-11/14/26	November 16, 2026	November 17, 2026	November 30, 2026
11/15/26-11/21/26	November 23, 2026	November 24, 2026	
11/22/26-11/28/26	November 30, 2026	December 1, 2026	December 15, 2026
11/29/26-12/05/26	December 7, 2026	December 8, 2026	
12/6/26-12/12/26	December 14, 2026	December 15, 2026	December 30, 2026
12/13/26-12/19/26	December 21, 2026	December 22, 2026	
12/20/26-12/26/26	December 28, 2026	December 29, 2026	
12/27/26-01/02/27	January 4, 2027	January 5, 2027	January 15, 2027
01/03/27-01/09/27	January 11, 2027	January 12, 2027	
01/10/27-01/16/27	January 19, 2027 - BY NOON	January 19, 2027 - END OF DAY	January 29, 2027
01/17/27-01/23/27	January 26, 2027 - BY NOON	January 26, 2027 - END OF DAY	
01/24/27-01/30/27	February 1, 2027	February 2, 2027	February 12, 2027
01/31/27-02/06/27	February 8, 2027	February 9, 2027	
02/07/27-02/13/27	February 16, 2027 - BY NOON	February 16, 2027 - END OF DAY	February 26, 2027
02/14/27-02/20/27	February 22, 2027	February 23, 2027	
02/21/27-02/27/27	March 1, 2027	March 2, 2027	March 15, 2027
02/28/27-03/06/27	March 8, 2027	March 9, 2027	
03/07/27-03/13/27	March 15, 2027	March 16, 2027	March 31, 2027
03/14/27-03/20/27	March 22, 2027	March 23, 2027	
03/21/27-03/27/27	March 29, 2027	March 30, 2027	
03/28/27-04/03/27	April 5, 2027	April 6, 2027	April 15, 2027
04/04/27-04/10/27	April 12, 2027	April 13, 2027	
04/11/27-04/17/27	April 19, 2027	April 20, 2027	April 30, 2027
04/18/27-04/24/27	April 26, 2027	April 27, 2027	
04/25/27-05/01/27	May 3, 2027	May 4, 2027	May 14, 2027
05/02/27-05/08/27	May 10, 2027	May 11, 2027	
05/09/27-05/15/27	May 17, 2027	May 18, 2027	May 28, 2027
05/16/27-05/22/27	May 24, 2027	May 25, 2027	
05/23/27-05/29/27	6/1/2027 - BY NOON	6/1/2027 - END OF DAY	June 15, 2027
05/30/27-06/05/27	June 7, 2027	June 8, 2027	
06/06/27-06/12/27	June 14, 2027	June 15, 2027	June 30, 2027
06/13/27-06/19/27	June 21, 2027	June 27, 2027	
06/20/27-06/26/27	June 28, 2027	June 29, 2027	July 15, 2027

Independent School District #192
20655 Flagstaff Avenue
Farmington, MN 55024

List of Participating Vendors

{Please log onto the website below or call the number listed to find the local representative)

ASPIRE	https:// www.pcsretirement .com/aspire
	1-866-634-5873

EFS Advisors	https:// efsadvisors.com
	1-952-229-4123

Horace Mann	https://horacemann.com
403(b) , Roth 403(b), 457	1-800-999-1030

METLIFE	https://www.metlife.com
	1-800-638-5433

VALIC	https://www.corebridgefinancial.com/rs/home/contact-us
(Corebridge Financial)	1-800-448-2542

VOYA FINANCIAL	https://www.voya.com
	1-888-311-9487

457 MN DEFERRED	https://www.msrs.state.rnn.us/about-mndcp
COMP PLAN	1-651-296-2761
457 and Roth457	

FARMINGTON AREA PUBLIC SCHOOLS

Department of Human Resources, Payroll & Benefits

403(b) Universal Availability Notice

Farmington Area Public Schools offers a 403(b) plan for eligible employees of the District. Employees are eligible to participate as described below:

X *All employees are eligible to participate in the 403(b) plan*

- o All employees are eligible to participate in the 403(b) plan except those who normally work fewer than _ hours per week (must be 20 or less and generally equivalent to 1,000 hours or less in a normal work year)
- o Other (describe)_____

403(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax basis (a "deferral") and have the deferral deposited into a 403(b) account that the employee sets up with a 403(b) vendor. Amounts deferred into a 403(b) account, and any earnings on those deferrals, are generally not taxed until the employee makes a withdrawal from his or her 403(b) account following separation from service with the District.

The District maintains a list of approved 403(b) vendors and appropriate contact information for each vendor. A copy of this list is available out on the district's webpage: HR Forms - Farmington Area Public Schools Click on the folder for Payroll Forms and select 403B and 457 Vendors & Form. Employees should contact each vendor for information about the 403(b) products and services it offers.

To enroll in the 403(b) plan, an employee must complete necessary paperwork, such as a salary reduction agreement ("SRA"). The SRA will only apply to amounts earned after enrolling in the plan. This contribution will continue unless it is modified or revoked in the future. The District has established policies that enable you to increase or decrease your contribution, stop your contribution or change from one authorized 403(b) vendor to another. Employees may get the necessary enrollment forms from the payroll department. Additional information on District policies and other 403(b) plan rules can be obtained with the enrollment materials. . Disclosure to employees: The District has no liability for any employee 's election to participate in the 403(b) plan, choice of 403(b) vendor(s), or expected tax consequences resulting from participating in the 403(b) plan. The District does not provide tax, legal or investment advice and recommends that employees seek advice from professionals who specialize in these areas.

Farmington Area Public Schools, ISO 192
20655 Flagstaff Avenue,
Farmington, MN 55024

Phone: 651.463.5040
Fax: 651.463.5071

Web: http://www.farmington.k12.mn.us
Email: HR-Payroll@farmington.k12.m.nus

EMERGENCY SCHOOL CLOSINGS, DELAYS OR EARLY RELEASES

In making the decision to close schools, the Superintendent or designee will consider many factors relating to the safety and health of children. Conditions which would prompt consideration to close schools could be:

1. Weather conditions, both existing and predicted.
2. Actual occurrence or imminent possibility of any emergency condition which would make that operation of schools difficult or dangerous.
3. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

If a school closure, delayed opening or early release are implemented, other school events will likely be canceled dependent on the weather forecast and conditions. Please watch the television or visit the district web site for the latest announcements regarding the status of before and after school activities.

When school is closed, delayed or when there is an early release, please refer to your individual working agreement for instructions regarding appropriate procedures.

DISTRICT ALL – CALL NOTIFICATION
District-wide system to notify all employees through phone call and e-mail.

NOTIFICATION – HOTLINE
The hotline will have school closing information: 952-985-1100

NOTIFICATION – WEB PAGE
School closing information will be posted on the District Web Site; www.Farmington.k12.mn.us

NOTIFICATION – LOCAL TV AND RADIO;
The following television stations will be notified by 6:00 a.m. of school closings or changes in start times. We try to have the notification on earlier but sometimes it just isn't possible to make a determination earlier.
KARE 11….Channel 11
WCCO….830 AM & Channel 4
KSTP……Channel 5
KMSP….Fox 9/UPN 29

When an e-learning day has been declared employees will be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis.
(See MN STATUTE 120A.414 E-LEARNING DAYS)

What should I do if I need to report an absence?

Regular attendance is expected of employees of Farmington Area Public Schools. If you are unable to perform your duties and responsibilities because of personal illness, injury or other reasons, you should notify your appropriate supervisor or administrator as soon as possible prior to the start of the work day.

- Teachers must record all their absences including for sick, personal and professional time in Absence Management, the districts substitute placement system (app.frontlineeducation.com), at least 2 hours prior to the start of your school day. If Absence Management states that your entry is past the absence cutoff time, please contact your school administrative assistant.

- Paraprofessional employees and Nurses must record their absences in Absence Management (for substitute tracking) and Skyward (formerly ERMA). See the additional handout for details on this system.

- Administration, Independent Employees, Administrative Assistants, Community Education classroom support and Custodians must enter their absences in Skyward (formerly ERMA).

- Check with your supervisor to determine if there are additional position specific reporting requirements.

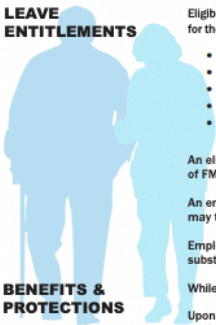
- Employees whose absences will be greater than five days need to request a medical leave. You will need to fill out the "Leave Request Form – for leave greater than 5 days" located Frontline Central. A doctor's note should be sent to your supervisor and Karen Roschen, Payroll Benefits Supervisor, at 651-463-5037 or kroschen@farmington.k12.mn.us. We will then determine if additional documentation needs to be submitted in case you may qualify for the Family Medical Leave Act (FMLA). The FMLA protects your position and benefits during a qualified absence for up to 12 weeks.

Earned Safe and Sick Time (ESST)

Independent School District 192 does comply with MN Statute 181.9447, subd. 9, regarding Earned Safe and Sick Time. The amount of ESST accrued / allocated varies per bargaining agreement/handbook that the employee's position falls under. ESST Notices are available on the Farmington Area Public Schools website at MN ESST (Benefits, Detailed Plan Information, MN ESST- Earned Safe and Sick Time)

EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION



LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, 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.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

WHD

WH1420 REV 04/16

EMPLOYEE NOTICE
Farmington Public Schools Workers' compensation Process

If you are injured on the job you and your supervisor must call the SFM work injury hotline at: 855-675-3501. If your supervisor is not available, you should make the call yourself.

- Anytime 24/7 including weekends and holidays
- You and your supervisor will talk to a nurse at SFM
- SFM will recommend treatment options

SFM®
The Work Comp Experts

Work Injury Hotline



Miscellaneous Information

COPY MACHINES

Copy machines are to be used primarily for school purposes. Any personal use of District copying equipment shall be reimbursed by the employee at the rate of $.03 per black and white copy (large quantities are discouraged).

DEPENDENTS AT WORK

Employees may not bring a dependent to work during work hours; supervising the dependent conflicts with job responsibilities and expectations. For some employees the publicized *Child to Work Day* is an exception to this rule, check with your supervisor for specific expectations.

DRESS

Custodians and food service workers are required to wear designated uniforms during the workday. All other employees are expected to model an appearance appropriate for their employment position. All employees should maintain a professional appearance. Check with your supervisor if you have any questions about appropriate dress.

E-MAIL

The District e-mail system is provided to facilitate the performance of duties associated with the total educational program. The system is the property of the District, and employees should consider all communications accessible. Appropriate usage of this communication system is mandatory, and the District reserves the right to cancel the privilege of e-mail access or impose other disciplinary action if necessary for inappropriate use.

INTERNET

The District Internet access is provided to facilitate the performance of duties associated with the total educational program. The technology system is the property of the District, and employees should consider all communications accessible. Rules regarding acceptable use of the Internet and District technology resources will be enforced according to District policy. The District reserves the right to cancel the privilege of Internet access or impose other disciplinary action if necessary for inappropriate use.

JOB POSTINGS
Job vacancies are processed through the Office of Human Resources, (651) 463-5040. Jobs are dated with a posting date and an application deadline date. All job postings are posted on the Human Resources page of the District Website.

Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered finalists for a position. *Finalist* means an individual selected to be interviewed prior to selection.

MILEAGE EXPENSE
Use of personal vehicles for approved district business is eligible for reimbursement at the rate approved by the Finance office. Check with your supervisor regarding specific authorization and reimbursement procedures.

PHOTO ID
All school district personnel are required to have and to wear a photo ID badge when working at or visiting a school site during student-contact hours. An employee whose ID badge has been lost or damaged, or who has had a name change, should contact the Office of Human Resources, (651) 463-5040 for a replacement.

Employees are asked to be alert for adults in the building who do not have identification badges or a visitor sticker and to escort those adults to the main office for assistance. Building security is everyone's responsibility.

POLICIES
School district policies are available on the District website at www.farmington.k12.mn.us . You should be familiar and must comply with District policies that affect you.

Some of the key polices are listed below. Included is a brief overview on what the policy entails.

1003 ACCEPTABLE USE OF DISTRICT TECHNOLOGY
The purpose of this policy is incorporating appropriate use of computer network an Internet resources into the curriculum and will provide guidance and instruction to students as to their uses.

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE

The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

413 HARASSMENT AND VIOLENCE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability (Protected Class).

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

514 BULLYING PROHIBITION POLICY

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.

WAGE DISCLOSURE PROTECTION LAW

Under this law, no employer can prohibit employees from disclosing their own wages. (See Minnesota Statutes 181.172.)

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5075 or 800-342-5354.

MINNESOTA'S NURSING MOTHERS, LACTATING EMPLOYEES, AND PREGENCY ACCOMMODATIONS LAW

See (Minnesota Statutes 181.939)

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. It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents

Union Contract Review

Your position may be covered by a union contract. You can view contracts on the Farmington website at: https://www.farmington.k12.mn.us/departments-services/human-resources/employee-contracts The contract contains more detailed information on wage increases, benefits, holiday pay, and job posting procedures. Once you begin working, a representative from the union will reach out to you.