



Little Falls Community Schools
Employee Handbook

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Mission and Vision

Little Falls Community Schools work together for each learner to achieve academic and personal growth in a collaborative, safe, and engaging environment.

District Values

Respect, Responsibility, Accountability, Integrity, and Academic & Personal Growth

District Priorities

Teaching & Learning, Finance & Facilities, Wellness & Mental Health, and Communications & Marketing

Welcome from District

Welcome to Little Falls Community Schools. Every employee—whether a teacher, paraprofessional, custodian, bus driver, secretary, coach, cook, or administrator—plays an essential role in the success of our students. This handbook is designed to help you understand our expectations, our culture, and the resources available to support you. Thank you for choosing to be part of our team.

Purpose of Handbook

This handbook is a general reference of expectations, directions, and instructions for all employees, to help fulfill the District's mission. Employees are responsible for knowledge and compliance with all school policies and procedures. All employees are expected to work efficiently, maintain confidentiality, and demonstrate a positive attitude. The District reserves the right to make changes to this handbook and all policies and procedures at any time, with or without notice, and to interpret the policies and procedures at its discretion. The online version of this handbook found at www.lfalls.k12.mn.us shall be considered to be the most current version and shall supersede any other versions should there be a discrepancy in terms of content.

Annual Review of Handbook

Each year all District employees are expected to review the handbook and policies referenced. If an employee does not understand a policy, procedure, or guideline within the handbook, they should consult with the employee's supervisor, principal, or the Human Resources Department for clarification.

Contract Disclaimer

No provision in this handbook or any policy referenced herein is intended to create a contract between the Little Falls Community School District and any employee or to limit the rights of the District and its employees to terminate the employment relationship. Employment with the District consists of both unionized and at-will employment. No at-will employee is guaranteed employment for a specific duration. The District has the right to terminate the employment relationship at any time, with or without cause, with or without notice. Unionized employment will follow current bargaining unit contracts, in which employees are provided the right of union representation regarding their employment.

Where applicable, the terms of a Collective Bargaining Agreement or other contracts will take precedence over the information provided in this handbook. In addition, to the extent of any provision in this handbook conflicts with a School Board Policy, the School Board Policy shall prevail.

This handbook is not intended to be, nor does it constitute, an express or implied contract or any kind in favor of the employee. Nor shall any employee or applicant for employment have any contractual rights, claims or privileges against the District by virtue of this handbook. Moreover, nothing in this handbook is intended to create any type of agreement for employment or continued employment or guaranteed hours of work.

School Board Policies

It is the responsibility of all employees to read, become familiar with, and adhere to the School Board Policies that govern their employment with Little Falls Community Schools. School Board Policies can be found on the District website at: www.lfalls.k12.mn.us by selecting “About” on the top menu, School Board, scrolling down the bottom “Access District Policies.” Some policies and procedures are mentioned specifically in this handbook; however, all policies and procedures are expected to be reviewed on a regular basis by all employees.

Summary of Equal Employment Opportunity Policy 401

The policy of the School District is to provide equal employment opportunities (EEO) to all applicants and employees. The School District does not unlawfully discriminate based on race, color, creed, religion, national origin, sex, marital status, status concerning public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The School District also makes reasonable accommodations for disabled employees. The complete Equal Employment Opportunity Policy #401 is on the District’s website.

The School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the School District's internal procedures for addressing complaints of harassment, please refer to the School District's complete policy on harassment and violence, Policy # 413.

Summary of Disability Nondiscrimination Policy 402

The School District shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals regarding job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

To ensure equal employment opportunities for qualified individuals with a disability, the District will make reasonable accommodations for the known disability of any otherwise qualified individual, unless doing so would result in undue hardship. The District is committed to complying with both the Americans with Disabilities Act as well as the State of Minnesota's Human Rights Act. Employees or applicants who may require a reasonable accommodation should contact Human Resources and/or the District Office. The complete Disability Nondiscrimination Policy #402 is on the District's website.

Summary of Family and Medical Leave Policy 410

The following procedures and policies regarding family and medical leave are adopted by the School District, under the requirements of Federal and State law. Under Federal law, the District provides up to twelve weeks of job-protected leave per rolling 12-month period to eligible employees in compliance with the Family and Medical Leave Act for the birth or placement for adoption/foster care of a child; to care for the employee's spouse, child or parent with a serious health condition; for the employee's serious health condition; or a qualifying exigency related to the employee's spouse's, child's or parent's military duties. The District also provides up to twenty-six weeks of job-protected leave per 12-month period for an employee to care for the employee's spouse, child, parent, or next-of-kin who is a covered service member. Employees may apply paid time off towards this leave following the provisions of any Collective Bargaining Agreement. Otherwise, FMLA is unpaid. Special rules may apply to Instructional Employees. The complete Family and Medical Leave Policy #410 is on the District's website.

An employee who does not qualify for parenting leave under the federal law above may qualify for a 12-week unpaid leave pursuant to Minnesota State Law, which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. Employees may apply paid time off towards this leave following the

provisions of any Collective Bargaining Agreement. Please see the complete policy #410 for more information.

Employees who believe they may be eligible for Family and Medical Leave under this policy should contact the Human Resources Department.

Summary of Harassment and Violence Policy 413

The policy of the School District is to maintain a learning and working environment that is free from harassment and violence based on race, color, creed, religion, national origin, sex, age, marital status, familial status, status of public assistance, sexual orientation, including gender identity or expression, or disability. The School District prohibits any form of harassment or violence based on race, color, creed, religion, national origin, sex, age, marital status, familial status, status concerning public assistance, sexual orientation, including gender identity or expression, or disability.

Any employee who believes he or she has been subjected to harassment or discrimination based on any of the above bases should report such belief to the principal, building supervisor, superintendent, Human Rights Officer, or the Human Resources Department. The District prohibits retaliation against an employee who in good faith reports suspected discrimination and or harassment. The complete Harassment and Violence Policy #413 is on the District's website.

Summary of Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414, 415

The policy of the School District is to fully comply with Minn. Stat. 626.556 requiring school personnel, which includes all school personnel, to report suspected child neglect or physical or sexual abuse. State law requires and protects mandated reporters (teachers, administrators, social workers and other school personnel) to report alleged maltreatment to our local welfare agency, the agency responsible for assessing or investigating the report, police department, or the county sheriff (not other administrators) as soon as they know or have reason to believe that maltreatment has occurred.

Mandated reporters shall immediately report neglect or abuse that is suspected of happening, or has happened in the preceding three years, to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.

Please note: Morrison County Social Services may be reached at 320-632-2951. The Little Falls Police Department may be reached at 320-616-5570. The Morrison County Sheriff's Department may be reached at 320-632-9233. Depending on the student's

place of residence, a referral may be made to another city or county's respective departments.

The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. After making a report to the Social Service Agency or law enforcement agency of an allegation of child maltreatment in school, the reporter must also provide a report to MDE within 24 hours. A form for reporting to MDE is available as School Board Policy 414 Form. The complete Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy #414, 415 is on the District's website.

Summary of Drug-Free Workplace & Drug-Free School Policies 417, 418

It is the policy of Little Falls Community Schools to maintain a drug-free workplace/drug-free school to ensure the health and welfare of all Little Falls Community Schools employees and the public. The District will discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy. Consult the District policy for more information. The complete policy #417 and #418 is available on the District's website.

Summary of Tobacco Free Environment Policy 419

It is a violation of District policy for any student, teacher, administrator, and other school personnel of the School District or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented or leased, and all vehicles that a School District owns, leases, rents, contracts for, or controls. This prohibition includes all School District property and all off-campus events sponsored by the School District. The complete policy #419 is available on the District's website.

Summary of Title IX Sex Nondiscrimination Policy, Grievance Procedure, and Process Policy 522

The School District does not discriminate based on 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.

The School District prohibits sexual harassment that occurs within its educational programs and activities. When the School District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

This policy applies to sexual harassment that occurs within the School District's educational programs and activities and that is committed by a School District employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the School District's educational programs and activities.

This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the School District's educational programs or activities.

Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. A complete copy of Policy #522 is on the District's website.

The School District's Title IX Coordinator(s) is/are:

Greg Johnson, Superintendent at Little Falls Community Schools,
14750 Riverwood Drive, Little Falls, MN 56345
Telephone: 320-632-2001, Email: gjohnson@lfalls.k12.mn.us

Summary of Crisis Management Policy 806

All educational institutions are vulnerable to threats, hazards, and situations which have the potential to become emergencies or disasters. The District must plan for, respond to, and recover from potential incidents. The purpose of this plan is to provide an overview of the School District's approach to such situations. Every employee should familiarize themselves with the location and contents of this plan which provides procedures for emergency scenarios. A complete copy of Policy #806 is on the District's website.

Summary of Weapons Policy 501

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The School District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. Please see the policy for exceptions. A complete copy of Policy #501 is on the District's website.

Summary of 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 act 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. A complete copy of Policy #514 is on the District's website.

No teacher, administrator, volunteer, contractor or other employee of the School District shall permit, condone or tolerate bullying.

Additional Policies

Policy 422	Policies Incorporated by Reference- Employees need to be aware of policies that apply to students as well as employees, and the responsibility such policies place on employees of the District, such as the School Board Policies summarized below:
Policy 102	Equal Education Opportunity- Every District employee has the responsibility to conscientiously comply with the policy that ensures an equal educational opportunity to every student regardless of their protected class status
Policy 103	Complaints- Students, Employees, Parents, and Others- complaints may be made to employees of the District, who in turn are to inform the principal or their immediate supervisor of the complaint
Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations- employees' rights regarding matters that come before the school board
Policy 211	Criminal or Civil Action Against the School District, School Board Member, Employee or Student- employees' rights regarding actions pending against them.
Policy 305	Policy Implementation- responsibility for review and implementation of the employee and student handbooks
Policy 507	Corporal Punishment- prohibition on corporal punishment and use of reasonable force to correct or restrain to prevent bodily harm or death to another.
Policy 510	Student Activities- employee responsibility to conduct themselves appropriately during school-sponsored activities
Policy 511	Student Fundraising- must be conducted in such a way as to avoid embarrassing individual students, employees, or the school
Policy 517	Student Recruiting

Policy 524	Internet Acceptable Use and Safety Policy- use of the District system and Internet access is a privilege, not a right, and unacceptable use of the Districts system or the Internet may result in several consequences
Policy 525	Violence Prevention- employee responsibility regarding violence and weapons
Policy 610	Field Trips- prohibition on the use of an employee's vehicle to transport students except for emergencies or with pre-approval
Policy 710	Extracurricular Transportation- prohibition on the use of an employee's vehicle to transport students except for emergencies or with pre-approval.
Policy 711	Video Recording on School Buses- video recordings on school buses may be used in disciplinary actions against employees
Policy 712	Video Surveillance Other than on Buses- video recordings on District property may be used in disciplinary actions against an employee
Policy 802	Disposition of Obsolete Equipment and Material- restrictions on sales to employees

Additional Expectations Applicable to All District Employees

District Expectations

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, demonstrate regular and reliable attendance, and exhibit a professional and courteous attitude toward other employees, parents, and students. It is also expected that employees will comply with all applicable Board Policies, work rules, administrative regulations, job descriptions, terms of this handbook, and legal obligations. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

Duty Day and Hours of Work

The normal workweek for employees shall be determined by the administration and shall not exceed forty hours per week for non-certified employees. Daily hours are determined by the administration and will be based on the needs of each building or area of responsibility. Administrators are to notify the District Office of any changes.

Individual work schedules may vary depending on applicable Collective Bargaining Agreement stating otherwise.

Any change to a work schedule needs to be approved by the District Office and/or immediate supervisor prior to implementing the change. The Business Office needs written notice of the change to make payroll and record changes.

Respectful Workplace

In addition to maintaining a positive work environment free of discrimination, harassment, and violence, it is the policy of the District to maintain a work environment where employees treat one another, students, volunteers, parents, and visitors with respect. Employees shall conduct themselves in a manner that is conducive to the professional & ethical educational environment in which they serve. This includes treating others with courtesy, respect, value, and kindness. If an employee feels as though they have been treated disrespectfully, they should contact the Human Resources Department or the superintendent.

Conflict Resolution

Little Falls Community Schools encourages staff to discuss issues that arise directly with the other individual. If the issue can't be resolved through that discussion, please contact your direct supervisor to schedule a meeting. It is counterproductive for employees to spread gossip or repeat rumors.

Corrective Action

Corrective action may be taken by supervisors to address the behavior or performance of employees whose conduct disrupts the activities and goals of the School District. Corrective action may also be taken to address work rule violations and other prohibitive acts. This process may include oral warnings, written warnings, suspensions, or termination.

Criminal Background Checks (Employees)

To become an employee of the School District, no matter the role, an individual must sign a background authorization form that provides the District permission to run a criminal background check. This background check will be at the cost of the individual. Any offer of employment with Little Falls Community Schools or opportunity to provide service is contingent upon a passing background check on file with the Human Resources Department.

Criminal Background Checks (Volunteers, Chaperones, and/or Visitors)

The District requires all who wish to volunteer, chaperone, and/or visit to submit a criminal history background. These opportunities are conditional upon a determination by the District that the individual's criminal history doesn't preclude the individual from assisting in one of the above-listed forms. The District requires all individuals requesting to volunteer, chaperone, and/or visit the school to complete a Volunteer Packet available from the Human Resources Department.

Data Privacy

The Data Privacy policy details strict guidelines regarding student, parent, and staff information. Following the Data Privacy Policy is an important practice for all employees. If you have any questions or concerns, do not disclose any information, but rather, consult with your school principal. Information about students, other than what is designated as directory information by the District, is not to be disclosed to any member of the public. This includes not only written documentation about students, but also verbal information about students.

In addition, you should be careful about how you share student information with staff and volunteers at school. Without a legitimate educational reason for the sharing of student information, staff risk incurring personal liability for violation of the Data Practices Act as well as liability for the District. Violation of the Data Practices Act may result in disciplinary action.

Personnel Files

Upon written request, any employee can review his/her personnel file per the Collective Bargaining Agreement or applicable Minnesota Statute. This request shall be submitted to the Human Resources Department.

Medical Record Files

Medical records are kept in a separate confidential file.

Public Relations

Each employee is a source for public relations. It is important to represent the School District in a positive manner whenever dealing with the public. How you portray the School District, positively or negatively, determines other people's perception. Staff need to be proud of where they work and strive for continued improvement and growth towards that goal.

Employee Use of Technology/Social Media

The District understands the value of investigation, inquiry, and innovation using technology tools to enhance learning and the various technologies that make communication from school personnel with students and parents/guardians efficient. The District also observes the obligation to teach responsibility and safety when using

technology. 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 complete Internet Acceptable Use Policy #524 is on the District's website.

The District takes no position on employees' decision to participate in the use of social media networks for personal use on personal time. However, the use of these media for personal use during District time or on District equipment is prohibited. The District discourages employees from interacting with students using personal accounts: email, phone, and social media accounts. Professional and personal relationships must not be blurred within a social media context. Employees are expected to maintain their professionalism as District employees and for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting under the Minnesota Maltreatment of Minors Act. The complete Employee-Student Relationships Policy # 423 is on the District's website.

Employees must refrain from posting information or engaging in communication that violates School District policies, rules, and regulations as well as any federal law, including but not limited to, the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act (FERPA). Employees must not engage in communications that have actual or potential negative impacts on the School District's educational or work environments.

The District provides certain social media tools for communicating about school classrooms, activities, and functions. The list of school-sanctioned tools may be obtained from the Technology Department. School employees who wish to establish a new social media tool for use in the classroom or for a school activity or function must obtain the superintendent's written approval for it to become a sanctioned tool. The first step toward obtaining approval is by contacting the Technology Department. As with other school-provided technology, there is no expectation of privacy concerning what employees post or share via school-sanctioned social media tools.

Employees who are responsible for an official school or School District online social media site must be mindful that any non-original content may be subject to copyright protection and that any links to other websites may be viewed as an endorsement of the linked content. Any statements or postings made on an official school or School District website must be objective and factual and are subject to review and revision by School District administration.

An employee who is responsible for a social media network posting or site's content that fails to comply with the rules and guidelines outlined in this policy may be subject to

discipline, up to and including termination. The District is free to view and monitor an employee's social media activity at any time without consent or previous approval.

Mass Email Communications: To ensure clear and consistent communication across our organization, the following approval process must be followed for all mass email communications.

Building-Only Emails: Any email intended for distribution to a specific building's staff must be approved by the building principal prior to sending.

All-Staff Emails: Any email intended for distribution to all staff members across the organization must be approved by both the building principal and the superintendent prior to sending.

By adhering to these guidelines, we can maintain a high standard of communication within our organization.

Telephone and Email: You are encouraged to use district telephones, computers, fax machines, and other communication devices for school district business purposes only. Employees may use personal cell phones to make personal telephone calls/text messages or other electronic correspondence during their breaks, meal periods, or prep periods, but may not use them during scheduled work time. This is a reminder that school district email accounts should be used exclusively for district-related business. Please refrain from using your district email for personal or non-district-related matters. This helps ensure the security and efficiency of our communication systems and protects the integrity of district operations. If you have personal correspondence or non-work-related matters, please use a personal email account.

Nothing in this policy is intended nor does it restrict any District employee's rights under Section 7 of the National Labor Relations Act.

Artificial Intelligence (AI) Use

Little Falls Community Schools recognizes Artificial Intelligence (AI) as a tool that can enhance productivity, support instruction, and improve workplace efficiency. AI is intended to assist employees—not replace professional judgment, expertise, or decision-making.

Employees may use district-approved or authorized AI tools for work-related tasks such as brainstorming, lesson planning, drafting communications, creating instructional materials, and organizing information. All AI-generated content must be reviewed, edited, and verified by the employee before use. Employees remain responsible for the accuracy, quality, and appropriateness of all work produced with AI assistance.

Employees are expected to:

- Use AI ethically and in accordance with district policies, applicable laws, and data privacy requirements.
- Verify the accuracy of AI-generated information before sharing or using it.
- Ensure AI-generated materials align with district curriculum, professional standards, and instructional expectations.

- Follow all district technology, copyright, and confidentiality policies.

Employees may not enter or upload confidential or protected information into AI platforms, including student records protected by FERPA, employee records, confidential district information, or sensitive financial or legal information. When in doubt, employees should treat information as confidential and not submit it to an AI system.

AI may not be used to make educational, grading, disciplinary, evaluation, or special education decisions without appropriate professional review. Employees may not use AI to create or distribute content that violates district policy or misrepresents an official district position.

Employees are ultimately responsible for all work and decisions made in the course of their employment, regardless of whether AI was used to assist in the process.

Change of Personal Data

Employees shall notify the Human Resources Department whenever they experience a change in name, address, phone number, emergency contact, number of dependents, or marital status so District files and records can be updated. Other forms may need to be updated based on the change (ex: W4, benefit forms, etc.). For most benefits, employees have 30 calendar days from the date of the change to adjust benefit plans.

Professional Appearance

Your attire and overall appearance play a significant role in shaping the image of our organization and contribute to a positive and respectful work environment. Professional appearance includes dressing appropriately for your role, ensuring your clothing is neat and presentable, and adhering to any specific dress codes outlined by the district. By upholding these standards, we not only demonstrate respect for ourselves and others but also foster a professional atmosphere that enhances our interactions with colleagues, students, and the community.

Emergency School Closings

When emergencies occur including weather conditions or school building site limitations (i.e. water, heat, electrical), the decision to close the school will be made by the superintendent or his/her designee. The decision will be based on information provided by sources in the respective area of concern along with emergency service providers, and other area School Districts. Please refer to School District Policy 214 for further information.

Attendance Expectations

It is expected that you report to work on time and avoid any unnecessary absences. Employees anticipating a need to be absent must enter their absence into the District's electronic system(s). Teachers and paraprofessionals are expected to also enter their absences into the automated absence reporting/sub-calling system. Absences should be entered timely. Please refer to the Master Agreement language about your position for timeline guidance. For assistance, please refer to your building secretary or the Human Resources Department. It is the responsibility of each employee to report/enter absences. The school district may not grant unpaid time off. Recurring failure to follow the absence procedure could result in discipline.

Recording of Hours Worked

Non-exempt, hourly employees are required to complete timesheets for hours worked, twice a month (1st-15th, 16th- end of the month). Timesheets should be submitted to your supervisor or building principal in a timely manner. Any timesheets that do not arrive to payroll timely will be added to the next scheduled payroll. It is the employee's responsibility to make sure the timesheets are accurate and turned in promptly.

Dependability

All employees are expected to maintain satisfactory attendance and report to work on time every day. Absences and tardiness create an unfair burden on co-workers and should be avoided. Absences, late arrivals, and early departures must be kept to a minimum. All leaves, paid or unpaid, must be scheduled following District procedures and Collective Bargaining Agreements.

Earned Sick and Safe Time (ESST)

An employee is anyone who works at least 80 hours in a year for an employer in Minnesota, but does not include independent contractors. Temporary and part-time employees are covered under the law. Employers must provide each employee in Minnesota with one hour of ESST for every 30 hours worked, with the ability to accumulate at least 48 hours of ESST each year. An employer's existing leave policy, such as PTO, may already meet Minnesota's ESST requirements. (MOU's approved for each union group are on file) For further information on ESST time please visit the Minnesota Department of Labor and Industries webpage.

Minnesota Paid Leave

All employees are encouraged to review the available information to understand eligibility requirements, payment details, how to apply, and answers to frequently asked questions. Please visit <https://mn.gov/deed/paidleave/employees/> to learn more.

Performance Evaluations

Teaching (certified) Staff: Minnesota Statute requires an evaluation three times a year for the first three years for non-tenured teachers. Tenured teachers are evaluated on a 3-year cycle. An evaluation may be completed more frequently at the discretion of the administration. The evaluations are done by the assistant principal, principal or superintendent for the purpose of evaluating job performance, setting goals for improvement, and communicating with others about command of the job duties. Evaluations may include feedback from parents, students, building administrators, and/or colleagues.

Support Staff: An evaluation for newly employed non-certified employees is completed each year for the first two years of employment. After the first two years, non-certified staff are evaluated by their supervisor(s) once every three years. An evaluation may be completed more frequently at the discretion of the supervisor.

Paychecks

The District issues paychecks semi-monthly on the 15th and 30th (the business day prior if those dates fall on a holiday or weekend). Paychecks are disbursed through direct deposit and it is the sole responsibility of the employee to ensure bank account information on file is correct. Employees are responsible for reviewing their paycheck information to ensure deductions, benefits, and wages are accurate. If you notice an error or need to adjust, please reach out to Payroll or the Business Office.

Holidays

District holidays are included in the calendar and approved by the School Board. Eligibility for paid holidays is based on Collective Bargaining Agreements or employment agreements.

Wages

Under the Minnesota Wage Disclosure Protection Law, you have the right to tell any person the amount of your wages. Your employer cannot retaliate against you for disclosing your wages. Your remedies under 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 1-800-342-5354.

Pregnancy Accommodations and Nursing Breaks

The District will provide nursing mothers and lactating employees reasonable paid break times to express milk. To ensure privacy, employees will be provided a clean, private, and secure room, or other location, near the work area, other than a bathroom or a toilet stall, that is shielded from view and free from intrusion from coworkers and the public and that includes access to an electrical outlet.

The District provides reasonable accommodations to employees for health conditions related to pregnancy or childbirth, if an employee so requests, with the advice of their licensed health care provider or certified doula, unless providing an accommodation would impose an undue hardship. Medical advice is not required for the following accommodations:

- More frequent or longer restroom, food, and water breaks
- Seating
- Limits on lifting over 20 pounds

The District will engage in an interactive process with employees when responding to requests for reasonable accommodation under this policy.

Jury Duty

Employees who receive a summons for Jury Duty are expected to let their immediate supervisor and the Human Resources Department know right away. If selected for Jury Duty, employees will be allowed time off and it should be entered into the electronic system. Please refer to the proper Collective Bargaining Agreement or contact the Human Resources Department with questions. This leave only applies when the employee's work hours conflict with Jury Duty.

Purchasing

All purchases for general and instructional supplies and any services or professional development fees/costs must be submitted through the [SMART eR](#) site as a requisition, either through Online Shopping or Order Requisition Entry, which will then be electronically routed to your building administrator/supervisor for review before making the purchase. Once the budget is reviewed and your building administrator/supervisor approves the requisition, a purchase order (PO) will be auto-generated. The order will either be placed as instructed on the requisition or it will be returned to you to make your purchase arrangements. If needed, District credit cards are available for checkout once a PO# has been assigned. Please DO NOT use your personal credit card unless prior authorization is received.

Employees are not allowed to ship school-related purchases to a personal address. All school-related shipments must be delivered to the school address.

Invoices for District purchases should not have a staff member's name on them. All invoices are to be addressed to Accounts Payable and either sent by mail to 14750 Riverwood Drive Little Falls, MN 56345 or emailed to ap@lfalls.k12.mn.us.

More information on the District's purchasing procedures can be found on the [Business Office](#) page

Expense Reimbursement

Requests for reimbursement must be pre-approved by the building administrator/supervisor and the business office. All reimbursements must include itemized receipts (not summarized credit card receipts) and are required for reimbursement. Reimbursement for mileage must include the to and from address with roundtrip miles calculated. All reimbursement requests must be submitted through the [SMART eR](#) site as a reimbursement. Such expenses to be reimbursed may include, registration fees, hotel reservations, airlines, if applicable, and for yourself for any personal expenses you might incur for meals, parking fees etc.

After Hours Building Use

Employees should refrain from working in the buildings outside normal business operating hours. Working alone or in isolation may be unsafe and requires special arrangements to minimize potential safety risks. Employees who wish to utilize any school building(s)/facilities for purposes such as tutoring, music lessons, exercise classes, and other non-work-related activities need to follow the District's facility use guidelines. Please reach out to our Community Services Department for scheduling at 320-632-7900 or by visiting our District website at: www.lfalls.k12.mn.us Community Services, Facility Use.

Employee Assistance Program (EAP)

Employees and their family members have access 24 hours a day, 365 days a year, to confidential phone consultations with counselors in the areas of marital/family, depression, addictions, grief/loss, stress/anger, and life transitions. Contact EAP for assistance at 1-866-451-5465. This service is available through NIS, the District's disability carrier.

Employee Identification Badge

Employee badges must be worn at all times during the school day and at school activities if actively working. Any employee who sees an individual without a badge or visitor's badge should direct that individual to the main office. If that person doesn't go directly to the main office, the employee should alert the main office immediately. If a direct threat is sensed, the staff member should take immediate action and implement the building's emergency procedures.

Employees who misplace their employment badge should contact the Technology Department for a replacement. Employees will be responsible for the replacement cost of obtaining a new badge.

Work Place Injuries

The safety of all employees is a top priority of Little Falls Community Schools. The District has implemented safety practices and procedures for ensuring safe work environments. If you see an unsafe condition, please let the building administrator know immediately.

When someone is injured at work:

- If it is an emergency, **CALL 911**
- Otherwise, the employee **AND** the supervisor should call SFM Work Injury Hotline **1-855-675-3501** within 24 hours to report the work-related injury.
- The registered nurse who answers will ask what happened and recommend what steps should be taken next.