ROCORI School District

Employee Handbook

July 2026

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Welcome from District and Purpose of Handbook

The ROCORI School District ("the District") is pleased that you have chosen to share your time and talent with the District's students, families and other employees. This handbook is designed to be a handy reference guide to the District's policies and practices to help you carry out the District's mission.

This handbook is a general statement of expectations, directions and instructions to employees based on District policies to be modified and applied by the District at its discretion. Employees are expected to comply with the policies, procedures and guidelines set forth and/or referenced in the handbook, as well as any revisions. 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 can be found at https://www.rocori.k12.mn.us/information/staff-information and shall be considered to be the most current version and shall supersede any other versions of this handbook should there be a discrepancy in terms of content.

Mission of the ROCORI School District

The mission of the ROCORI School District is to *Make a difference today to create a better tomorrow.*

Annual Review of Handbook

Each year, District employees are expected to review the handbook and policies referenced herein. An employee who does not understand any policy, procedure or guideline contained in or referenced in the handbook, should consult with the employee's supervisor, principal, or the District Office for clarification. This Employee Handbook is intended to provide employees with summary information regarding policies, procedures, ethics, expectations, and standards of the District. It is important that each employee is aware of the policies and procedures related to his/her position.

Paper copies of this handbook and all policies are available upon request to the District Office.

Contract Disclaimer

No provision in this handbook or any policy referenced herein is intended to create a contract between the District and any employee or to limit the rights of the District and its employees to terminate the employment relationship. Where applicable, the terms of a Collective Bargaining Agreement or other contract will take precedence over information provided in this handbook. In addition, to the extent any provision in this handbook conflicts with a School Board Policy, the School Board Policy shall prevail.

School Board Policies

It is the responsibility of all employees to be aware of and adhere to the policies that govern their employment with the District. All School Board Policies can be found on the District website at www.rocori.k12.mn.us, by selecting "Information" on the top menu bar and then selecting "School Board" under "Information". Once on the page, click “District Policy Manual” for the policies. The electronic link to all School Board Policies is: https://www.rocori.k12.mn.us/information/school-board/information/school-board/school-board-policy.

Some key School Board Policies are summarized and hyperlinked below for ease of reference; however, all of the School Board Policies should be read in their entirety. Questions about any policy should be directed to the employee's supervisor, principal, or District Office.

Policies Related to Employees

Summary of Equal Employment Opportunity Policy #401

The District recognizes the need for people of all backgrounds, experiences, and situations to have equal opportunity for employment and performance within the District.

The District will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, gender, disability, age, marital status, sexual identity and orientation or status with regard to public assistance, as defined by Minnesota statutes and federal law, and will ensure that all employment practices are free of discrimination.

Discrimination in includes but is not limited to advertising, selection, layoff, disciplinary action, termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship.

If any employee or applicant believes they have experienced discrimination in violation of this policy, they should contact the Superintendent.

Please review this policy in full by clicking by https://resources.finalsite.net/images/v1769112190/rocorik12mnus/rocorik12mnus/fq1luijivyhkg5aadrzo/401EqualEmploymentOpportunity.pdf or visiting the District's website.

Summary of Section 504 Nondiscrimination Policy #521

In order to satisfy its obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the District is responsible for identifying and evaluating learners who need special services or programs in order to receive a free appropriate education.

No discrimination against any person with a disability shall knowingly be permitted in any of the District's practices and programs.

A person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities, including learning, has a record of such impairment, or is regarded as having such impairment.

If you have any questions or concerns with respect to this policy, contact the Superintendent, who is the District's Section 504 Coordinator.

Please review this policy in full by clicking https://resources.finalsite.net/images/v1777487196/rocorik12mnus/gbbhzs2uk7wyzt1gui75/504StudentDressandAppearance.pdf or visiting the District's website.

Summary of Family and Medical Leave Act (FMLA) Policy #410

The District has adopted this policy to provide for family and medical leave to District employees in accordance with the Family and Medical Leave Act and parenting leave under state law.

Eligible employees are entitled to 12 work weeks of unpaid family or medical leave during a rolling 12-month period measured backward from the date the employee's leave is to commence for one of the following reasons:

Birth of the employee's child and to care for such child;

Placement of an adopted or foster child with the employee;

To care for the employee's spouse, son, daughter, or parent with a serious health condition;

The employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or

Any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

The District may request or require the employee to substitute accrued paid leave for any part of the 12 week period.

The District also provides up to 26 weeks of job-protected leave per rolling 12 month period to care for the employee's spouse, child, parent, or next of kin who is a covered service member.

Where practicable, requests for leave shall be made to the District with 30 days' written notice.
The District may require documentation to support the request for leave as discussed in further detail in the policy.
Please review this policy in full by clicking
https://resources.finalsite.net/images/v1764174447/rocorik12mnus/jheng3tdgemlsx3twk35/410FamilyLeave.pdf
or visiting the District's website.

Summary of Harassment and Violence Policy #413

The policy of the District is to maintain a learning and working environment free from harassment on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
A violation of this policy occurs when any student, teacher, administrator, or other school personal harasses or inflicts or threatens to inflict violence on a student, teacher, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
"Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct
Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
Otherwise adversely affects an individual's employment or academic opportunities.
Any person who believes he or she has been the target or victim of harassment or violence defined by this policy, toward a student, teacher, administrator, or other District personnel should report the alleged acts immediately to the building report taker (the building principal, assistant principal, the principal's designee, or building supervisor).
Moreover, District employees shall be particularly alert to possible situations, circumstances, or events that that might include acts of harassment or violence and to make reasonable efforts to address and resolve the harassment or violence and inform the building report taker immediately. District employees who fail to inform building report taker of a report of harassment may be subject to disciplinary action.
The School Board has designated the Director of Activities and the Superintendent as the District Human Rights Officers. In the event a complaint involves a District Human Rights Officer, the complaint shall be filed with the School Board Chair.
The District prohibits retaliation against a victim, good faith reporter, or witness of violence or harassment.
Please review this policy in full by clicking
https://resources.finalsite.net/images/v1764174830/rocorik12mnus/rocorik12mnus/vaofezukjza9qtayryni/413HarassmentandViolence.pdf or visiting the District's website.

Summary of Violence Prevention Policy #525

The District is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. Students should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under District supervision.
District employees shall comply with the District Weapons Policy #501 and the District Hazing Prevention Policy #526, and shall be knowledgeable about violence prevention policies and report any violation to school administration immediately.
District employees shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment.
Please review this policy in full by clicking
https://resources.finalsite.net/images/v1777488925/rocorik12mnus/i38em24khw2nl6cub7n8/525ViolencePreventionPolicy.pdf or visiting the District's website.

Summary of Drug-Free Workplace/Drug-Free School Policy #418

The purpose of this policy is to maintain 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.

A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, controlled substances, medical cannabis, or any related paraphernalia in any school location. The District will act to enforce this policy and to discipline or take appropriate action against any person who violates this policy.

Employees who have a prescription for medical treatment with a controlled substance (except medical cannabis) are required to inform their supervisor and may be required to provide a copy of the prescription before being permitted to possess such controlled substance and associated necessary paraphernalia such as an inhaler or syringe.

Please review this policy in full by clicking https://resources.finalsite.net/images/v1769114656/rocorik12mnus/rocorik12mnus/cojttruc03ixlcqqmhdk/418Drug-FreeWorkplace.pdf or visiting the District's website.

Summary of Right to Know—Exposure to Hazardous Substances Policy #407

The purpose of this policy is to provide 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.

The District will ensure information and training are provided annually to employees who may be routinely exposed to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

The training is available on-line on the District Web page, under Staff – Information – SFM-Work Comp Experts. You will be assigned a log in and password by the Business Office after you have been hired. If you do not have one or do not remember your password, please call 685-4904.

Please review this policy in full by clicking https://resources.finalsite.net/images/v1769112460/rocorik12mnus/rocorik12mnus/fwspjwda6xdtr4fbfebp/407RighttoKnow.pdf or visiting the District's website.

Policies Related to Students

It is important for employees 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:

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

The policy of the District is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. for all students. The District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation including gender expression, or age.

See the following related policies for further detail:

Harassment Prevention Policy #413

Violence Prevention Policy #525

Nondiscrimination Policy #521

Please review this policy in full by clicking https://resources.finalsite.net/images/v1769530622/rocorik12mnus/rocorik12mnus/eaewbls2en6zgvi0vb0o/522TitleIXHarass.pdf or visiting the District's website.

Summary of Internet Acceptable Use and Safety Policy #524

The use of the District's computer system, devices, and Internet is a privilege, not a right. The District provides students and employees with access to the District computer system and devices which include Internet access for the limited educational purposes of classroom activities, educational research, and professional or career development activities. As such, users are expected use Internet access through the District's system to further goals consistent with the District's mission. The District expects that faculty will blend the thoughtful use of the District computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Each employee must sign an Internet Use Agreement and file it at the school office.

Users of the District's computer system, devices, and Internet should expect only limited privacy while using those resources.
The following is a non-exhaustive list of uses of the District computer system and Internet resources that are considered unacceptable:
Pornographic, obscene or sexually explicit material; abusive, profane, lewd, vulgar, rude, inflammatory, threatening, or sexually explicit language; materials that use language or images that are inappropriate in the education setting or disruptive to the educational process; information or materials that could cause damage or danger of disruption to the educational process; materials that use language or images that advocate violence or discrimination;
Using the system to knowingly or recklessly post, transmit, or distribute false or defamatory information;
Engaging in any illegal acts or any vandalism or property damage;
Bypassing the system or web filter to gain unauthorized access to resources or files of another person or entity's files;
Posting private information about another person or personal contact information about themselves or other persons;
Conducting business or unauthorized commercial purposes;
Engaging in bullying;
If an employee inadvertently accesses unacceptable materials or an unacceptable Internet site, the employee shall immediately disclose the access to their immediate supervisor.
Please review this policy in full by clicking https://resources.finalsite.net/images/v1777488611/rocorik12mnus/bcgcpgdho56nlqlyeog1/524InternetTechnologyandCellPhoneAUP.pdf or visiting 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, which includes any school building or grounds, location of school activities or trips, bus stops, school buses or school vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction o the District, except as provided in this policy. The 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.
Weapons include all objects, devices, or instruments designed as weapons or which through their use are capable of threatening or producing bodily harm or which may be used to inflict self-injury. Objects, devices, or instruments having the appearance of a weapon and articles designed for other purposes will also be treated as weapons under this policy. The policy defines several narrow exceptions to the prohibition against weapons.
An employee who violates this policy is subject to disciplinary action including nonrenewal, suspension, or discharge. Law enforcement may also be notified as appropriate.
Please review this policy in full by clicking https://resources.finalsite.net/images/v1777486772/rocorik12mnus/wufa6ebssyxyjr77mocj/501WeaponsPolicyFinal.pdf or visiting the District's website.

Summary of Bullying Prevention Policy #514

Bullying is expressly prohibited on school premises, on District property, at school functions or activities, or on school transportation. This policy also apples to acts of cyberbullying.
"Bullying" means intimidating, threating, abusive, or harming conduct that is objectively offensive and:
An actual or perceived power imbalance exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
"Cyberbullying" means bullying using technology or other electronic communication, which occurs on school premises, on school property, at school functions or activities, on school transportation , on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

Any person with knowledge or belief of conduct that may constitute bullying or cyberbullying, including a District employee, must make reasonable efforts to address and resolve the bullying or prohibited conduct and must report the alleged acts immediately (within 24 hours) to the building principal, principal's designee, or the building supervisor. District personnel who fail to inform the building report taker immediately of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
No employee of the District shall permit, condone, or tolerate bullying. Consequences for an employee who permits, condones, or tolerates bullying or engages in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.
Please review this policy in full by clicking
https://resources.finalsite.net/images/v1777487839/rocorik12mnus/pphdtrq3eiq5rdcfxfop/514BullyPrevention.pdf
or or visiting the District's website.

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

The District must fully comply with Minnesota Statutes Section 260E.06, which requires District personnel to report suspected child neglect or physical or sexual abuse. A violation of this policy occurs when any mandatory reporter fails to immediately report instances of child neglect or physical or sexual abuse.
A mandatory reporter is any District personnel who knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. Mandatory reporters shall make a report of neglect or physical or sexual abuse within 24 hours to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department, and will include the reporter's name and address in the report. A written report must be made within 72 hours, and must identify the child, any person believed to be responsible for the abuse or neglect of the child, the nature and extent of the abuse or neglect and the name and address of the reporter.
The Stearns County Social Service Agency may be reached at 320-656-6000 (ask for Service Entry). The Cold Spring Police Department may be reached at 320-685-8666. The Stearns County Sheriff's Department dispatch center may be reached at 320-251-4240. Depending upon the student's place of residence, a referral may be made to another city's police department, or county's social service agency or sheriff's department.
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 the MDE within 24 hours. A form for reporting to MDE is available on the MDE website.
Please review this policy in full by clicking
https://resources.finalsite.net/images/v1769112557/rocorik12mnus/rocorik12mnus/h9rz2qsrcjqrpnv68vou/414MandReportChildNeglectpdf.pdf or visiting the District's website.

Respectful Workplace

In addition to maintaining a work environment free of discrimination, harassment and violence, it is the practice of the District to maintain a work environment where employees treat each other and students, parents and visitors with respect. Employees have the responsibility to conduct themselves in a manner befitting the important work of an educational institution, and in accordance with the District's mission to provide an instructional environment that is caring and supportive. Employees also have the responsibility to conduct themselves in an ethical manner.

Respectful conduct includes, for example, treating others with courtesy and in a professional manner, valuing their perspective and appreciating their contributions. Disrespectful conduct includes, for example, aggressive, intimidating, demeaning, degrading, disruptive or malicious remarks or behavior.

An employee who believes that he or she has been treated in a disrespectful manner, or who witnesses disrespectful or unethical conduct, should contact his or her supervisor, principal, or the Superintendent.

Communications

Communication Expectations and Responsibilities

- All employees are required to know and use the district email system.
- Upon arrival at schools, or when work duties allow, all employees should check their email, mailbox, and voicemail if applicable.
- Employees are expected to use Parent Square for parent-student communication only. Personal Cell Phones should not to be used.

Conflict Resolution

The District encourages employees to discuss any issues they may have with a co-worker directly with that individual. If you are unable to resolve the problem or issue, please contact your supervisor and arrange a meeting to discuss your concerns. It is counterproductive for employees to create or repeat rumors or gossip.

Criminal Background Checks - Employees

In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the District, the individual must complete an employee background check. These are available on our district website, under our Employment tab using Trusted Employees. The new employee will submit their payment directly to the background check site. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the District that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the District.

Criminal Background Checks - Volunteers

The District requires volunteers and chaperones to submit to a criminal history background check. The opportunity to volunteer or chaperone shall be conditioned upon a determination by the District that an individual's criminal history does not preclude the individual from volunteering with, or provision of services to, the District. The individual must complete a volunteer background check. These are available on our district website, under our "Information" tab, titled "Volunteer Opportunities." The new volunteer will submit their payment directly to the background check site.

Volunteers/chaperones must check in with the Administrative Assistant at the school site to ensure a current background check is on file prior to scheduling their volunteer hours.

Personal Cell Phone Usage and Social Media Etiquette

To ensure that personal electronic devices do not interfere with instructional time, student supervision, or district operations.

- **Instructional Time & Supervision:** Employees may not use cell phones, smartwatches, and earbuds during contract time when actively instructing or supervising students.
- **Professional Discretion:** Brief, essential personal communications are permissible for family emergencies, but they must not disrupt classroom flow or supervision duties. Non-urgent personal calls, texting, personal shopping, or gaming are restricted to designated breaks.
- **District-Level Intervention:** If a building principal or supervisor determines that an employee's personal device use is impacting job performance or student engagement, specific restrictions will be implemented.
- **Posting Student Images:** Employees are strictly prohibited from posting photos or videos of students on their *personal* social media accounts.
- **Confidential Information:** Private student data, behavioral incidents, grading information, or confidential colleague interactions must never be published, broadcast, or discussed online.
- **Direct Student Communication:** Staff members must not accept "friend" or "follow" requests from current students on their *personal* social media accounts.
    - All digital communications with students must utilize district-approved channels (e.g., Schoology, district email, or district-vetted communication apps like Remind).
- **The line between "private citizen" and "district representative" is easily blurred online.**

- **The "Town Square" Rule:** Employees are in positions of public trust. What is posted online—even on personal time, personal devices, or behind private accounts—can become widely public. Content that violates district policies (e.g., harassment, discrimination, or malicious statements that disrupt school operations) remains subject to disciplinary action.
- **Disclaimers for Personal Profiles:** If an employee lists their employment affiliation with the district on a personal blog or profile where they discuss education or school matters, they are advised to include a visible disclaimer: *"The views expressed are my own and do not necessarily reflect the views of ROCORI Public Schools."*

- **Before You Post or Text, Remember:**

1. **Protect Students**
2. **Maintain Boundaries--**Use district tools to communicate with students/parents.
3. **Prioritize the Classroom--**Put personal devices away when with students/parents.
4. **Represent the District:** You are a Spartan 24/7 online.

After Hours Building Use

Employees should refrain from working in buildings at night, on summer breaks or on school breaks when buildings are vacant. Working alone or in isolation may be unsafe and requires special arrangements to minimize potential risks of injury. By protecting our employees, we are also protecting their friends, families, fellow workers, management, the public, and the environment from the serious effects that result from incidents.

We are a public entity and as such, personal use of the facilities and equipment is not permitted. Anyone using the facilities and equipment for personal use will have their access to the buildings terminated other than authorized school hours.

Employees who wish to utilize the school building(s)/facilities for purposes such as tutoring, music lessons, exercise classes or other non-work related use need to work through the Community Education Department.

Personnel Files

Upon written request, an employee may review his/her personnel record. If you would like to review your file, please contact the Director of Human Resources in the District Office to schedule that time.

Change of Personal Data

Employees are expected to notify the District Office whenever they experience a change in name, address, number of dependents, telephone number, emergency contact person, or marital status, so District records and files can be updated. An employee may also need to complete another federal employee withholding allowance certificate (W-4), as well as various health insurance forms. For most benefits, employees only have 30 calendar days from the date of the event resulting in a change to make adjustments to such benefit.

Professional Appearance

All District employees are expected to report to work dressed in a manner that reflects positively on the image of the District and consistent with the high standards and professionalism we set for ourselves as a District.

Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to students, parents and the public, District employees represent the District. Inappropriate dress may vary depending on the job and job settings, which includes safety concerns. If, in the judgment of an administrator or supervisor, an employee is not properly dressed, the administrator or supervisor has a responsibility to direct the employee to leave District premises until he or she is properly dressed.

Absences

All District employees must enter an absence request for any regular scheduled duty days/shifts. Employees are required to enter absences into Frontline Absence Management, the automated absence reporting/sub calling system, which can be accessed either by phone or internet. Absences can be entered up to 6:45 a.m. on the day of the absence. Employees will need to contact their building secretary or supervisor if they forget to enter the absence or miss the cut-off time. All absences must be reported/entered for tracking purposes.

The procedure is as follows:

Employee enters absence request prior to the occurrence.
Supervisor electronically approves/denies the request.
Absence occurs, if approved.

For unexpected absences, employees must notify their supervisor or designee to report their absence before work starts. Family members may report the absence in extreme cases. If the employee fails to call in, the employee may be placed on unauthorized leave without pay and subject to other corrective action.

If the absence is due to an accident or injury, a medical note will be required prior to returning to work. If the absence is due to an illness, a medical note may be required. If any absence is longer than two days, a medical note will be required. Any change to the original length of leave will require an updated note from the doctor.

If the leave is due to a medical procedure, a note from the doctor is preferred before the leave occurs and then another note from the doctor is required prior to the employees' return.

Personal Leave days should be requested two days ahead of the leave if it is a nonemergency. Refer to your specific agreement for language on the number of days requests may be made in advance.

District employees are required to take responsibility for reporting their own absence by following the proper procedure. Recurring failure to follow the absence procedure will be considered a deficiency.

Dependability

All employees are expected to maintain satisfactory attendance and report to work on time every day. Absences and tardiness create an unfair burden to co-workers and should be avoided. Absences, late arrivals and early departures must be kept to a minimum. Excessive absences or late arrivals may result in disciplinary action by the District. All leaves, whether paid or unpaid, must be scheduled in accordance with District procedures and with current applicable collective bargaining agreements.

Recording Hours Worked and Overtime

Non-exempt, hourly employees are required to use the electronic time keeping system through Skyward (True Time) to record all hours worked. The payroll week is Sunday through Saturday. Time cards are to be submitted electronically each week at the end of the week. Time cards will then be approved by your supervisor. Overtime at the rate of one and one-half (1-1/2) times the base rate will be paid to nonexempt employees for all hours physically worked over 40 hours in a standard work week of Sunday through Saturday inclusive of holidays.

Any time that is worked over and above your normal scheduled hours must be preapproved by your supervisor, documented by an additional hours form, and submitted to your supervisor for signature. These forms must be received by the District Office within 48 business hours after the end of that pay period for proper processing.

CPR training that is performed during staff development are hours worked and will be compensated accordingly. Any additional trainings not completed during this allotted time, will not be compensated unless prior approved.

Paychecks

The District issues paychecks through direct deposit or paper check on a semi-monthly basis. Employees enrolled in direct deposit are solely responsible for updating and changing bank account information as needed.

Employees are responsible for reviewing their payroll check information for proper deductions, benefits and wages. An employee who believes there is a mistake with respect to his or her paycheck, or who believes an improper deduction was made from their salary, should contact the Payroll Department. Paychecks are available through Skyward Employee Access.

Retroactive pay due to timing of negotiated settlements will be issued to employees actively employed on the date of the School Board approved the union ratified agreement and to employees who have retired from the School District during the affected agreement dates. Retroactive pay will not be paid to inactive employees.

Employee Self Service

ROCORI Public Schools' payroll is directly deposited into an employee's checking or savings account. All payroll information can be viewed and printed, if necessary, from the district Employee Self Service site.

The online viewing of this information can be assessed through the Internet at
https://skyfamily.rocori.k12.mn.us:444/scripts/wsisa.dll/WService=wsFin/seplog01.w

Through this secure website, you will be able to view and print the following information:

- Current and historical payroll information, by paycheck date
- Year-to-date pay summary
- Payroll deduction and benefit information
- Leave history (summary and detail of leave earned and used)
- W-4 tax withholding information showing marital status, exemptions and extra tax, if applicable

Steps to obtain this information:

- Enter the ESS site
- Click on My Payroll

It will open the full menu options. Select your option

- Click Pay Stub to review your paycheck information.
- Click Time Off to view your vacation/personal/sick time.
- Click W-2 to print your W2s.
- You may print your stub by clicking Print Entire Pay Stub.

Wages

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. The District does not retaliate against employees who disclose their own wages. Remedies are available under the Wage Disclosure Protection law to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or 1-800-342-5354.

Lactation Breaks

The District will accommodate employees who desire to express breast milk during working hours by providing a reasonable amount of break time, according to Minnesota Statute 181.939.

Upon request, the District will provide employees with a private room, other than a bathroom, that is shielded from view and free from intrusion and includes access to an electrical outlet in which to express milk in privacy. Please contact your building administrator to request such a room.

Mandatory Meal and Work Breaks

State law requires employers to allow employees restroom time and time to eat a meal. Applicable classified hourly employees will be given a work break agreement. Employees can change their breaks at any time, with communication to their direct supervisor.

Employees can take their meal break according to MN. Statute 177.254.
Employees can take their work breaks according to MN. Statute 177.253.

Jury Duty

Employees who receive a summons for jury duty are to notify their principal or immediate supervisor as soon as possible after receipt of the summons. Should employees be selected as jurors, they will be allowed time off which should be entered into the automated absence system. If employees serving on jury duty are excused during the workday and schedule permits, they should return to their respective building to complete their normal assignment. Employees agree to return the pay for jury service to the District, but not including travel or expense allocation.

School Conference/Activity Leave of Absence

Eligible employees may take leave up to a total of sixteen (16) hours during any twelve (12) month period to attend pre-school or school conferences, observations or activities related to the employee's child, if such conferences, observations or activities cannot be scheduled during non-work hours Employees are eligible for such school conference activity leave if they have worked for ROCORI School District for an average of twenty (20) hours or more per week. The District pays for the first hour of each leave. Time taken beyond one hour will be unpaid or paid personal or vacation time will be applied according. Employees can use their School Conference and Activities Leave according to Minn. Statute 181.9412.

Earned Sick and Safe Time (ESST)

Effective January 1, 2024, Sick and Safe Time is paid leave that an employee earns one (1) hour of sick and safe time for every thirty (30) hours worked, and can earn a maximum of forty-eight (48) hours per year. Employees have to work a minimum of eighty (80) hours per year to qualify. Employees can use their ESST time according to Minn. Statute 181.9447.

Minnesota Paid Leave (MPL)

Effective January 1, 2026, the Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family. Paid leave can be used for medical leave or family leave.

District will offer supplemental benefits, allowing employees to use accumulated sick leave, to pay for payroll deduction expenses while on MN Paid Leave. If an employee has no accumulated sick leave, they will be allowed to reimburse the district for payroll deduction expenses with a preapproved plan by the District. Districts may allow, but cannot require, the use of supplemental benefits.

For additional information, please contact the Minnesota Paid Leave at 651-556-7777 or visit https://mn.gov/deed/paidleave/employees/.

Any employee planning on applying for the Minnesota Paid Leave should submit the Minnesota Paid Leave notification form to the ROCORI District Office.

Coordination with other forms of leave

Employees eligible for the Minnesota Paid Leave may also be eligible for job-protected leave under the federal Family Medical Leave Act (FMLA) or Minnesota Child and Parenting Leave. FMLA and Minnesota Child and Parenting Leave shall run concurrently with Minnesota Paid Leave.

Military Leave of Absence

The District will grant an unpaid military leave of absence to eligible employees for training or service in the National Guard, Reserves or any other branch of the United States Armed Services. Employees are required to notify their supervisor as soon as they are aware of the need for military leave, including a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity.

Employees on military leave must timely apply for and report back to work and provide proper documentation in accordance with all applicable state and federal laws in order to be eligible for reemployment. Employees who qualify for reemployment with the District will be treated as though they were continuously employed for the purpose of determining seniority for employment and benefit accrual status (where determined by seniority and/or union contract if applicable) according to Minn. Statute 192.261.

Bereavement-Emergency Leave

Leave time is available in the event of a death in the employee's family. Please refer to your Master Agreement or Terms and Conditions of Employment for more details.

Voting

Voting polls are open from 7:00 a.m. to 8:00 p.m. on Election Day. Time off on election day, with pay, shall be allowed to the extent required by law to vote in a general election, election of a member of Congress, a presidential primary or state primary election. Please notify your building secretary of the time when you will be gone.

Benefits

The District offers the following benefits to employees: Health Insurance, Dental Insurance, Health Savings Account, Post Retirement Health Account, Sick Leave, Personal Days, Vacation Days, 403(b), life insurance, and long-term disability. Not all benefits apply to all employees. Refer to your Master Agreement or Terms and Conditions of Employment for more details.

Employee Assistance Program (EAP)

Employees and their family members have access 24 hours a day, 365 days a year, to confidential phone consultation with counselors in the areas of personal and family issues, legal concerns, financial issues and community resources. Help is available for employees and their family members to get the information, support and/or skills needed to address issues and concerns. The service is available through National Insurance Services, the District's long-term disability carrier, and available two ways:
By Phone: 866-451-5465
Online: www.niseap.com – Search for ROCORI to access services
Additional information relating to the Employee Assistance Program can be found by clicking https://www.rocori.k12.mn.us/information/staff-information.

Purchasing

Purchases must be pre-approved by the employee's supervisor or building administrator. Available budgets and requisition forms can be obtained from the building secretary. Purchases have several levels of approval, as such it is recommended to request items at least 3 weeks in advance to ensure adequate time for processing. Upon receipt of items, the employee should forward the packing slip or any relevant paperwork to the building secretary to approve payment. If no packing slip is included, the employee should notify their building secretary by email that all items were received. The employee should also note if any items were not received in good condition, or if there are items on back order.

Expense Reimbursement from District Funds

Requests for reimbursement must be pre-approved by the employee's Supervisor or Building Administrator, must be itemized using the District's check request form and signed by the designated administrator, and be accompanied by

proper documentation of the expense (except with respect to mileage reimbursement request). Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees or other reasonable and necessary school District business-related expenses.

Acceptable forms of documentation evidencing a reimbursable expense include:
An itemized receipt with company name, date and dollar amount paid. Credit card slips showing total dollar amount and signature will not be accepted.
A copy of the front and back of the canceled check or copy of the check before it is sent plus a copy of the bank statement showing that the check has cleared employee's bank.
Certificate of completion plus registration material showing cost of workshop.

When ordering online, a printed copy of the order from the vendor confirming the placement of the order and showing the payment transaction will be accepted. The District cannot accept an order confirmation or screen printed copy of your order that does not show payment.

Hotel expenses for overnight travel must be approved if the conference is 50 miles and over from the district.

When attending a conference where overnight travel is required or meals are not provided, the cost of meals will be reimbursed up to the amounts below. An itemized original receipt is required; tips will be reimbursed up to 10%. Under no circumstances will alcoholic beverages be reimbursed and these should be excluded from the itemized receipt.

The maximum reimbursement rate per diem is $50.
Recommended meal reimbursement guidelines are:

Breakfast	$10.00
Lunch	$15.00
Dinner	$25.00

Automobile travel shall be reimbursed at the current mileage rate set by the IRS. When multiple employees are attending a training and a District vehicle is not available, carpooling is encouraged and mileage will be reimbursed at a ratio of 1 vehicle for every 3 attendees. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip. Hotel reimbursement shall not include incidental charges such as phone calls. For questions about reimbursement, please contact the District Office.

The standard mileage between buildings is:

Route	Mileage	Route	Mileage
RI to CSE/RHS/RMS	6	RI to JCE	10
JCE to CSE/RHS/RMS	6	RI or JCE to DEF	5
DEF to CSE/RHS/RMS	1		

Emergency School Closings

Area School Districts work with one another on weather-related emergencies. In a renewed effort to gather as accurate weather information as is available, the districts rely on the expertise of St. Cloud State University meteorologists for weather forecasts. Professors at the University localize forecasts and advise the districts on closing decisions.

If inclement weather is in the forecast, school closing or late start information is available on the following radio and television stations: WJON (1240 AM), WCCO (830 AM), KNSI (1450 AM), WJJO (98.1 FM), KCLD (104.7 FM), KARE/Channel 11, KMSP/Channel 9, WCCO/Channel 4 and KMSP/Channel 5.

In addition to radio and television outlets, weather alerts are announced on the District website, Facebook page, Twitter, the St. Cloud Times website at www.sctimes.com and the Skylert System. Any updates to the Skylert System should be made with the District Office.

Emergency Plan

All educational institutions are vulnerable to threats, hazards and disasters which have the potential to become emergencies or disasters. It is critical for the District to plan for, respond to and recover from these potential incidents. The purpose of the All-Hazards plan is to provide an overview of the District's approach to emergency operations. It provides information for staff or volunteers to respond to an issue that may arise while in one of our buildings. The information is contained in some form in each classroom, in school offices, and other prominent areas in the buildings. Each employee should familiarize themselves with the location and contents of this plan.

Security Badges/Fob

Security badges must be worn at all times when an employee is in any part of a school building. All visitors are required to sign in through the main office using our visitor management system. Any employee who sees anyone in a school building who is wearing neither a security badge nor a visitor's pass shall direct that person to the main office. If the person does not proceed to the main office, the staff member shall alert the main office immediately. If the person presents an imminent threat, the staff member should take immediate action to implement the building's emergency procedures.

Employees who misplace or lose their security badge or fob must notify their Supervisor **immediately**. The lost fob will be deactivated and a new one issued at a cost of $20 to the employee. If the lost fob is found, it can be turned in to the Business Office for a refund of the $20. Keys and FOBs are only to be used by the employee they are assigned to.

Safety & Workplace Injuries

The safety of employees is a vital concern to the District, and therefore the District has adopted policies and implemented systems and infrastructure to provide safe working conditions and equipment. In addition, employees are expected to observe safety rules to protect their own safety and the safety of others at the District. Any employee who comes upon an unsafe condition, must immediately notify the head custodian or building principal as soon as possible.

We have developed and implemented an exposure control plan for blood borne pathogens to reduce the potential for workplace exposure. In this plan we have identified Nurses, Health Techs, Custodians, Cleaners, Special Education staff, Coaches, Trainers and Industrial Tech staff as potentially exposed staff based on their job duties. The hepatitis B vaccination is available to these individuals. For further information, please see the District Safety Officer, Brent Neisinger.

Prompt reporting of work related injuries is very important for protecting and preserving your access to worker's compensation insurance coverage. A "First Report of Injury" needs to be completed by calling the Work Injury Hotline at 1-844-847-8708 within 24 hours.

When someone is injured at work:

- If it is an emergency, **CALL 911**
- The employee AND supervisor should call the Nurse Hotline (844) 847-8708 together. (If no supervisor is available, the employee can call alone.) Do this is soon as possible. The registered nurse who answers will ask what happened and recommend what to do next, whether it is self-care, urgent care or even the emergency room. The nurse will report the injury to the workers comp insurance company.

More information on Work Compensation – 24/7 Care Line can be located at https://www.rocori.k12.mn.us/information/staff-information.

Resignation or Retirement from Employment

Notice of Resignation or Retirement: the school district requires notice if you are resigning or retiring from employment. The district requests as much advanced notice as possible in order to have some time to post the vacancy and hire your replacement. This notice should be in writing with your signature and an effective date of the resignation. Failure to give notice may jeopardize a future reference.

Any employees resigning or retiring from the school district, should reach out to the Payroll Benefits Manager at 320-685-4903 to review the payroll-benefits packages for their position.

Employee Checkout Process

All employees leaving the employment of the District must go through their building secretary for their check out process which may include returning any issued keys, key fobs, security badges, parking passes, or electronics. Each employee should also contact the Payroll Department to go over payroll and benefit information.

ROCORI District Office-Who to Contact

AESOP Edits	Sam Wallace	wallaces@rocori.k12.mn.us
Applitrack Questions	Holly Gazett	gazetth@rocori.k12.mn.us
Background Checks (Employee) Background Checks (Volunteer)	Available on ROCORI Website	Available on ROCORI Website
Benefits-Payroll	Shelly Acheson	achesons@rocori.k12.mn.us
Board Requisitions	Holly Gazett	gazetth@rocori.k12.mn.us
Door-FOB system	Amy Austin	austina@rocori.k12.mn.us
Curriculum and Assessment	Amy Notch	notcha@rocori.k12.mn.us
Direct Deposit-Employee Access	Shelly Acheson	achesons@rocori.k12.mn.us
Expense Reimbursement	Mary Rothstein	rothsteinm@rocori.k12.mn.us
Enrollment-MARSS	Amy Austin	austina@rocori.k12.mn.us
Extracurricular Driving	Sam Wallace	wallaces@rocori.k12.mn.us
FMLA leave requests	Holly Gazett	gazetth@rocori.k12.mn.us
Free Reduced Applications	Chris Barker	barkerc@rocori.k12.mn.us
ID Badges	Dee Torborg	torborgd@rocori.k12.mn.us
Job Descriptions	Holly Gazett	gazetth@rocori.k12.mn.us
Lane Changes-Pre-approvals	Holly Gazett	gazetth@rocori.k12.mn.us
Lunch Account Balances	Chris Barker	barkerc@rocori.k12.mn.us
Name, Address, other family changes for employees	Shelly Acheson	achesons@rocori.k12.mn.us
Notice of Assignments	Holly Gazett	gazetth@rocori.k12.mn.us
Personnel File Questions	Holly Gazett	gazetth@rocori.k12.mn.us
Retirement-403B	Shelly Acheson	achesons@rocori.k12.mn.us
School Credit Card-Purchasing	Mary Rothstein	rothsteinm@rocori.k12.mn.us
Seniority Lists	Holly Gazett	gazetth@rocori.k12.mn.us
SFM – Employee Training	Brent Neisinger Holly Gazett	neisingerb@rocori.k12.mn.us gazetth@rocori.k12.mn.us
SPED Questions/Transportation	Heidi Stenger	stengerh@rocori.k12.mn.us
Staff Development Requests	Amy Austin	austina@rocori.k12.mn.us
True Time Questions-Issues	Sam Wallace	wallaces@rocori.k12.mn.us
W-9 Requests	Mary Rothstein	rothsteinm@rocori.k12.mn.us
Website Updates	Brian Michalski	michalskib@rocori.k12.mn.us
Workers Compensation-staff injuries on school grounds	ALARIS	1-844-847-8708

Frequently Asked Questions

Who do I contact to change the number of allowances on my W-4, my 403(b) contribution or my direct deposit information?
Please contact the Payroll Department at 320-685-4903; or access the forms on the ROCORI Staff Teams Files, under "HR FORMS" and submit to Payroll.

Who should I contact for information on a reimbursement payment for covered work expenses?
Please contact the Business Office at 320-685-4905.

I got married and need to add my spouse to my insurance; what do I need to do?
Please contact the Payroll Department at 320-685-4903. You only have 30 calendar days to make changes to your benefits under this qualifying event.

I need to know how many credits I have towards my next lane change or inquire about courses that I have already submitted; who should I contact?
Please contact the Director of Human Resources at 320-685-4904 and make arrangements to review your personnel file.

Who will I contact for a copy of my pay stubs or to obtain an employment verification form?
Please contact the Payroll Department at 320-685-4903. Pay check history can also be accessed through Skyward. Sign in to "Skyward Employee Access" under the Staff selection.

I am having trouble with my work computer or email; who do I contact?
Please go to the ROCORI web page and select "Information and Links" under the Staff selection. Click "Help Desk Ticket" to submit an issue.

Something is broken in my work area or classroom, who do I contact?
Please contact the Head Custodian in your building.

I forgot my pin number for the AESOP System; who can help me?
Please contact the Payroll Department at 320-685-4903.

I have lost my security badge and/or fob; who should I contact?
Please contact your Supervisor immediately.

I have a parent who wants to volunteer in my classroom or within my building; what is the procedure?
Please have them check in with the Administrative Assistant at your building to ensure they have a current background check on file.

ROCORI School District

ACKNOWLEDGEMENT AND RECEIPT OF EMPLOYEE HANDBOOK

I, _____, acknowledge receipt of the ROCORI School District Employee Handbook.
(Printed First Name, Last Name)

I understand it is my responsibility to read and become familiar with the information contained in this handbook and any revisions made to it. I understand if I have any questions I should contact my supervisor, or the District Office for an explanation.

I also understand the purpose of the Employee Handbook is to provide me with general information regarding the District's guidelines and procedures. The Employee Handbook may be changed or deleted in whole or in part at any time by the District.

This Employee Handbook is not an employment contract and does not alter the At-Will employment relationship, nor does it alter any bargaining agreement, or terms and conditions of employment.

I acknowledge that I have received a copy of the Employee Handbook.

Employee Signature: _____

Date Signed: _____