

Independent School District 284
Wayzata, Minnesota

EMPLOYEE HANDBOOK

A Guide to:

- Human Resources
- Benefits
- Payroll
- Work Environment

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General Information

Introduction

Welcome to the Wayzata School District! Your role as an employee is important for the success of our students. We appreciate the service of all staff members and recognize their contributions on behalf of students.

As an employee of the Wayzata School District there are many questions you may have about your employment. This information guide has been prepared to answer your general questions and to direct you to those individuals who can provide more specific and detailed explanations. In this guide you will find information pertaining to benefits, programs and policies with which you should be familiar.

The purpose of this booklet is to highlight information that will be useful and helpful to you. This handbook is intended to reference general personnel policies and all employees are expected to familiarize themselves with its contents. It does not replace your bargaining agreement. Wayzata Public Schools reserves the right to make changes at any time, with or without notice, and to interpret these policies and procedures at its discretion.

This guide provides information for your convenience only and is not intended as legal advice or a contract. Nothing in this reference guide establishes a contract or promise of employment or of specific terms of employment between you and the School District.

Our Mission – *our core purpose*

The mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever changing global society.

Our Core Educational Values – *Drivers of our words and actions*

- Achievement: Challenging oneself and other for excellence in all we do.
- Collaboration: Working together to maximize opportunities and eliminate barriers to learning for all.
- Community: Maintaining a sense of belonging to and responsibility for the broader community.
- Equity: Meeting the specific needs of all students.
- Integrity: Doing the right thing in the right way at the right time, even when no one is aware.
- Respect: Valuing others for their diverse talents, backgrounds, cultures and viewpoints.

Our Vision – *What we intend to create and experience*

The Vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through exceptional student learning, experiences and relationships; community trust, confidence and partnership; and operational excellence.

Human Resources

Equal Employment Opportunity

The Wayzata School District prohibits discrimination in any form on the basis of race, creed, religion, gender, color, national origin, family care status, disability, status with regard to public assistance, sexual orientation, age, veteran status or marital status. This policy includes but is not limited to the following: employment, promotion, demotion, transfer, layoff, recall, corrective actions, termination, compensation and training.

Employees who engage in discrimination will be subject to disciplinary action, up to and including termination. Reference Board Policy #401.

Personnel File

As of July 1, 2024, all Minnesota employees may review their personnel record as maintained by their employer once every six months, upon written request to their employer, and may dispute the contents. Personnel File

Harassment and Violence Policy

The School District recognizes each employees' right to individual respect and dignity and is committed to establishing and maintaining a professional, respectful learning and working environment for all.

It is the policy of the School District to encourage and maintain a learning environment which is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any employee to harass or inflict, or threaten to inflict, violence upon a pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. The District prohibits retaliation against individuals who participate in the complaint process.

You should contact the building administrator, social worker, or counselor to report offensive behavior. In addition, you may contact the District 284 Human Rights Officer: Executive Director of Human Resources at 763-745-5014

Reference Board Policy and Regulation #403.

Child Abuse/Neglect Reporting

All children deserve to grow up in a healthy, safe environment. The State of Minnesota requires that school personnel who know or have reason to believe a child is being neglected or physically or sexually abused must report the information to the proper authorities. School personnel are also mandated to report women who are pregnant and who are known or believed to be using a controlled

substance. The law provides legal immunity for all reports of suspected abuse made in good faith. Failure to report is a misdemeanor. The complete policy and regulation are available for review in each building's main office. Reference Board Policy and Regulation # 415.

Bullying Prohibition Policy

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The definition of bullying includes cyber bullying.

Any employee, volunteer, and/or independent contractors shall be particularly alert to possible situations, circumstances or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other
knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

School district personnel who fail to inform the principal of the conduct that may constitute bullying or who fail to make reasonable efforts to address and resolve the bullying in a timely manner may be subject to disciplinary action. Reference Board Policy and Regulation # 528.

Photo Identification Badge

All employees will be issued a photo identification badge at the time of hire. Employee identification badges are an important part of providing a secure environment for our students and employees. Badges should be worn at all times while on District property and should be worn in a visible spot on the upper portion of your body. Badges may only be used by the assigned employee and are nontransferable. Should your employment with the District end, you are required to return your name badge to your supervisor.

Technology – Acceptable Use

The Board expects all staff and students to abide by the Technology Use Policy and Regulations - #631. The technology resources and capabilities must be used in an ethical and lawful manner. Staff members must abide by all District policies and regulations. Violations of Policy 631, Technology Use, or violations of state and federal laws may result in disciplinary action by the District and/or prosecution by legal authorities. If staff members obtain access to the District System from their homes or other remote location, such use shall also be controlled by these regulations. The District retains control, custody and supervision of all computers, networks and internet services owned or leased by the District. The District reserves the right to monitor all computer and internet activity by system users. Electronic mail and other electronic records may also be subject to the Minnesota Government Data Practices Act, which means data and resources stored on District computers may also be subject to review, disclosure or discovery. Access to District

technologies is a privilege granted by the District and can be revoked at any time.

Benefits

Benefits Introduction

The Wayzata School District provides health, dental, life and disability insurance coverage to eligible employees. Eligibility for and the District's contribution towards all benefit plans are determined by your bargaining unit's eligibility specifications and negotiated employer contributions. A summary of your bargaining unit's benefit plans and cost of participation is provided by the Benefits Office. All benefits will be paid according to the terms of the insurance contract in force at the time of claim.

Wayzata Schools' insurance plans follow the same plan year, July 1 through June 30. Payroll deductions for benefit plans are calculated on the period of coverage within the plan year. Coverage continues throughout the summer months for employees returning the following school year. If a covered employee does not return for the new school year, coverage is terminated at the end of the previous plan year, June 30.

Your payroll deductions for health and dental coverage are made on a pre-tax basis. Therefore, the elected coverage must remain in effect for the entire plan year. A change in the election is only possible within thirty days of a life event that is consistent with the requested change.

You may elect individual coverage or add eligible family members to your health and/or dental insurance plan. The cost of coverage in excess of the employer's contribution is paid by payroll deduction.

Contact the Benefits Office at benefits@wayzataschools.org with any questions.

Health Insurance

Wayzata School District offers its eligible employees health insurance. Coverage is available on the first day of employment but shall be effective only upon enrollment. The opportunity for enrollment is within the first thirty days of initial employment or within thirty days of a change in employment status or life event.

Dental Insurance

Wayzata School District offers its eligible employees dental insurance. Coverage is available on the first day of employment but shall be effective only upon enrollment. The opportunity for enrollment is within the first thirty days of initial employment or within thirty days of a change in employment status or life event.

Flexible Benefit Plan

This plan permits you to set aside money from your before-tax income which you

can later use to pay for certain eligible health care and dependent care expenses. As a result, your taxable income is reduced thereby saving you tax dollars and increasing your take home pay.

Eligible expenses include:

- Medical expenses (not paid by insurance)
- Dental expenses (not paid by insurance)

- Allowed over-the-counter items
- Day care expenses

In order to utilize the plan, you must estimate the amount of qualified expenses that you, your spouse and eligible dependents will incur during the plan year. You then reduce your pay by that amount, creating a pool of tax-free dollars for you to draw on as qualified expenses occur.

Reimbursements for eligible expenses will be processed through the district's provider.

Open enrollment for the plan is held each May for the plan year beginning July

1.

Long-Term Disability Insurance

Wayzata School District offers its eligible employees long-term disability insurance. Under the plan, you would receive 2/3 of your regular salary after a 60-calendar day elimination period if you become totally disabled.

Life Insurance

Wayzata School District offers its eligible employees basic term life insurance in the amount of one times their annual salary, or as outlined by contract. Basic coverage also includes an Accidental Death and Dismemberment benefit (AD&D), which is an amount equal to the Basic Life Benefit.

Supplemental Life Insurance is available at your own cost. Newly hired employees are eligible for a guaranteed issue amount of Supplemental Life Insurance. Enrollment after the initial eligibility period requires completion of the Evidence of Insurability form and approval from the carrier. Rates are age-based. Coverage is also available for a spouse and child(ren). This will be payroll deducted semi monthly.

Family and Medical Leave Act of 1993

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

Board Policy and Regulation #416 or contact Human Resources for more information.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) protects the rights of both employees and job applicants by prohibiting discrimination from the District against individuals with disabilities. It also requires the District to make reasonable accommodations for known physical and mental limitations of an otherwise qualified individual with a disability who is an employee or applicant, unless the accommodation would impose undue hardship on the District. For more information employees and job applicants may reference Board Policy and Regulation #402 or contact Human Resources for more information.

Employee Well-being Program

The Employee Well-being Program is a benefit provided by the District for all employees and their family members. Our Well-Being Program includes: our dedicated, master's licensed Well-Being advisors and a traditional employee assistance program (EAP). All employees may access both of these offerings; employee's dependents may access the Well-Being advisors.

The district's dedicated well-being advisors may work with you over the phone, at a virtual appointment or in person. For more information or to speak with someone:
Phone: 763-226-6922
Email: advisors@wpswellbeing.com

The district's offering of an EAP is through NIS/LifeWorks. This offering may help with day-to-day concerns or guidance & resources to assist with a challenging crisis. Find answers on the website or reach out by phone. A LifeWorks counselor will listen and work toward finding solutions. The next step may include meeting with a LifeWorks mental health counselor for up to three face-to-face visits, referral to our dedicated Well-Being advisor(s), or a referral to community resources.
Contact them:
Call: 866-451-5465
Online: www.niseap.com Organization: Wayzata Schools

For more information, contact the Benefits Office at: benefits@wayzataschools.org

Payroll

Employees are paid on the 15th and last day of each month. If the 15th or last day of the month occurs on a Saturday, Sunday or a bank holiday, the pay day will be the preceding workday. Employees wishing to change their withholding allowances or marital status should obtain a W-4 form from the Payroll Office or on the Staff Intranet.

Minnesota Statute 518.611, Subdivision 8, requires employees to notify the School District of any child support obligations to be withheld from paychecks.

Name or Address Change

If you change your name, address or phone number, you must report it to the District payroll department. Forms are available in your school office or e-mail the information to the Payroll Technician. NOTE: In order for us to make a name change, you are required to bring your new social security card to the payroll office. To apply for a new social security card, call 1-800-772-1213. It is important that accurate, up-to-date information is kept, so report changes promptly.

TRA/PERA

When you begin your employment with the Wayzata School District, you also begin contributing to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period your contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf.

For more information on the retirement associations, contact the following:

Teachers Retirement Association
651-296-2409 or www.minnesotatra.org

Public Employees Retirement Association
651-296-7460 or www.mnpera.org

Tax Shelter Annuity Program

A tax shelter annuity program allows you to have a portion of your earnings pass directly to a tax-sheltered retirement program. In the program, your money accumulates with no state or federal income tax.

Each contribution you make to a tax-shelter is excluded from your current income, which means you are investing before-tax dollars. Your tax savings depend on the amount you contribute and your tax bracket.

Employees of the Wayzata School District are eligible to participate only in tax sheltered programs already existing within the District. You may enroll in a plan at any time.

A current listing of District plans, vendors and election forms are available on the Staff Intranet.

Direct Deposit

Direct Deposit is required for all employees and allows you to have your paycheck directly deposited into an account of your choosing on payday. Additional information is available on the Staff Intranet under Forms and Payroll.

Employees can view their paychecks under Employee Access in Skyward. If you have questions, please contact payroll at: payroll@wayzataschools.org

Contract Agreements

Most of our job classifications have been assigned to bargaining units. District employees have voted to have unions represent them in the negotiation process.

Our labor unions and management periodically negotiate collective bargaining agreements which govern salary, benefits, work hours and terms and conditions of employment. It is important that you review and understand your contract agreement.

If you are a non-union employee, your terms and conditions of employment will be governed by federal and state law and District policies and procedures. You will be provided an appropriate handbook reflecting these practices.

Union Information

Following is a list of bargaining units for each employee group:

Wayzata Education Association (WEA)

Service Employees International Union (SEIU) Local 284
Administrative Professional and Paraprofessional Personnel
Community Education Personnel
Custodial Maintenance Employees
Wayzata Cafés Employees

Wayzata Principals Association (WPA)

Please contact your Human Resources representative for direct contact information for union representatives.

Work Environment

Job Safety

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

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

▪ Know the locations of exits, fire extinguishers and alarms in your work area. ▪ Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
▪ Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.

- Know the location of First Aid materials.
- Report any safety hazards to your supervisor.

Workers' Compensation/Reporting Accidents

Workers' Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.

In order to avoid possible delays in processing workers compensation claims, it is very important that all work-related injuries are reported immediately to our Paradigm nurse line at 1-844-847-8708.

For assistance, contact your supervisor. For further assistance, contact the Human Resources Department at 763-745-5045.

Employee Right to Know Act

The District is committed to providing a healthy and safe work environment for all employees. Regard for safety of our students and employees is of utmost concern.

The Employee Right to Know Act requires the Wayzata School District, as your employer, to evaluate workplaces for the presence of hazardous substances and harmful physical agents and to provide training for those employees who may be exposed to these substances. Written information regarding harmful substances is available in each District building. If you are concerned about a hazard in your work area or would like information on training, please contact the Health and Safety Coordinator at 763-745-5152. Reference Board Policy #417.

Tobacco-Free/Vaping-Free Environment

The Wayzata School District is committed to providing a healthy, safe and productive environment for staff, students and citizens. Therefore, the District shall promote non-tobacco use among its staff and students. Smoking, vaping and use of tobacco products is always prohibited in school buildings and on school District property. Reference Board Policy and Regulation #407.

Drug and Alcohol Free Workplace

The Wayzata School District is committed to providing a work and school environment that is free from the effects of drug and alcohol use and abuse by its employees. Therefore, any use of drugs and alcohol within the school/workday, on school grounds or during school-sponsored trips or activities is prohibited. The unlawful manufacture, distribution, dispensing or possession is also prohibited. Any employee violating this prohibition will be subject to disciplinary action up to and including termination of employment. Reference Board Policy and Regulation #404.

Weapons

All District personnel shall be prohibited from carrying, bringing, using or possessing any dangerous weapons on District property, in any District vehicle or at

any District-sponsored activity regardless of location, except as provided by law and/or with specific authorization from the Superintendent or designee. Dangerous weapons shall be defined in accordance with MN Statute 609.66.

Emergency Closings of Schools

Information concerning school closings will be announced on local television stations. An Instant Alert message will also be sent out by phone/text to all affected District staff. The Instant Alert system uses the contact information on the Skyward system. An email is also sent to staff regarding the reporting obligations during emergency school closures, late starts and early dismissals.

Miscellaneous

Job Responsibilities

Your position has specific responsibilities which you are expected to perform. It is important that you understand those responsibilities. Talk to your supervisor if you have any questions regarding the functions you are required to perform in your job.

Teamwork

Providing a quality education for students and quality work experience for you involves teamwork between you and every other employee in the District. Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective member of your team is key to accomplishing the District's mission.

Confidentiality

Much of the information you obtain as the result of your employment with the District is confidential. Respect for the dignity of our students requires that you discuss any student issues only with those staff members and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including staff information or District business information. The District will comply with requests for public information as they are received in accordance with state law and school District policy. Reference Board Policy and Regulation #511.

Personal Cell Phone Usage

Use of a personal cell phone, including and not limited to texting, and other personal electronic equipment is prohibited during work hours except during personal break time.

Communications

Website: The District maintains a website at www.wayzataschools.org. It contains a wide variety of information about the District, our programs, employment policies, telephone numbers, upcoming events, community education, etc.

E-mail/Intranet: As an employee of the District, you will have access to the intranet and e-mail system. The Technology Department will provide information regarding these systems. Reference Board Policy and Regulation #631 regarding appropriate use of technology.

Voice Mail: Voice mail is assigned to designated employees. Employees with voice mail should listen to their messages frequently during the day and return messages in a timely and responsive manner.

Mail Boxes: An individual mailbox may be assigned to employees at their work site.

Board Policies and Regulations

All school offices and libraries possess current copies of all Board Policies and Regulations. This information may also be accessed on the District website – under District/School Board/Policy Manual. Remember, District policies and procedures may change at any time.