

# WORTHINGTON ISD 518



# Employee Handbook

FY 2022-2023

Worthington Public Independent School District #518  
1117 Marine Avenue  
Worthington, MN 56187



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# DISTRICT OVERVIEW

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## Welcome!

The Worthington ISD 518 employee handbook is an employee resource containing important information on district practices, policies, and procedures. This handbook is designed to be a guide for employees, and is only a summary of some district policies and employment laws.

**Official, complete board-approved policies are available on the district website ([www.isd518.net](http://www.isd518.net)). Employees are expected to read and familiarize themselves with School board policies and procedures.**

Disclaimer: The contents of this Handbook are presented for information purposes only. The plans, policies and procedures described are not intended to promise or guarantee specific terms or conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in completely or in part, at any time with or without notice. The language, which appears in this Handbook, is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees. Nor should this handbook be interpreted to promise continued employment. Notwithstanding any provisions of this Handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this Handbook, individual contract, or relevant collective bargaining agreement.

In case of a direct conflict between this Handbook, rules, regulations or policies of the Board and any specific provisions of an individual contract or collective bargaining agreement, the individual contract or collective bargaining agreement shall control. This Employee Handbook is intended to provide employees with summary information regarding policies, procedures, ethics, expectations and standards of the District. It is not, however, intended to replace a reading of the actual Board Policies or Administrative Regulations, copies of which are available to all personnel in each administrative Regulations, copies of which are available to all personnel in the administrative office and on the district website [www.isd518.net](http://www.isd518.net)

It is important that each employee is aware of the policies and procedures related to his/her position. All applicable laws and regulations, including, but not limited by the following, govern the rights and obligations of all employees: Federal laws and regulations, Minnesota State Statues, Rules, Administrative Code and the policies of the Worthington School Board.

Nothing contained in this handbook shall be construed to limit, impair or affect the right of any employee to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so as long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the employee.

## DISTRICT RIGHTS

### **Management Responsibilities**

It is the right and obligation of the District to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District. The School district is not required to meet and negotiate on matters of inherent managerial policy.

### **Effect of Laws, Rules and Regulations**

Employees will perform services prescribed by the District and will be governed by relevant state and federal laws, School Board policies and the rules, regulations, directives, and orders issued by properly designated officials of the District.

## MISSION STATEMENT

Educational Excellence for All Learners to be Successful Citizens in the Future - "Excellence in Action"

### **VISION STATEMENT**

District 518 is a leader in Southwest Minnesota and in the State of Minnesota that provides educational opportunities for all students to be productive global citizens and successful lifelong learners. District 518 will capitalize on opportunities that will lead to student success in school, the region, the state and the world through strong educational programming that meets the goals of the World's Best Work Force.

## **District 518 will increase student achievement:**

### **GOAL 1:**

All Children Ready for Kindergarten: The percentage of children who participate in the district preschool program will increase in kindergarten readiness from 75% to 80% as measured by earning a score of 52 or more on Kindergarten Entry Profile tool.

### **GOAL 2:**

100% of students will read at grade level by grade 3 as determined by earning a proficiency score on the Reading MCAs.

### **GOAL 3:**

Part A: Reading: The reading proficiency achievement gap will be reduced in half for each student group by 2023 as measured by the Minnesota Comprehensive Reading Assessment.

Part B: Math: The math proficiency achievement gap will be reduced in half for each student group by 2023 as measured by the Minnesota Comprehensive Math Assessment.

### **GOAL 4:**

The percentage of students in Worthington School District who are college and career ready will increase from 75% – 80%, as measured by having career goals/pathway plan in a written format, completing a career assessment, and having a 90% or higher attendance rate (MDE data), and meeting all graduation requirements.

### **GOAL 5:**

The percentage of student graduates in the Worthington School District will increase from 78.9% to 85% (7-year), as measured by MDE graduation data.

# LETTER OF INTRODUCTION

Dear Colleagues,

Welcome to Worthington Independent School District! We are pleased to provide you with this handbook and hope that it will become a used and useful reference. It is intended to provide clear guidelines for day-to-day issues that arise in a school setting.

The purpose of this booklet is to highlight information that will be useful and helpful to you. It does not replace your bargaining agreement. This handbook does not constitute or imply a full representation of ISD 518 Board of Education policies governing employee conduct. All employees are expected to familiarize themselves and comply with all School Board policies and procedures at all times. All Board polices can be found on our website at: [www.isd518.net](http://www.isd518.net) – under *the District tab >Inside District Office drop down> School District Policies*

We ask that you take some time to review the contents of this document carefully, and to talk with your principal or supervisor about any areas of which you have concerns or questions. We also ask you to take the contents of this handbook seriously and be assured that we take it seriously as well; the District views it as an effort to define shared understandings about professional standards and conduct.

Thank you for your commitment to the children and families of our school community.

The Worthington School District Administrative Team

This employee handbook does not constitute a contract between the district and its employees. The information may change after the publication of this handbook, but is generally as current as is practically possible.

## **CODE OF ETHICS**

The following is taken from the Code of Ethics for Minnesota Teachers published by the Minnesota Board of Teaching and is adopted via ISD 518 Board approval as a part of district teacher professional expectation.

### **Code of Ethics for Minnesota Teachers.**

A. Each teacher upon entering the teaching profession assumes a number of obligations, one of which is to adhere to a set of principles, which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves, standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Minnesota Board of Teaching.

#### **B. Standards of Professional Conduct**

1. A teacher shall provide professional educational services in a non-discriminatory manner.
2. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
3. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
4. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
5. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
6. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
7. A teacher shall not deliberately suppress or distort subject matter.
8. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
9. A teacher shall not knowingly make false or malicious statements about students or colleagues.
10. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

## **WORTHINGTON ISD 518 Board Policies**

School Employees should be aware of the general district policies and the location of the policies to review any specific details when needed. The District web site includes a link to Board Policy at [www.isd518.net](http://www.isd518.net). Click on DISTRICT then DISTRICT OFFICE, then select "School District Policies" from the grey INSIDE DISTRICT OFFICE drop down to access all policies on the <https://www.isd518.net/district/district-office/school-district-policies/> webpage.

A policy book is also available in the office of each school building. Staff should specifically be knowledgeable of the 400 policy series that pertains to Personnel.

### **POLICY SERIES 400 - Employees/Personnel**

- 401 [Equal Employment Opportunity](#)
- 402 [Disability Nondiscrimination Policy](#)
- 403 [Discipline, Suspension and Dismissal of School District Employees](#)
- 404 [Employment Background Checks](#)
- 405 [Veteran's Preference](#)
- 406 [Public and Private Personnel Data](#)
- 407 [Employee Right to Know-Exposure to Hazardous Substances](#)
- 408 [Subpoena of a School District Employee](#)
- 409 [Employee Publications, Instructional Materials, Inventions and Creations](#)
- 410 [Family and Medical Leave Policy](#)
- 412 [Expense Reimbursement](#)
- 413 [Harassment and Violence](#)
- 414 [Mandated Reporting of Child Neglect or Physical or Sexual Abuse](#)
- 415 [Mandated Reporting of Maltreatment of Vulnerable Adults](#)
- 416 [Drug and Alcohol Testing](#)
- 417 [Chemical Use and Abuse](#)
- 418 [Drug-Free Workplace/Drug-Free School](#)
- 419 [Tobacco-Free Environment](#)
- 420 [Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions](#)
- 421 [Gifts to Employees](#)
- 422 [Policies Incorporated by Reference](#)
- 423 [Employee-Student Relationships](#)
- 424 [License Status](#)
- 425 [Staff Development](#)
- 430 [Training of New Employees](#)
- 450 [ISD #518 Volunteer Coaches for School Sponsored Extracurricular Programs](#)

# Independent School District 518

## SCHOOL BOARD

Teaching children throughout the district is truly a team effort. We're fortunate to have some of the most experienced and educated teachers in Minnesota, along with dedicated staff, parents, and volunteers willing to help our children succeed now and into the future.

As elected leaders, we welcome your input. Contact information for the school board is available on this webpage, along with agendas and meeting minutes. Board meetings are regularly held on the third Tuesday of the month at 5:15 PM in the Worthington High School Band Room, 1211 Clary Street. The meetings are also televised on [Cable TV Channel 3](#) and live streamed through the School District's Facebook page.

Again, we'd enjoy hearing from you, and we welcome your suggestions and input.

<u>NAME</u>	<u>POSITION</u>	<u>TERM EXPIRES</u>
Lori Dudley	Chair	12/31/2022
Joel Lorenz	Vice Chair	12/31/2024
Steve Schnieder	Clerk	12/31/2024
Brad Shaffer	Treasurer	12/31/2024
Tom Prins	Director	12/31/2024
Adam Blume	Director	12/31/2022
Mike Harberts	Director	12/31/2022

School Board Minutes are posted on the district webpage under the School Board link.

[SCHOOL BOARD](#)

## **DISTRICT LEADERSHIP**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>
John Landgaard	Superintendent of Schools
Joshua Noble	Director of Instruction
David Skog	Director of Operations
Tony Hastings	High School Principal
Douglas Brands	High School Assistant Principal
Toni Baartman	Middle School Principal
Casey Hertz	Middle School Assistant Principal
Katie Clarke	Intermediate School Principal
Cory VanBriesen	Intermediate School Assistant Principal
Heidi Meyer	Prairie Elementary School Principal
Kari Gjerde	Prairie Elementary School Assistant Principal
Dakota Lawrence	Learning Center/VIBE/Targeted Services Principal
Spencer Wieneke	Learning Center Dean of Students
Allison Eitreim	Special Education Director
McKenzie Helgeson	Special Education Assistant Director
Sharon Johnson	Community Education/NCIC Director
Amy Ernst	IT Director
Micaela Massey	IT Coordinator
Joshua Dale	Activities Director
Carmen Johnson	HR/Title IX Coordinator-Human Rights Officer

Anne Foley	Communications Coordinator
DeeAnn Crall	Food Service Coordinator
Patrick Morpew	District Accountant
Sue Hagen	Multilingual Learner Coordinator
Sarah Nystrom	Curriculum/School Improvement Coordinator
Joshua Langseth	Staff Development/Data Assessment Coordinator
Tara Thompson	Early Childhood Coordinator
Stacy Everding	Adult Basic Education Coordinator
Soom Chandaswang	Community Enrichment Coordinator
Vacant	NCIC Achievement and Integration Coordinator

# BUILDING DIRECTORY

## **District Administration Office**

**117 11<sup>th</sup> Ave.**

372-2172

372-2174 (fax)

John Landgaard, Superintendent

Dave Skog, Director of Operations

Josh Noble, Director of Instruction

Pat Morphew, Accountant/MARSS 727-1102

Lisa Ahrenstorff, Administrative Asst.,  
727-1105

Carmen Johnson, HR/Title IX Coordinator-  
Human Rights Officer, 727-1103

Jodi Bohn, Payroll, 727-1104

Kelsey Hagen, HR Assist., 727-1109

Tracy Kunkel, Accts Payable/Rec./Free &  
Reduced, 727-1106

Katy Phillips, HR Generalist, 727-1110

Anne Foley, Communications Coordinator,  
727-1113

## **Worthington High School 9-12**

**1211 Clary Street**

376-6121

372-4304 (fax)

Tony Hastings, Principal

Doug Brands, Asst. Principal

Josh Dale, Activities Coordinator

## **Worthington Middle School 6-8**

**1401 Crailsheim Road**

376-4174

372-1424 (fax)

Toni Baartman, Principal

Casey Hertz, Asst. Principal

## **Intermediate School 3-5**

**671 N. Crailsheim Road**

Katie Clarke, Principal

Cory Van Briesen, Asst. Principal

## **Prairie Elementary School Pre-2**

**1700 1<sup>st</sup> Ave. SW**

727-1250

727-1255 (fax)

Heidi Meyer, Principal

Kari Gjerde, Asst. Principal

## **Early Childhood Special Education**

727-1257

## **Special Education**

**117 11<sup>th</sup> Ave.**

372-2983

372-2980 (fax)

Allison Eitrem, Special Ed Director

McKenzie Helgeson, Asst. Special Ed Director

## **Learning Center/VIBE Online School**

**825 North Crailsheim Rd.**

372-1322

372-1361 (fax)

Dakota Lawrence, Principal

Spencer Wieneke, Dean of Students

## **Community Education**

**117 11<sup>th</sup> Ave.**

376-6105 or 376-4640

376-6703 (fax)

Sharon Johnson, Director

## **Southwest Adult Basic Education**

**117 11<sup>th</sup> Ave**

376-6105

376-6703 (fax)

Stacy Everding, Coordinator

## **Early Childhood Family Education**

**117 11<sup>th</sup> Ave.**

376-9188

376-6703 (fax)

Tara Thompson, Coordinator

## **Department of Teaching & Learning**

**117 11<sup>th</sup> Ave.**

372-1220

Josh Noble, Director of Instruction

## **Nobles County Integration Collaborative**

**117 11<sup>th</sup> Ave.**

376-3300

*Vacant*, NCIC Achievement and Integration  
Coordinator

Gladys Aldana, Culture Liaison

Guadalupe Rendon, Culture Liaison

## New Employee Orientation

### **A Foundation for Continued Success**

All new employees will meet with Human Resources staff to complete payroll and other employment information prior to their first day of employment. New employees must attend a district orientation, which provides an overview of district policies, procedures, and other information pertinent to continued success as an employee at Worthington ISD 518. Employees will also receive position appropriate training throughout the onboarding process.

## Hiring Procedures

### **Vacancies, New Positions & Assignments**

Vacant and new positions within the district are posted on the district website on the Resource page- Employment opportunities. All applicants must complete a district application. Current employees seeking to transfer to an open position, or applying for summer school, supplemental hours and other assignments, must complete the internal online application.

### **Employment of Relatives**

In the interest of promoting workplace harmony and efficiency, relatives will not work in a supervisory relationship to one another. Familial relationship may also be considered as a factor in the management discretion of work assignments, transfers and in filling vacancies.

### **Criminal Background Check**

All new district employees must sign an authorization form, and pay the associated fees, to conduct a criminal background check, as required by state law. Employment may be terminated based upon the results of the background check. The district may conduct criminal background checks on current employees, as it deems necessary.

# Security

## Photo ID Badges

District employees are required to obtain a district photo ID badge. The purpose of the photo ID badge is to contribute to student and staff security, to help monitor visitors in our buildings, and to enhance our identity in a positive and professional manner.



Employees and visitors must display an identification badge supplied by the district. Employees must wear their badge on school grounds, while accompanying students off-site and during any official activity where they are representing the district. Badges are updated annually with updated school-year dates and colors.

**An important part of security is knowing if a person is authorized to be in the school building. Staff and visitor identification cards help students know if adults they encounter have been authorized.**

## Keys and Electronic Key Cards

Employees are issued door keys and/or an electronic key card for building and room access. Keys and key cards must be carefully managed, and if lost please report to the site administrative assistant or administrator immediately. Staff transferring to another site or resigning must turn in their keys and key cards to the site administrative assistant. District keys should not be given to **anyone** including substitute staff and students (including children of employees). **UNAUTHORIZED PERSONNEL WILL NOT BE LEFT UNATTENDED.** All keys shall be retained in the possession of the person to whom issued at all times. The district may assess a fee for services incurred due to the loss of keys/key card.

**Lost keycards or keys must be reported to the site administrative assistant or administrator immediately.**

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

## Security (Continued)

### Ensuring Student Safety: Important Security Practices

It is important to keep all district building doors locked at all times to minimize risk to students and staff. Be sure to follow these important security practices to keep our students and staff safe:

- Ensure doors close securely behind you when you enter and exit buildings and rooms.
- Do not allow unknown individuals to enter the building with you unless you escort them to the front desk.
- Do not prop open doors, even for a few minutes. The unsupervised “propping open” of a doorway is not permitted.
- Coaches and advisors have these responsibilities before leaving the building:
  - All students have exited the building.
  - All exterior and interior doors are secured.
  - Notify student program participants that they should not enter other areas of the building before, during or after practice. They will need to plan ahead for their books, instruments, etc.
  - The coach/advisor or teacher is to be the last one leaving the area of rehearsal, practice, meetings, locker rooms, classrooms, gym, etc.
  - You cannot rely on “someone else” to close the door or secure the area.
- Be sure all guests have checked in and are wearing a district issued visitor ID badge.
  - Individuals, other than District 518 employees and students enrolled in the particular school building, should not be allowed free access to areas of a school other than the office or areas that lead from the door to the office without proper authorization. Teachers / staff will be vigilant of people entering or leaving the school building or in any other part of the building. Visitors are to be greeted and asked how they can be helped or directed. Visitors typically should display a visitors badge or have clearly visible professional identification.



## Security (Continued)

### **NON-CLASSROOM SUPERVISION**

Teachers / staff will have a formal assigned supervision and ongoing informal supervision duties. It is important that staff understand the burden of responsibility that falls on them as it relates to supervision. Staff must make all reasonable efforts to be on time and in the location of assigned supervision or make arrangements for alternate coverage. Additionally, all staff are responsible for appropriate actions at all times (whether they are truly the assigned supervisor or are just a coincidental observer) when a situation requires intervention. Policy 506 directs “all teachers shall enforce the Code of Student Conduct” and “all school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school.” Thus, teachers must be aware of the provisions of the student handbook and exercise professional standards of the profession to guide their actions and interventions to create a safe, respectful educational environment.

### **RELEASING STUDENTS FROM CLASS OR SUPERVISED TIME**

Students are not to be released from the assigned class or supervision time without their planner and/or office authorization (pre-arranged absence form or on the office release list) or b) the authorization of a teacher by completing a signed pass. **TEACHERS SHOULD NOT DISMISS STUDENTS FROM CLASS BEFORE NORMAL DISMISSAL TIME.** Further, state law prohibits staff members from excusing students from school for any reason for all or part of a school day without parental permission. **Teachers are not to give students permission to leave the building during the school day!**

### **TEACHER SUPERVISORY RESPONSIBILITIES**

**In general, teachers are legally responsible for students at any time when students are in their presence on school property or at a school activity.** This applies to classrooms, commons, halls, extra-curricular activities, parking lots, locker bays, gyms, media center, etc. Teachers should also use sound professional judgment to assist other staff in a situation recognized as requiring support or if it appears that, there may be an impending need for intervention. In emergencies when teachers must leave this responsibility, it is important that someone be asked to come into the room or other area of assigned supervision.

#### Additional Supervision Guidelines

1. Students are NOT to be permitted to be in your rooms or in the building without supervision.
2. Teachers having students working or in the building after school or at night should NEVER leave the building prior to the students.
3. Whenever machinery or equipment that involves risk is going to be used, a teacher MUST be present.
4. Athletic coaches shall NOT leave the building until the athletes have left the building.
5. All teachers are to be in attendance at lyceums and other scheduled special programs for the student body.

## Security (Continued)

The safety and security of students, staff, records, information and property is the continuous, mutual responsibility of all employees. The collective efforts of the entire staff will play a critical role in making our all district building a safe and secure workplace.

### EMERGENCIES

The safety of students and staff are of the utmost importance to the district. Independent School District 518 facilities utilize an emergency response system; ISD 518 has trained staff and students on a process to use to make decisions when faced with critical concerns. Staff and students are equipped to make decisions using the information they receive in an incident and it emphasizes evacuation as the best option to survive a violent crisis incident.

In the event of an emergency that requires students to be evacuated from a school building, the district has arranged a location in Worthington to serve as a Gathering Place. Students will be transported to this location where family members may be safely reunited. In the event of a crisis incident, notification will specify the location where parents/guardians may pick up their children. It is critical that the areas around school facilities be kept free of traffic so that first responders can reach the facilities and buses can quickly transport students and staff to the Gathering Place. When informed of the Gathering Place, please do not attempt to go to school facilities.

For specific procedures or questions, refer to the [district crisis management plan](#) or contact your building crisis team.

Below is a brief overview of the ALICE System used by ISD 518. You may be required to attend further training in relation to emergency response preparedness and ALICE.

DO NOT OPEN DOOR FOR ANYONE. Only call the office for vital information.

LISTEN FOR FURTHER INSTRUCTION

- Be prepared to stay in Lockdown for an extended period of time.
- Direction will come from administration, police, fire, or emergency personnel.
- You may be directed to move to a safe area in the building or a Rally Point.
- If you receive an "ALL CLEAR" from administration, you may return to regular routines.

## Security (Continued)

### ALICE Terminology

**Crisis Incident** – An event at a district facility that requires staff and students to utilize the ALICE System.

**Rally Point** – Locations within walking distance from district facilities where students and staff can regroup, reorient themselves, and be directed towards the next step. In an evacuation, students and staff should proceed as quickly and safely as possible to whichever rally point is closest. Buses will transport students and staff from these locations to the Gathering Place.

**Gathering Place** – Location away from district facilities that students and staff will be bused to from Rally Points. The gathering point for all district locations is Minnesota West Community and Technical College.

**Parent Pick Up Site** – Location where students will be reunited with their families after an evacuation event. The Parent Pick Up Site for all district locations is the Minnesota West Community and Technical College.

**Working Lockdown** – Utilized when there is a threat outside of the facility, a threat at another district facility, or other non-threatening circumstances that people need to be kept away from. Classes continue as normal, but no students are allowed to leave the facility.

**Alert (A)** – A component of the ALICE acronym. The initial alert of a violent intruder or other threat. This may be gunshots, an announcement, yelling, or any other indicator of a crisis event.

**Lockdown (L)** – A component of the ALICE acronym. Making a room as difficult to enter as possible for a violent intruder. This includes locking the door, turning the lights off, barricading doors and entries, and using any means available to make it more challenging to enter the room from the outside.

**Inform (I)** – A component of the ALICE acronym. Communication during a crisis event that relays current information about the event. This information can then be used by others affected to make the best decision for themselves and their students. Specific and up to date information should be given if it is safe to do so.

**Counter (C)** – A component of the ALICE acronym. A last resort technique that can be used when directly confronted with a violent intruder. Making noise, running in the room, throwing items, swarming or being physically aggressive are all techniques that can be used to counter as a last resort.

**Evacuate (E)** – A component of the ALICE acronym. Leaving a district facility as quickly and safely as possible. This is desired first choice of action if it is safe to do so.

**Zig-Zag Run** – Moving back and forth while running in a certain direction in order to keep shooter(s) from having a steady target.

## Security (Continued)

### ALICE STANDS FOR:

#### **A**lert

Get the word out! Announce “armed intruder in the building.” Use clear, concise language to convey the type and location of the event.

#### **L**ockdown

Lockdown in a secured room using advanced lockdown techniques such as barricading doors.

#### **i**nform

Communication allows for others in the situation to make quick, informed decisions.

#### **C**ounter

As a last resort, apply skills to distract, confuse, and gain control.

#### **E**vacuate

Reduce the number of potential targets for an armed intruder. This is the preferred response and should be taken as soon as safely possible.

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## Security (Continued)

### **EMERGENCY DRILLS**

There will be five fire drills, five lockdown drills and one tornado drill during the year. The instructions for each are listed at the end of this section of the handbook. Please read these instructions so you are prepared.

### **FIRES & FIRE DRILLS**

The first drill will be announced to all ahead of time, so a definite procedure can be established. From then on, fire drills can be announced or unannounced. Word of caution – we have been instructed to call the fire department immediately when an alarm box is set off. We proceed as if it is a real emergency, ask questions later. We ask teachers to assign the first paraprofessional or students to an exit to hold the doors open for everyone. Teachers are expected to direct traffic and keep things moving. Teachers must familiarize themselves with all fire exits and fire fighting equipment. Make sure your classroom door is locked and closed when leaving for a fire drill.

### **TORNADO PROCEDURE**

If a tornado alert is necessary it will be signaled on the intercom. Upon this signal, proceed to interior areas according to the posted sign in each classroom. Classroom doors should be closed by the last person to leave the room. Stay away from windows. Instruct students to sit on the floor and to protect their heads with their arms and hands.

# School Calendar & Working Hours

## School Board Approved Calendar

Each spring, the School Board approves the calendar for the next year based on program needs, and as determined by each group's master contract. Site calendars are available on the District webpage [www.isd518.net](http://www.isd518.net) under the Schools link.

## Individual Calendars

Certain staff may have an individual calendar based on their assignment that may differ slightly from the board-approved calendar. Itinerant service staff and employees working a part-time schedule are required to complete an individual calendar each year and submit it to their administrator prior to the end of the employee's first week of work.

**All employees with an individual calendar must submit their calendar to their administrator prior to the end of the employee's first week of work.**

## Working Hours

Working hours vary depending on the position, program, site, and the administrator's needs. ISD 518's general school building hours are 7:30 – 3:30 p.m. Monday – Friday. These hours may be adjusted by Administration. All staff will follow the schedule set by administration for their location. Staff may be required to sign in/out at the program site.

## Lunch Period

Staff that work over 5 hours will be assigned a duty free 30 minute lunch break by the classroom instructor or administrator. If the employees schedule does not allow a duty free lunch they will be assigned a paid lunch. Employee contracts have additional information pertaining to specific employee groups.

## School Calendar & Working Hours (Continued)

### Holidays

Holidays are indicated on the board-approved school calendars. Typically, holidays are not scheduled workdays. Some holidays are paid, while others are unpaid, depending on the employee's union contract. Employees should refer to their master contract, which indicates the paid holidays for their employee group. If a holiday is on Saturday, the holiday will be honored on Friday. If a holiday falls on Sunday, it will be honored on Monday.

Employees working a part-time schedule will receive a prorated amount of holiday pay and may need to adjust their work schedule.

## Inclement Weather & Emergency School Closing

### General Procedures

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

### Employee Notification

Announcements regarding school closings will be made on the following:

**Radio stations:** 95.1 FM, 93.5 FM, 104.3 FM, 730 AM

**TV Stations-** KELO TV, KSFY TV, WORTHINGTON CABLE 3

Staff will receive a Shoutpoint message, text and email based on employee contact information.

The district website will also have updated information regarding the late start, early dismissal or school closings.

Follow ISD 518 social media pages Facebook, Instagram and Twitter

All ISD 518 sites will close uniformly for weather-related emergency situations.

ISD 518 Staff should follow the Employment practice schedule during School closings regarding assignments.

**Announcements regarding closings will be made on local radio, TV and social media sites.**

## Learn From Home Days Schedule Variations Information

Designation <i>Definition</i>	Students and Families	Teachers	Non-Teacher Staff
<p><b>Learn From Home</b></p> <p><i>A day of instruction for students using non-in-person learning methods, including video conferences, Schoology, SeeSaw, and/or take-home packets to provide synchronous or asynchronous lessons</i></p>	<p>Weather or another occurrence has caused a situation where students may not attend classes in-person</p> <p>Students will receive instruction through pre-determined methods such as video conferences, Schoology (HS, LC, and MS), SeeSaw (PE), or a take-home packet</p> <p>The school day will follow a schedule including a full day of classes to accommodate possible video conferencing</p> <p>Schedule may be altered if students begin classes later than the normal start time</p> <p>Teachers will be available for contact from 7:30 a.m. to 3:30 p.m.</p> <p>Busses will not run</p> <p>Attendance will be taken</p>	<p>Students should be assigned work using methods including video conferences, Schoology (HS, LC, and MS), SeeSaw (PE), or a take-home packet</p> <p>Asynchronous work may be assigned</p> <p>The school day will follow a schedule including a full day of classes to accommodate for possible video conferencing</p> <p>Schedule may be altered if students begin classes later than the normal start time</p> <p>Student instruction should be relevant to current in-person lessons</p> <p>Must be available for students to contact from 7:30 a.m. to 3:30 p.m.</p> <p>May work remotely if job function allows and by administrator/ supervisor approval</p>	<p><u>Paras</u>: No work available for paras</p> <p>In exceptional circumstances, work must be coordinated and approved with building administrator/supervisor</p> <p><u>Administrators</u>: May work remotely if job function allows</p> <p><u>Custodial</u>: Those required to report will be established by supervisor</p> <p><u>Secretarial, NCIC, Connectors, &amp; Liaisons</u>: May work remotely if job function allows</p> <p><u>Technology</u>: May work remotely if job function allows</p> <p><u>All Other Staff</u>: No work will be available unless specifically assigned by administrator/supervisor</p>

<b>Designation</b> <i>Definition</i>	<b>Students and Families</b>	<b>Teachers</b>	<b>Non-Teacher Staff</b>
<p><b>No School/Snow Day</b></p> <p><i>A day in which no student instruction will be provided, in-person or otherwise</i></p>	<p>No instruction for students</p> <p>Attendance will not be taken</p> <p>Busses will not run</p> <p>Activities may still take place as communicated by coach/director/supervisor</p>	<p>Not required to report</p> <p>No instruction for students</p> <p>Activities may still take place as communicated by coach/director/supervisor</p>	<p><u>Paras</u>: No work available</p> <p><u>Administrators</u>: May work remotely if cancellation due to inclement weather and job function allows</p> <p><u>Custodial</u>: Those required to report will be informed by supervisor</p> <p><u>Secretarial, NCIC, Connectors, &amp; Liaisons</u>: May work remotely if cancellation due to inclement weather and job function allows</p> <p><u>Tech</u>: May work remotely if cancellation due to inclement weather and job function allows</p> <p><u>All Other Staff</u>: No work will be available unless specifically assigned by administration/supervisor</p>
<p><b>Buildings Closed</b></p> <p><i>A notification that ISD 518 buildings will be closed to all, excluding essential personnel</i></p>	<p>There will be no admittance to ISD 518 facilities</p>	<p>There will be no admittance to ISD 518 facilities</p>	<p>There will be no admittance to ISD 518 facilities excepting essential building maintenance and emergency work</p>

<b>Designation</b> <i>Definition</i>	<b>Students and Families</b>	<b>Teachers</b>	<b>Non-Teacher Staff</b>
<p><b>Late Start</b></p> <p><i>Students begin in-person classes later in the day than the regularly scheduled time</i></p>	<p>A late start schedule will be used for classes</p> <p>Busses will run</p> <p>Attendance will be taken</p> <p>Activities may still take place as communicated by coach/director/supervisor</p>	<p>Required to report on late start schedule</p> <p>Classes will run on a late start schedule</p> <p>Activities may still take place as communicated by coach/director/supervisor</p>	<p><u>Paras</u>: Required to report on late start schedule</p> <p><u>Administrators</u>: No change from regular work-day</p> <p><u>Custodial</u>: No change from regular work-day</p> <p><u>Secretarial, NCIC, Connectors, &amp; Liaisons</u>: No change from regular work-day</p> <p><u>Tech</u>: No change from regular work-day</p> <p><u>All Other Staff</u>: No change from regular work-day, unless otherwise determined by supervisor</p>
<p><b>Early Dismissal</b></p> <p><i>Students will be dismissed from in-person instruction earlier than the regularly scheduled time</i></p>	<p>There will be no instruction for students after they are dismissed</p> <p>Busses will run</p> <p>Activities may still take place as communicated by coach/director/supervisor</p>	<p>May leave on early dismissal schedule unless other duties are assigned</p> <p>Trainings or other assigned work may take place after students are dismissed from buildings</p> <p>Activities may still take place as communicated by coach/director/supervisor</p>	<p><u>Paras</u>: No work after student dismissal or regular duties end unless other duties are assigned</p> <p><u>Administrators</u>: No change from regular work-day</p> <p><u>Custodial</u>: No change from regular work-day</p> <p><u>Tech</u>: No change from regular work-day</p> <p><u>Secretarial, NCIC, Connectors, &amp; Liaisons</u>: No change from regular work-day</p> <p><u>All Other Staff</u>: No work after student dismissal or regular duties end unless other duties are assigned</p>

<b>Designation</b> <i>Definition</i>	<b>Students and Families</b>	<b>Teachers</b>	<b>Non-Teacher Staff</b>
<p><b>Distance Learning</b></p> <p><i>A situation including an extended period of instruction for students using non-in-person learning methods, including video conferences, Schoology, SeeSaw, and/or take-home packets to provide synchronous lessons</i></p>	<p>Students will receive instruction through pre-determined methods such as video conferences, Schoology (HS, LC, and MS), SeeSaw (PE), or a take-home packet</p> <p>Non-in-person learning methods will remain in place for multiple sequential school days</p> <p>The school day will follow a normal schedule including a full day of classes</p> <p>Teachers will be available for contact from 7:30 a.m. to 3:30 p.m.</p> <p>Busses will not run</p> <p>Attendance will be taken</p>	<p>Students should be assigned synchronous work using digital methods including video conferencing, Schoology and/or SeeSaw</p> <p>Lessons should be planned based on students not attending in-person classes for multiple sequential days</p> <p>The school day will follow a schedule including a full day of classes</p> <p>Must be available for students to contact from 7:30 a.m. to 3:30 p.m.</p> <p>May work remotely if job function allows and by administrator/ supervisor approval</p>	<p><u>Paras</u>: Work may be available depending on level of interaction with students</p> <p>Work must be coordinated and approved with building administrator/ supervisor</p> <p>May work remotely if job function allows and by administrator/ supervisor approval</p> <p><u>Administrators</u>: May work remotely if job function allows</p> <p><u>Custodial</u>: Those required to report will be established by supervisor</p> <p><u>Secretarial, NCIC, Connectors, &amp; Liaisons</u>: May work remotely if job function allows</p> <p><u>Technology</u>: May work remotely if job function allows</p> <p><u>Food Service</u>: Work duties will be established by supervisor</p> <p><u>All Other Staff</u>: No work will be available unless specifically assigned by administrator/supervisor</p>



## 2022-2023 Worthington School Calendar

Aug. 15-17	New Teacher Orientation (2 days during the school year)
Aug. 16	HS Open House/Picture Day 10:00 a.m. to 6:00 p.m.
Aug. 18	MS Open House/Picture Day 10:00 a.m. to 6:00 p.m.
Aug. 22	Workshop Day for Teachers at the building
Aug. 23	District Wide Day (work day for all employees)
Aug. 24	Workshop Days/Conferences for Prairie (work day for all employees)
Aug. 24	Prairie Elementary Pre-School Conferences 8:00 a.m. to 8:00 p.m.
Aug. 25	Learning Center Open House 9:00 a.m. to 6:00 p.m.
Aug. 25	Transition Day/Conferences for Intermediate (work day for all employees)
Aug. 25	Intermediate Conferences from 8:00 a.m. to 8:00 p.m.
Aug. 29	First day of school for grades 6-12
Aug. 30	First day of school for grades pre-K to 5
Sept. 2-5	No School – Labor Day weekend
Oct. 19	Early Dismissal-Teacher Workshop
Oct. 20-21	No School - Education Minnesota Conference
Nov. 4	End of 1 <sup>st</sup> Quarter (46 days)
Nov. 23	Early Dismissal – Teacher Workshop
Nov. 24-25	Thanksgiving Break
Dec. 23	Early Dismissal – Teacher Workshop
Dec. 26-Jan 2	No School – Winter Break
Jan. 3	Classes Resume
Jan. 13	End of 2 <sup>nd</sup> Quarter (42 days) End of 1 <sup>st</sup> Semester (88 days)
Jan. 16	No School – Teacher Workshop (Potential snow makeup day)
Feb. 17	Early Dismissal – Teacher Workshop
Feb. 20	No School – Presidents Day (potential snow makeup day)
Mar. 17	End of 3 <sup>rd</sup> Quarter (43 days)
Mar. 20	No School – Teacher Workshop
Apr. 5	Early Dismissal- Teacher Workshop
Apr. 6-10	No School – Spring Break (potential snow makeup day)
May 26	Last Day of School-Early Dismissal – Graduation – End of 4 <sup>th</sup> Quarter (46 days) Semester (89 days)
May 29	No School - Memorial Day
May 30	Teacher Workshop day (potential snow makeup day)

Note: Snow Makeup Days: Jan. 16, Feb. 20, March 20, April 6, April 10, May 30, May 31, June 1, June 2 (5 e-learning days)

# Job Descriptions & Classifications

## Job Descriptions

Job descriptions for district positions are posted on the district website.

- Job descriptions summarize the major duties and responsibilities, and identify the physical requirements for each position.
- Pre-placement physicals for internal transfers may be a part of the hiring process to substantiate that the individual can meet the job requirements.

**Employees must meet the physical requirements listed on the job description, as they are essential functions of the job.**

## Job Classification Rating

State Law requires all public jurisdictions such as cities, counties, and school districts to eliminate any gender-based wage inequities in compensation and submit reports to MMB (Minnesota Management and Budget). It is important to remember that pay equity laws in Minnesota address only gender-based wage disparities and not all types of wage disparities. Pay equity does not replace collective bargaining and does not address all compensation issues.

ISD 518 evaluates and assigns a classification based on the district's job evaluation system. The district periodically reviews all jobs and re-evaluates jobs as needed.

## Equal Opportunity Employer

It is the policy of the Worthington School District to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or age.

- [EEO is the Law Poster - Optimized for Screen Readers](#)

# Salary Administration

## **Salary Determination**

A job description, job classification, and salary schedule have been established for each position and may be revised to meet the district's needs. Salaries are determined by the master contract for each bargaining unit; non-union groups by individual contracts.

## **Comparable Worth**

Minnesota statutes require the district to have a job evaluation system to ensure that comparable compensation exists for positions that require comparable skill, effort, responsibility and working conditions, and that compensation for positions with differing requirements is proportional to the job requirements. The district completes a pay equity report in accordance with State mandates.

## Personnel Files/Data Privacy

### Requests to Access Personnel Files

Personnel files are maintained by Human Resources for each employee, and are property of the district. Employees may review their file in accordance with state law.

- Employees must request to review their personnel file during regular business hours by making the request in writing to the office of Human Resources.
- After the request has been received, an appointment time to review the file will be scheduled.
- An employee may request copies of materials in his/her file.

### External Requests

Inquiries regarding employees from outside sources are restricted by Data Practices laws. Human Resources will only provide “public data” on employees to outside sources without a court order, the employee’s written consent, or as otherwise permitted by law.

### Public Data

Public data on employees includes information such as:

- Name, job title and description, employment dates, salary and benefits, education, training, work experience, honors and awards.
- Work location, work telephone number and work e-mail address.
- Existence and status of any complaints or charges (regardless of whether the charge or complaint resulted in disciplinary action).
- The final disposition of disciplinary action with specific reasons for the action, and the terms of any agreement settling a dispute arising out of an employment relationship.

**Home phone numbers and addresses are NOT public information and should never be released without the consent of the employee.**

**CHAPTER**  
**3**

**PAYROLL & BENEFITS**

**Payroll Procedures**



**Pay Periods**

ISD 518 pays all employees on a semi-monthly pay cycle. All employees are paid on the 15<sup>th</sup> and last day of the month. If this falls on a weekend or holiday the payment will be made on the day preceding the holiday or weekend.

<b>Pay Calendar FY 2023</b>					
<b>Check Date</b>	<b>Pay Period Start Date</b>	<b>Pay Period End Date</b>	<b># days</b>	<b>Week #</b>	
7/15/2022	6/16/2022	6/30/2022	11	25 & 1	
7/29/2022	7/1/2022	7/15/2022	11	2	
8/15/2022	7/16/2022	7/31/2022	10	3	
8/31/2022	8/1/2022	8/15/2022	11	4	
9/15/2022	8/16/2022	8/31/2022	12	5	
9/30/2022	9/1/2022	9/15/2022	11	6	
10/14/2022	9/16/2022	9/30/2022	11	7	
10/31/2022	10/1/2022	10/15/2022	10	8	
11/15/2022	10/16/2022	10/31/2022	11	9	
11/30/2022	11/1/2022	11/15/2022	11	10	
12/15/2022	11/16/2022	11/30/2022	11	11	
12/30/2022	12/1/2022	12/15/2022	11	12	
1/13/2023	12/16/2022	12/31/2022	11	13	
1/31/2023	1/1/2023	1/15/2023	10	14	
2/15/2023	1/16/2023	1/31/2023	12	15	
2/28/2023	2/1/2023	2/15/2023	11	16	
3/15/2023	2/16/2023	2/28/2023	9	17	
3/31/2023	3/1/2023	3/15/2023	11	18	
4/14/2023	3/16/2023	3/31/2023	12	19	
4/28/2023	4/1/2023	4/15/2023	10	20	
5/15/2023	4/16/2023	4/30/2023	10	21	
5/31/2023	5/1/2023	5/15/2023	11	22	
6/15/2023	5/16/2023	5/31/2023	12	23	
6/30/2023	6/1/2023	6/15/2023	11	24	
7/14/2023	6/16/2023	6/30/2023	11	<b>FY 2024</b>	

## Payroll Procedures (Continued)

### Approving Hours

All hourly employees and substitutes will be paid using the district electronic time tracking system, TimeClock Plus and/or Absence Management (formerly AESOP). Employees are required to use these systems for all hours worked and leave time used. **Approval of hours is an essential function of your position.** Employees are encouraged to approve hours on a daily basis, but must approve them at the end of each pay cycle. Failure to approve all hours may result in non-payment or delay in payment of unapproved hours.

Each employee should contact the building Principal or Supervisor's administrative assistant to correct any errors in their hours prior to approving them.

### Direct Deposit

District practice is that employee paychecks be electronically deposited into an employee's personal checking or savings account. New employees will need to complete the Direct Deposit Form during the onboarding process. Employees should verify the effective date of the first automatic deposit date with payroll, as a "pre-note" process must be completed with the bank prior to implementation. All questions regarding paychecks should be directed to Payroll at 507-372-1104.

- **Employees may request changes to their direct deposit in person at the District Human Resource office.**
- Changes must be made within 10 days of a payroll date, contact payroll at 507-372-1104 to confirm that the changes can be made in a timely manner.
- Reminder: Existing bank accounts currently set up for direct deposit should not be closed After the 6/15 payroll without contacting Payroll. Please notify payroll immediately if you have to make changes to your Direct Deposit information over the summer months.

### Paperless Payroll

Employees can view their paystubs online via the Employee Self Service [Smart eR \(ESS\)](#) system.

**Contact Payroll at 507-372-1104 with any questions regarding paychecks.**

## Payroll Procedures (Continued)

### **Payroll changes**

All payroll changes, (i.e. tax sheltered annuities, health insurance, disability insurance, cancer indemnity insurance, dental, vision, etc.) must be submitted in writing to the District Human Resources office by the first day of any month in which the change is effective for the next payroll period.

## Employee Benefit Plan Information



### **Because you're Important to Us**

The district offers a generous benefit package to employees. All employees receive this information during New Hire Orientation, which includes insurance-plan benefits summaries, frequently asked questions, important contact information and policy numbers. For a copy of ISD 518 benefit plans please contact the Human Resource Office.

### **Benefit Enrollment**

Benefit enrollment forms must be completed within 30 days of the board-approved hire date (even if waiving coverage). If benefit enrollment forms are not received within 30 days, coverage will be forfeited until the next annual enrollment period.

Enrollment materials are provided to new employees, and are available at the District Human Resource office. Each bargaining unit master contract indicates the level of district contribution toward insurance plan premiums. Premium rates sheets are available at the District Human Resource office.

**Benefit enrollment forms must be completed within 30 days of the board-approved hire date. Coverage will be forfeited until the next enrollment period if not received within 30 days.**

## Employee Benefit Plan Information (Continued)

### Annual Open Enrollment

Employees will be notified each year of the annual enrollment period for the district's medical, vision, dental insurance plan and Flexible spending plans. It is the employee's responsibility to enroll, and/or make changes in the district's insurance plans during the annual open enrollment period.

Annual enrollment provides employees the opportunity to evaluate their healthcare needs and select the plan best suited to them and their covered dependents. The only time coverage may be added or cancelled outside of a qualified family status change is during the annual open enrollment period.

### Cancellation of Coverage

Plans with pre-tax premiums prohibit cancellation of plan coverage unless there is a qualifying event per Flexible Benefit Plan (IRS Section 125) rules.

### Employee Notices

The district is required to provide the following notices to all employees upon hire and annually thereafter. In the interest of being environmentally conscious, the district has posted these notices on the Employee Self-Serve ESS site or they may be obtained by contacting the Human Resources Office.

### Medicare Creditable Coverage Disclosure Notice:

- Applies to any Medicare-eligible members enrolled or seeking enrollment in our medical plans
- Provides documentation that the district health plans provide prescription drug coverage that is expected to pay, on average, as much as the standard Medicare Part D prescription drug coverage
- If an employee is covered on one of the district health plans and later enrolls in Medicare Part D Coverage, there will be no penalty for the Part D coverage as long as the employee does not have a break in coverage of more than 63 days

***The only time coverage may be added or cancelled outside of a qualified family status change is during the annual open enrollment period.***

# Employee Benefit Plan Information (Continued)

## Employee Notices (Continued)

### Medicaid and Children's Health Insurance Program (CHIP) Notice

- Offers information to help employees and their children who are eligible for district-sponsored health coverage, but need assistance in paying their health premiums, as well as special enrollment periods.
- Gives state contact information for both MN and WI.

### Women's Health and Cancer Rights Act Notice

- Federal law requires coverage in the event of a mastectomy.

### COBRA General Notice

- The district is required to send employees and covered dependents the COBRA general notice upon enrollment in district medical, dental, and/or life coverage.
- Provides important information regarding employee responsibilities in the case of a "qualifying event."
- Most qualifying events require the employee to notify Human Resources within 30 days of the date of the event.
- There are two instances (divorce or legal separation of the employee and a spouse, or dependent child's loss of eligibility of coverage) which requires notification of Human Resources within 60 days after the latter of (a) the date of the qualifying event, and (b) the date on which the qualified beneficiary loses (or would lose) coverage as a result of a qualifying event.
- Failure to notify the district could result in a loss of employee and dependent rights to COBRA continuation. It is important to read the full COBRA notice as it explains your continuation coverage rights under the federal COBRA law.

## Wage Theft Law

All employers must provide each employee with a written notice at the start of their employment and keep a signed copy of the notice on file, as of July 1, 2019. The notice must contain required information about an employee's employment status and terms of employment. The notice must include a statement, in multiple languages, that informs employees they may request the notice be provided to them in another language.

# Employee Information Changes

## Employee Contact Information

Employees who have a change in address and/or phone number must notify the Human Resource Department via email payroll@isd518.net which will update the district's official employee data system. **Employees must also inform the Building administrative assistant.**



## Name and Marital Status

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

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

## Qualifying Events

Employees must notify Human Resources within 30 days of an event that results in a family status change. Contact Human Resources at 507-727-1109 or refer to Staff Resources page for additional information and required forms. Qualifying family status changes include but are not limited to:

- Marriage and divorce
- Birth and adoption
- Death of a spouse or child
- Unpaid leave of absence
- Change from full-time to part-time status or vice versa by employee or spouse
- Commencement or termination of spouse's employment

## Employee Information Changes (Continued)

### **Birth**

- Provided the employee/policy holder is currently enrolled in a district health insurance plan, the Minnesota Newborn rule does not place a time limit requirement to enroll a newborn for fully insured MN medical plans.
- Newborn children will not be covered until the enrollment request form and supporting documentation are submitted to Human Resources.
- The effective date will be the date of birth of the newborn and all applicable premiums will be collected.
- It is best practice for employees to submit a Benefit Change Form within 30 days from the date of birth.

### **Loss of Dependent Status**

Employees who have dependent children enrolled on the employee benefit plan (i.e., health and/or dental insurance) must submit a completed Benefit Change Form to Human Resources within 60 days of the date in which the child becomes ineligible for coverage due to loss of dependent status. A child loses dependent status and becomes ineligible for insurance coverage when he/she turns 26.

### **COBRA**

Employees and/or eligible dependents who experience a qualifying event that results in loss of their benefits will have the right to choose to continue group health benefits for a limited period of time. A COBRA election packet will be sent to the home of eligible employees and/or family members.

**Employees must notify human resources within 30 days of an event that results in a family status change.**

# CHAPTER 4

## EMPLOYEE EXPECTATIONS

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### Professionalism

#### District Representatives and Role Models

##### Employee Dress/Appearance

Employees must dress in a manner that promotes a positive image, as they are role models for students and a representative of our district. All attire should be Business Casual unless uniforms are assigned for your work assignment. (Food Service / Custodians).

- Employees are expected to wear appropriate attire, which includes accessories such as jewelry, scarfs, etc.
- Employees must exhibit appropriate personal grooming that does not distract from, interfere with, or disrupt the educational process, school activities, and work environment.
- Consideration when choosing appropriate attire should be given to workplace conditions, the weather, activities, and health and safety.
- Employees should check with their administrator/supervisor to clarify site-specific dress and appearance exceptions.

##### Appropriate Language

Employees will use language appropriate to the educational environment and will refrain from the use of degrading, indecent, vulgar, obscene, profane, or other inappropriate language. Employees will conduct themselves in an appropriate verbal and physical manner, recognizing and respecting the rights and interests of others.

##### Electronic Devices

Employees should not use electronic devices for **personal use** (i.e., smartphones, tablets, and other personal devices) during work hours and/or while supervising students because of the potential disruption to the learning environment. ISD 518 understands the need for these devices as part of the employee's job duties, the use of them for educational purposes and/or your specific job duties is acceptable.

## Attendance

### **Employee Attendance is Critical & an Essential Job Function**

Employees are expected to be present daily as scheduled. Daily attendance is necessary for the district to provide high quality educational and support services to students. Employees are valuable resources with knowledge of individual student needs, and are able to best deliver quality education, instruction, and consistent behavior expectations.

### **Impact of Absenteeism**

Employee absences decrease the quality of service the district is able to provide. Employee absences have a negative impact on daily routine, employee morale, and impact the work of other employees by adding additional responsibilities. Excessive absenteeism will lead to disciplinary action, up to and including possible termination.

Employees should check with their site administrator to understand site-specific expectations and procedures. Supervisors may request a doctor's note at their discretion.

## Absence Reporting

### **Frontline Absence Management - Reporting an Absence**

Frontline Absence Management is an automated system to document absences and secure necessary substitute personnel. Employees must report their absences online in Frontline-Absence Management by clicking the link <http://bit.ly/reportmyabsence> or by calling 1-800-942-3767. Employees must enter their absence at least one hour before the site report time, or must contact the site administrative assistant to enter the absence. It is ISD 518 policy that employees are responsible for entering their own leave. All eligible accrued leave must be used before unpaid leave. Employees should contact their site administrative assistant with any questions.

***Regular employee attendance is an essential job function.***

## Absence Reporting (Continued)

### Communication and Documentation for Multiple Day Absences

Employees who are absent for three or more consecutive days must call their site administrator on the third day to discuss the status of their absence, or continued need for leave.

**A doctor's note will be required after three consecutive days to document the medical necessity of an absence for personal illness and illness of a child. Use of leave for an eligible relative will require medical documentation after three occurrences in any 12-month period.**

### Late Arrival

If an employee is unexpectedly unable to arrive at work at the start of their regularly scheduled time, the employee must call the site administrative assistant who will arrange necessary coverage. Employees must notify the site administrative assistant once they have arrived.

### Personal Leave

Planned personal absences must be pre-approved by the site administrator. Approval of personal days depends on substitute availability, coverage alternatives, and program needs. Employees must submit their request using Frontline Absence Management as soon as possible, providing all necessary information for administrator approval. Employees will receive an e-mail notification regarding the absence approval status. All pleasure trips are expected to be scheduled over the summer months or school breaks. Please refer to your bargaining union or work agreement for contract specific requirements.

***All pleasure trips are expected to be scheduled over summer months or school breaks.***

## Jury Duty & Subpoenaed Witness

### Notice of Jury Duty or Subpoena

Employees must notify the site administrator immediately upon receiving notice of jury duty or if subpoenaed to be a court witness for a student related issue.

### Subpoena in Student Case

- If subpoenaed in a student case, employees must obtain the subpoena guidelines from the administrator to assist in preparation for court.
- Employees will contact the county attorney prior to the court appearance.

### Absence Reporting & Paid Leave

Employees shall be paid at the regular rate of pay while serving on jury duty or testifying in a student matter. Employees must endorse to the district any per diem checks received as required by state law.

- A copy of the jury duty or court notice must be sent to Human Resources.
- Once the notice is received, the employee will enter the employee's absence in Frontline Absence Management, using the absence reason "jury duty" (or "other" for student court appearances).
- Employees must report to work when they are released from jury duty, and when they are "on call."
- Leave with pay will be granted for court appearances, jury service, or other judicial matters, except when the employee is the principal in the proceedings.
- An employee who serves on jury duty will be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the District Office.

**Employees must return to work when they are released from jury duty, and report to work when they are "on call."**

## Communication

### Phones/E-Mail

Employees will be set up with a phone number and/or voice mailbox depending on site needs. All employees will be provided a district e-mail account. Employees must check their voicemail and e-mail regularly to ensure professional and excellent service to internal and external callers.

### Voicemail Greeting

Employees with a voice mailbox should record their voicemail greeting. Have a forward number for the person to contact if they need to talk to a “real” person.



### District Website & Staff Pages

Please refer to the Human Resource web page link below for updated HR and Payroll information.

## Human Resources

Relevant district information, practices, and forms are provided on the district website under Staff > Staff Resources. The Staff resources section is available only to employees, and requires the employee to enter a password **518**. Additional, non-secure, information is available externally on the district website.

### Communications with Staff

By providing us with a cell phone number during the application process, you are consenting to receive text messages and automated phone calls from us on your device. These communications are crucial in the event of an emergency. Text and data charges may apply, in accordance with your cell phone provider’s plan. You may opt out of text messaging any time by replying “stop” to any of our text messages. To opt out of phone calls, contact the Tech Department.

***Employees will check their voicemail and e-mail regularly to ensure professional and excellent service to internal and external callers.***

## Leave of Absence

### Reasons for a Leave of Absence

The district may grant leaves of absence to employees under various circumstances (i.e., the birth or adoption of a child, an extended illness or caring for an ill family member). Employees are required to schedule leave to limit the disruption of district operations. All requests for a leave of absence require administrator and director approval.

### Requesting a Leave of Absence

- Employees requesting to be absent four or more days must complete the leave of absence request form (available from the Human Resource Department).
- Medical evidence may be required when applicable.
- Employees are required to provide 30 day advance notice of their need for a leave of absence, if foreseeable, or as soon as possible.
- Employees may contact Human Resources to discuss eligibility for paid leave, benefit coverage, and to discuss the impact of unpaid leave if applicable.
- Employee leave balances are available in Absence Management, reflect current balances, and on the ESS online employee self-serve site. Smart eR (ESS) is the official balance.
- All non-medically necessary surgeries/procedures are expected to be scheduled during the summer months or school breaks.



# Parental/Child Care Leave Request

## Return to Work Certification

Employees are required to provide medical documentation of their ability to return to work after a medical leave of absence. The employee's medical provider must complete the district's workability report, which must be faxed to Human Resources at 507-372-2174. Employees must meet the physical requirements on the job description before they may return to work.

## Parental/Child Care Leave Request

Employees may request parental/childcare leave by completing the leave of absence request form, including the anticipated leave dates, which will be processed by the site administrative assistant. Employees will receive notice from the district if the request has been authorized, and with information regarding Family and Medical Leave if applicable.

## Paid Leave Options

**Sick Leave:** In the event of child birth, the mother may use accrued sick leave for scheduled work days occurring during the weeks immediately following the date of birth, based on the defined disability period.

**Personal Leave:** All personal leave hours accrued must be used before going on an unpaid leave.

## Benefit Coverage

Employees on qualifying Family Medical Leave are eligible to receive district contributions to their medical and dental insurance for the first 12 weeks of their leave. Employees who are not eligible for FMLA may be eligible to receive the district contribution to their benefits if protected under current Affordable Care Act laws. Employees must call Human Resources at 507-727-1109 to review coverage eligibility and insurance requirements.

## Disability

If the birth mother is unable to work per doctor's orders for 90 days or more, the employee may be eligible for Long term Disability Leave. Contact Human Resources.

## Family and Medical Leave Act (FMLA)

### FMLA Summary

The Family and Medical Leave Act (FMLA) provides entitlement of up to 12 weeks of unpaid leave during a 12 month period for the following reasons:

- Birth and care of the employee’s child, or placement for adoption or foster care of a child with the employee.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- For the employee’s own serious health condition.
- Military Family Leave Entitlements.

### A Rolling 12-Month Period for Eligibility

The district uses a “rolling” 12-month period measured backward from the date an employee uses an FMLA leave to determine eligibility. Each time an employee takes an FMLA leave, it is deducted from the remaining balance of the 12 weeks not already used during the preceding 12 months. Employees should review their master contract for leave requirements and eligibility for paid leave options. Eligible accrued leave must be used before going on an unpaid leave of absence.

**Eligible accrued leave must be used before going on an unpaid leave of absence.**

## MN Women’s Economic Security Act (WESA)

**Notice to employees:** Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.

The Minnesota Women’s Economic Security Act (WESA) promotes policies that support family caregiving and strengthen family economic security through the following:

## Women's Economic Security Act (WESA) (Continued)

### **Minnesota Parental Leave Act**

The Women's Economic Security Act (WESA) increases the amount of pregnancy leave available to employees from six to twelve weeks of unpaid leave provided the employee has worked at least half-time for 12 months prior to the leave. The leave must be taken within 12 months of the birth or adoption. All leave, paid and unpaid, counts towards the total 12 weeks of eligible leave.

### **Nursing Mother Accommodations**

Each site has a designated location for nursing mother accommodations. Under WESA, employers must provide mothers with a private room or other location that is not a bathroom or bathroom stall, is shielded from view and free from intrusion, and includes access to an electrical outlet for expressing milk.

### **Eligible Family Member Sick Leave**

Employees may use sick leave for "absences due to an illness or injury to the employee's child, spouse, adult child, sibling, parent, grandparent, stepparent, mother-in-law, father-in-law, or grandchild." Employees may use up to 160 hours of sick leave to care for eligible extended family members in any 12 month period.

### **Safety Leave**

Benefits have been expanded to enable use of sick leave for "safety leave" for the employee or covered family member(s). Safety leave is defined as "leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking." Employees may use up to 160 hours of sick leave for safety leave or to care for eligible extended family members in any 12 month period.

## Women's Economic Security Act (WESA) (Continued)

### Wage Disclosure Protections

WESA prohibits employers from:

- Requiring nondisclosure by an employee of his or her wages as a condition of employment.
- Requiring an employee to sign a waiver that takes away their right to tell others about their wages.
- Treating employees differently because an employee told someone about their wages or discussed another employee's wages, which have been disclosed voluntarily.

### Ensure Equal Pay to Close Gender Pay Gap

WESA provides equal pay laws to close the gender pay gap:

- Through increased enforcement of equal pay laws for state contractors by requiring businesses with 40 or more employees seeking state contracts of more than \$500,000 to certify they pay equal wages to workers regardless of gender.
- To ensure the rights of employees to voluntarily discuss their compensation without fear of retaliation from their employers.
- To target discrimination in hiring, promotion and retention and to address the "motherhood penalty" via protections that require businesses to make such decisions regardless of familial status (pregnant women, parents, and legal guardians of children under 18 who live with them).

### Employee Rights

Employees can bring a civil action against employers for violating these provisions, and seek back pay, reinstatement, restoration of lost service credit and reimbursement of attorney fees.

## Employee Injuries and Worker Compensation

### Reporting an Injury is Important

If an employee is injured, they should follow the outlined process for reporting an injury and seeking medical attention (if necessary). Employees must notify the site administrator, nurse, and/or administrative assistant of all work related injuries.



# Employee Injuries and Worker Compensation (Continued)

## **Injury Process**

- For emergency situations call 911.
- Notify the site administrator, nurse, and/or administrative assistant of all work related injuries.
- Complete appropriate paperwork with site supervisor within 24 hours of the incident.
- Seek first aid and/or determine if outside medical treatment is needed. Follow return to work process.

## **Seeking Medical Attention**

- Inform your medical provider you are there for a work compensation injury.
- Follow the return to work process.

## **Seeking First Aid Only**

Visit school health office for first aid supplies (bandages, ice pack, etc.).

***The Employee Accident Report should be completed and submitted within 24 hours. If first aid is given at the site, the nurse/administrator will complete and submit an Employee First Aid Report.***

# Employee Injuries and Worker Compensation Return to Work Process

## **Release to Work Without Restrictions or Limitations**

The Workability Report should be faxed to Human Resources immediately after the doctor appointment. Human Resources will share the appropriate information with the employee's supervisor upon the employee's return to work.

## **Release to Work with Restrictions or Limitations**

- Fax Report of Workability immediately following doctor visit to Human Resources.
- Return to work after receiving approval from the Human Resource Department.
- Based on the employee's restrictions/limitations the district will make every effort to provide a reasonable accommodation for temporary light duty assignments if they are able to do so unless it would create undue hardship or burden on the organization. Efforts will be made to allow employees to remain at their current site.

## **Return Visits to a Clinic**

- Schedule follow-up doctor visits after work hours.
- Enter absence in Absence Management using the absence reason under your sick category – Work Comp.
- Fax Workability Report immediately after doctor visit to Human Resources.
- Provide a printout of scheduled physical therapy visits to administrative assistant and Human Resources (if applicable).

**Employees should not assume they cannot return to work if there are restrictions. The administrator will assess whether the employee is able to perform the job or if a light duty assignment will be appropriate.**

***All Workability Reports should be faxed to Human Resources at  
507-372-2174.***

# Employee Injuries and Worker Compensation Return to Work Process (Continued)

## **Lost Time From Work**

- Notify your administrator and Human Resources immediately if your doctor states that you are unable to return to work
- Enter absence in Absent Management using the absence reason under your sick category – Work Comp.
- Continue follow up care as needed (if released from restrictions refer to instructions above)

## **Released to Work but Feel Unable to Work**

If an employee feels unable to work after they have been released, while under restrictions, or during their recovery, the employee must be seen by a doctor that day to determine if the restrictions or treatment needs to be changed. Workers' compensation benefits are not paid unless time off is authorized by a doctor.

## **Treatment Authorizations**

For ongoing treatment, the employee will be required to have pre-approval from Ram Mutual Insurance Company (RAM is the district's workers compensation carrier) for it to be covered by workers' compensation.

RAM MUTUAL Insurance Company

P.O. Box 308

Esko, MN 55733-0308

Phone: 1-800-727-1315 | Fax: 1-218-879-7097

## STAFF DEVELOPMENT & LICENSURE

### Staff Development- In-service & Professional Development

#### Supporting Professional Goals

Each year, district, site, and staff personal goals are identified; staff development supports these goals. Staff development includes: Professional Learning Communities (PLCs), site-based staff development, and online and off-site staff development activities.

- Employees wishing to attend an off-site conference or workshop must identify the district, site, or personal goal that will be addressed.
- Request to attend conferences or other staff development opportunities should be completed using the online professional development form (available from Department of Teaching and Learning). Staff members may be asked to share information with colleagues or the advisory council on occasion.
- Once approved, the requester should follow set guidelines to pre-register for the workshop or conference.
- Department teachers and coordinators may be allowed to attend professional development meetings out of district no more than 10 days per school year. Permission is needed from the Director of Teaching and Learning to attend all out-of-district staff development trainings and/or meetings.
- Community Education professional development opportunities are handled within the Community Education Department with approval from the Community Education Director.

District Staff Development Framework and Plan information can be found on the district website: [click here](#).



# Teacher Licensure

## **A Record of Current Licensure**

All licensed staff must maintain current licensure. A copy of the employee's license must be filed with Human Resources upon hire. Licensed staff must notify the HR Administrative Assistant when license renewals are issued each time their license expires.

## **Observations - Evaluations**

Teacher evaluation and peer coaching is implemented in accordance with the District 518 Teacher Growth and Development plan as approved by the school board to meet legislative requirements 120.40A.

## **Renewal/Relicensure**

Teaching licenses issued by the Professional Educator Licensing and Standards Board (PELSB) are issued as one, two, five-year, or life licenses. Employees Renewal application requirements such as employment and education hours vary depending on the type of license held. Contact PELSB at 651-582-8691 or apply online.

## **The Relicensure Committee**

The Guidelines for Local Continuing Education Committee documents are available from the district Staff website, under [Continuing Education](#). Consult the guidelines for information about the committee process and procedures for relicensure.

- The Relicensure Committee meets four times each year (sometimes more) to process continuing education forms. The committee does not meet during summer months.
- The last meeting of each school year takes place in March or April. All continuing education documentation must be submitted several days prior to the meeting date for committee action. Do NOT wait until the last week/day of school to submit your folders/hours to a committee member!
- For a current list of committee members refer to the district Staff-[Continuing Education](#) webpage. Jody Madsen (WMS) is the current committee chair. We strive to have at least one person in each building on the committee.
- Teachers must keep their own records of attendance at professional development activities. This includes retaining any electronic or paper documentation of attendance (commonly referred to as CEU's). There is an excel spreadsheet CEU tracker on the Continuing Education website that you can download on your desktop to track your progress. With the tiered teaching license system, you need to be aware of the

requirements needed for your tier, and complete those requirements as needed to maintain your licensure. Some licenses are valid for only one year, some for two or three, and some for five years.

- For each certificate of attendance, a cover page must be completed. This cover page can be found on the Continuing Education webpage.
- District sponsored staff development activities will include either a paper or electronic certificate of attendance/completion with the clock hours earned listed and signed by an approved staff member. Other opportunities for CEU's must provide their own official documentation.

## Teacher Probationary Period and Tenure

### **New Teachers**

The first three consecutive years of a teacher's first teaching experience in Minnesota in a single school district is deemed to be a probationary period of employment. Generally Minnesota tenured new teachers will need to complete one additional year of probation with the district to achieve continuing contract status, unless a significant gap of time exists since their last teaching experience.

### **Teaching Service Requirements**

A probationary teacher must complete at least 120 days of teaching service each year during the probationary period for that year to count towards continuing contract status. Days devoted to parent-teacher conferences, teacher workshops, and other staff development opportunities, and days on which a teacher is absent from school do not count as days of teaching service. A probationary teacher may interrupt the three-year period of consecutive employment for maternity, paternity, medical leave, or active military service.

Tenured staff must also complete at least 120 days of teaching each year to move on the Salary schedule.

**This is only intended to be a summary. For a current and complete version of the statute refer to MN Statutes 122A.40.**

## Lane Change Process

### Obtaining Approval for Credits

It is required that all credits be pre-approved by the superintendent or designee in writing prior to starting a course, to determine eligibility for lane change application on the salary schedule.

### Course Approval Process

- The employee must follow the instructions and complete the [Credit Approval Form](#) (available on the Staff resource page) and submit the form for approval. Refer to the teacher contract for information on eligible coursework.
- After approval, the employee will receive a copy of the signed Credit Approval Form.

### Request for a Lane Change

Employees may apply for a lane change by August 25th to be effective for the beginning of the school year. Once the employee has sufficient credits to move to the next lane, the employee will submit to the Superintendent's Office:

- A **Official college transcript**, along with credit approval form indicating the necessary credits which have been earned.
- **Prior approval for all credits is required per the Master Agreement** (see your principal for credit approval forms). If the credits you have earned qualify you for an increase in salary due to a change in level of training, please provide a transcript, letter or verification signed by the professor, grade report, or other evidence of qualified graduate credits to Lisa Ahrenstorff at the District Administration Office **no later than 4:00 p.m. on August 25th** for proper salary schedule placement. To finalize the approval of graduate credits, an official transcript must be filed in the office of the Superintendent of Schools no later than January 1<sup>st</sup> of the school year. If you have questions or need further clarification regarding lane changes, please refer to your Teacher Master Agreement, Article VI, Section 4.

***Deadline to apply for a lane change is August 25<sup>th</sup> (effective at the beginning of the year). Official transcripts must be received no later than January 1<sup>st</sup>.***

## Resignations

### Resignation Notice

The district requests that you give as much advance notice as possible so staffing coverage can be arranged, and a replacement can be found for the vacated position. A minimum of a two (2) week notice is requested. A letter of resignation should be submitted to the administrative assistant for processing.

**Licensed teachers and other contracted staff are expected to fulfill their annual contract commitment. Licensed staff should follow their master agreement regarding resignation dates.**

### Resignation Date

The last day of work or the last scheduled day of work for the school year (for year-end resignations) will be considered as your resignation date. Contact Human Resources to review leave, benefit, and severance information as soon as possible.

### Final Pay

Actual hours worked will be calculated and paid out to an employee who resigns during the school-year. The calculation is the difference between the actual number of hours worked, multiplied by the hourly rate, minus the total pay already received for the school year

# Retirement

Employees should check their contract regarding notice requirements. Staff is asked to give written notice of retirement as soon as they decide on retirement.

## Insurance & COBRA

- If considering retirement, it is important for you to plan ahead, as you will be responsible for paying all of your medical, vision and dental premiums.
- You must be enrolled in the medical, vision and/or dental plan that you desire to be enrolled in prior to the date of your retirement.
- Retirement is not an eligible event that allows you to change from single to family coverage.
- You are allowed to drop dependents (changing from family to single coverage) at retirement.
- **Under MN Statute, as a retiree of a public entity, you are allowed continuation beyond the 18-month COBRA continuation of law until you are eligible and enrolled in Medicare at the age of 65, but you can only continue your dependents that were covered on the day before your employment ended.**

***Retirees need to make sure they meet with the Human Resource department prior to their last day of employment.***



**Staff is responsible to return all equipment including keys to your site office.**

## School District Policies

### Complaint Procedures

All employees have available to them a complaint procedure that begins with the employee discussing the matter with his/her administrator. Employees covered by a contract between the District and their exclusive representative have access to a formal grievance procedure covered in their bargaining unit contract. *To review the District's complete Complaints Policy, please visit the district website and reference [Board Policy #103](#).*

## Employee/Personnel Policies

### Equal Employment Opportunity

Selection of personnel is one of the most important factors in determining the quality of education services at Worthington ISD 518. The District will not discriminate against individuals based on race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, age or sexual orientation.

Questions or concerns regarding discrimination should be directed to the human resources department or the District Human Rights Compliance Officer, Carmen Johnson at 507-372-1103 or [carmen.johnson@isd518.net](mailto:carmen.johnson@isd518.net). *To review the District's complete Equal Employment Opportunity Policy please visit the website and reference [Board Policy #401](#).*

### Disability/Non-Discrimination Policy

In accordance with the Americans with Disabilities Amendments Act of 2008, the school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment. *To review the District's complete Disability Non-Discrimination Policy, please visit the district website and reference [Board Policy #402](#).*

## Employee/Personnel Policies (Continued)

### Public and Private Personnel Data

All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district. All other data on individuals is private or confidential. *To review the District's complete Public and Private Personnel Data Policy, please visit the district website and reference [Board Policy #406](#).*

### Drug Free Workplace

Employees of Worthington ISD 518 shall not distribute, dispense, possess or use any narcotic drug, amphetamine, barbiturate, marijuana (including medical cannabis), tobacco products (including e-cigarettes) or any other controlled substance within the workplace. Violation of this policy could lead to non-renewal of contract, unpaid suspension, terminations and/or referral to a drug abuse assistance or rehabilitation program. Random or reasonable suspicion drug or alcohol testing may be done consistent with School Board policy. *To review the District's complete Drug Free Workplace/Drug Free School, please visit the district website and reference [Board Policy #418](#). To review the District's complete Drug and Alcohol Testing policy, please reference [Board Policy #416](#).*

### Harassment & Violence

To maintain a learning and work environment that is free from harassment and violence, the District prohibits any form of harassment or violence based on race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. Any student or employee of the District who harasses or commits violence toward another student or employee will be subject to consequences and all complaints, whether verbal or written, will be investigated and appropriate disciplinary action will be taken. *To review the District's complete Harassment and Violence Policy, please visit the district website and reference [Board Policy #413](#).*

Any complaints of harassment or violence should be directed to the following District Human Rights Compliance Officers:

**For complaints against students:** Building Principals / Directors

**For complaints against staff:** ISD 518 [Human Resource Coordinator](#) , 507-372-1103

## Employee/Personnel Policies (Continued)

### **Mandate Reporting - Child Neglect, Physical Abuse or Sexual Abuse & Maltreatment of Vulnerable Adults**

State law that requires mandatory reporting of physical abuse, sexual abuse or neglect of minors and vulnerable adults. The law requires any employee who has knowledge of, or reason to believe that a child or vulnerable adult is being maltreated, or has been maltreated during the past three years, to immediately report such information. Employees filing a report must follow procedures outlined in District policy and procedures.

If you have reason to suspect a child has been abused or neglected in a public school, you should report the incident to the Minnesota Department of Education, [Student Maltreatment Program](#). If you believe that a crime has been committed, you must also report to local law enforcement. Alleged child maltreatment that has occurred in family, family childcare and foster care settings should be reported to your local child welfare system. *To review the District's complete Mandated Reporting of Child Neglect or Physical or Sexual Abuse policy, please visit the district website and reference [Board Policy #414](#). To review the Mandated Reporting of Maltreatment of Vulnerable Adults policy, please see [Board Policy #415](#).*

### **Employee/Student Relationships**

The purpose of this policy is to ensure that all students are treated with respect and dignity and that employees are providing students with appropriate guidance, understanding and direction while maintaining a standard of professionalism. *To review the District's complete Employee-Student Relationships Policy, please visit the district website and reference [Board Policy #423](#).*

### **Employee Publications, Instructional Materials, Inventions & Creations**

Employees may develop materials in carrying out their responsibilities. If any such materials are developed with funds, supplies or equipment supplied by the District, they are the property of Worthington ISD 518 during the term of employee's employment and for 10 years thereafter. *To review the District's complete Employee Publications, Instructional Materials, Interventions and Creations Policy, please visit the district website and reference [Board Policy #409](#).*

## Employee/Personnel Policies (Continued)

### **Gifts to Employees**

No fee may be charged or gift accepted by an employee for services rendered as a part of their District job function or responsibilities. *To review the District's complete Gifts to Employees Policy, please visit the district website and reference [Board Policy #421](#).*

### **Solicitations or Selling by Staff**

Solicitation of employees during work hours is prohibited. Work time refers to the individual doing the solicitation, as well as the work time of the employee being solicited. Employees may not use school time, facilities, or materials to solicit for personal gain. Voluntary contributions may not be solicited from staff for social activities. Persons not employed by the District are prohibited from soliciting for any purpose.

### **Conflict of Interest**

No employee of the District who is authorized to take part in any manner in making a sale, lease, or contract in an official capacity may have any interest, whatsoever, in any contract awarded or order placed by the District except as permitted by state law.

### **Political Activities**

Employees will not openly identify or involve the District with any political activities they may undertake. Open identification of the District with an individual's political activity would include such obvious actions as using District stationery or position title in connection with political comments or communications.

### **Recordings**

Employees shall not record meetings or discussions at or relating to school or workplace matters without the knowledge and consent of all participants at the meeting or in the discussion. Failure to abide by this expectation may result in employee discipline.

## Student Related Policies

### **Physical Contact with Students**

The use of corporal punishment by school employees is prohibited. However, a school district employee or agent may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another person. To review the District's complete Corporal Punishment Policy, please visit the district website and reference [Board Policy #507](#).

### **Bullying Prohibition Policy**

Any act of bullying by either an individual student or group of students is expressly prohibited on school district property or at school-related functions and staff (including contractors or volunteers) shall not permit, condone or tolerate bullying. A person who engages in an act of bullying, reprisal or false reporting or who permits, condones or tolerates bullying shall be subject to discipline. Any person who believes they have been the target of bullying or who has knowledge or belief of conduct that may constitute bullying shall report this immediately to an appropriate school district official. Failure to inform an appropriate school district official of conduct that may constitute bullying in a timely manner may be subject to disciplinary action. To review the District's complete Bullying Prohibition Policy, please visit the district website and reference [Board Policy #514](#).

### **Protection & Privacy of Pupil Records**

The collection, maintenance and release of student information is based on the idea that the welfare of the student and their family is primary and must be protected. The majority of information about a student is private data which can only be released with the parent's written consent or as otherwise allowed by law. The most frequently occurring exceptions which allow release of student data without a written consent are: release of data to parents about their own child, release to staff with a legitimate educational interest in that student's data and release of directory information. To review the District's complete Protection and Privacy of Pupil Records Policy, please visit the district website and reference [Board Policy #515](#).

## Student Related Policies (Continued)

### **Technology Responsible Use & Safety Policy**

This policy addresses the access and use of District technology resources including the use of personal electronic devices within the District and acceptable and safe use of the internet, including electronic communications. Users are expected to use internet access to further educational goals consistent with the mission of the District. When utilizing the school district system for personal use, employees should attempt to do so during non-duty hours.

Users should expect only limited privacy in the contents of personal files on district technology resources and school district employees should be aware that the school district may have lawful grounds under certain circumstances to search an employee's personal electronic devices, even if the district technology resources were not used. To review the District's complete Technology Responsible Use and Safety Policy, please visit the district website and reference [Board Policy #524](#).

### **Social Media Policy**

This policy addresses employees' use of private and district-connected internet content. The District provides District approved social media tools for e-learning. The use of public social media networks not sponsored by the District may not be used for classroom instruction or school sponsored activities without prior authorization of the Superintendent (or designee) and parental consent for student participation.

When utilizing social media for personal use, employees should attempt to do so during non-duty hours and, while the district does not actively monitor or restrict an employee's personal use of social media, it may take appropriate responsive action when it becomes aware of conduct or communication that creates an unlawful disruption or violates applicable district policies, professional codes of ethic or other laws. To review the District's complete Social Media Policy, please visit the district website ad reference [Board Policy #524](#).

***The use of the internet is a privilege, not a right.***

## Student Related Policies (Continued)

### **Student Safety**

All employees have responsibility for the safety and welfare of students. General supervision is provided within the school buildings, on the grounds, and at the site of school-sponsored activities. The District will act to investigate all complaints, formal or informal, verbal or written, and to discipline or take appropriate action against anyone who is found to be in violation of this policy. The School Board has identified the following Human Rights Compliance Officer to coordinate student investigations: [Human Resource Coordinator](#).

## Educational Programs

### **Testing, Accommodations, Modifications & Exemptions for IEPs, Section 504 Plans and LEP Students**

If a district suspects that a child has a disability as defined under Section 504 of the Rehabilitation Act of 1973, the District must evaluate the student. If the student is determined to have a disability under Section 504, the District must then determine if services or accommodations are necessary. If so, the District must develop and implement an appropriate plan.

The District ensures that students with disabilities are provided a free appropriate public education and that such students are educated with non-disabled students to the maximum extent appropriate to meet their needs. To review the District's complete Testing, Modifications and Ex- emptions for IEP's, Section 504 Plans and LEP Students Policy, please visit the district website and reference [Board Policy #615](#).

## **Confidentiality**

Independent School District 518, in compliance with the Family Educational Rights and Privacy Act announces that directory-type information on public school students in the district will be disseminated from time to time without further authorization from parents of such students. "Public information shall include names and pictures of students participating in or attending extracurricular activities, school events, and High School League activities or events." Directory-type information under this policy is defined as:

- The student's name, address & photograph
- The names of the student's parents & phone number
- The student's date of birth & class designation (i.e., 1<sup>st</sup> Grade)
- The student's extracurricular participation
- The student's achievement awards or honors
- The student's weight and height if a member of an athletic team
- The school district the student attended before he or she enrolled in Independent School District #518

Any parent wishing to withhold information from distribution must make the request to the Office of the Superintendent of Schools. This legal notice is published annually.

## **PROTECTION AND PRIVACY OF PUPIL RECORDS**

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. The procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, *et seq.*, (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000. The complete policy including definitions, classifications, statement of rights and disclosure of educational records are available on the District website or upon request to the Superintendent's office.

## **EQUIPMENT LOAN POLICY**

No District 518 equipment may be loaned or rented to anyone by school personnel, except by the administrator. This policy covers all equipment, furniture, musical instruments, sound equipment, books, computers, business machines, athletic equipment, etc. Such loans or rentals will be very selective and will generally be to community organizations and not individuals. The lender will assume total responsibility for the equipment so that it is returned on the date agreed upon and any damage or loss will be assessed against the lender.

# Non-Instructional Operations & Business Services Policies

## **Video Surveillance**

District buildings, grounds, or property may be equipped with video surveillance for the safety and protection of students, employees, visitors, and District property. Students, employees, and visitors should exercise reasonable precautions to ensure their own safety, despite the possibility of video surveillance. To review the District's complete Video Surveillance Other Than on Buses, please visit the district website and reference [Board Policy #712](#).

## **Student Transportation Safety Policy**

Employees must not transport students in their personal vehicles. Employees who are placed on the district's "approved type III driver list" may transport students in district vehicles. To be qualified as a type III driver for Worthington ISD 518, employees must meet the district's driving record requirements, pass the pre-placement physical, drug and alcohol screening, and receive training. The District is also required to conduct random drug and alcohol screening, bi-annual physicals, and annual training for all employees who are type III authorized drivers. To review the District's complete Student Transportation Safety Policy, please visit the district website and reference [Board Policy #709](#).

**Employees must not transport students in their personal vehicles.**

# Master Agreements

## **Master Agreements**

Each bargaining unit represented in the District has negotiated a master contract with the District pertaining to working conditions and employment rights, including wages and salary for employees in those bargaining units. Specifics of the conditions of your employment and working conditions are in the master contracts. It is important that employees review the specifics of the language in their master contract and contact the Human Resource office, their administrator, or the representatives of the bargaining group for clarification of contract issues. Applicable master agreements are available on Smart eR (ESS).

## **Individual Contracts**

Some ISD 518 have individual contracts per their work assignment, these contracts are covered under the District policies and District Employee agreement.

Master agreements and district employee agreements can be found on the District Website in the Human Resources Section. [Master Agreements-Employee Handbook](#)

## Health & Safety

### **Emergencies**

A guide to emergency procedures covering fire, serious injury or illness, hazardous accidents, severe weather, utility emergencies, national emergencies, or bomb threats is available in most rooms throughout each building. The building administrator has full authority for action in the event of an emergency that threatens the safety of persons in the school building or on the school grounds unless specifically directed by the superintendent or supervising administrator.

### **Smoking**

A smoke-free environment, including the use of e-cigarettes, will be maintained throughout the buildings, on all District grounds, at any time in the presence of students, and in all District vehicles.

### **Accident & Injury Reduction Program**

The District has a written accident and injury reduction program that describes how the District works to reduce, minimize, and eliminate employee workplace injuries and illnesses. Employees are expected to follow this plan and are required to report workplace injuries or illnesses to their administrators immediately. A review of these reports are done annually.

Programs that are in place to prevent injuries include Office Ergonomics, Maintenance Ergonomics, and Special Education Injury Prevention. Any employee is eligible for an evaluation of their working conditions, information and training on how to prevent injury and to request equipment to prevent injury.

## Health & Safety (Continued)

### **Annual Asbestos Notification**

As part of the Environmental Protection Agency Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763, sites are inspected for asbestos. It is the policy of the District to manage the presence of existing asbestos by following the asbestos management plan. It is our policy to meet with our environmental consulting firm to discuss a plan for the continued maintenance and/or potential removal of damaged asbestos materials. An environmental consulting and testing firm will monitor all renovation projects.

### **Employee Right to Know**

The District provides information and training as defined by OSHA to appropriate staff in areas such as hazardous materials, blood-borne pathogens, asbestos and other areas that affect staff safety and health.

The District compiles a chemical inventory list of hazardous chemicals known to be present in the workplace. Each chemical on site must have a Safety Data Sheet (SDS), a chemical fact sheet containing information on the chemical and how to protect yourself. No chemicals may be brought in from home except prescribed medical products. These products must be properly labeled and handled in accordance with district procedures.

### **Indoor Air Quality**

The District has a strong commitment to good indoor air quality and the District actively monitors air quality, maintains equipment, and responds to indoor air quality concerns.

The District utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the District's buildings. If you have any questions and/or concerns, contact [Director of Management Services](#) 507-372-1101

## Health & Safety (Continued)

### **Electrical Safety**

Every employee at Worthington ISD 518 who faces the risk of electric shock from working on or near electrical sources receives training in electrical related safety work practices. It is important that employees unplug electrical equipment when not in use, do not use electrical devices unless trained, inspect electrical devices for wear or damage before use, and follow manufacturer's instructions.

### **Blood Borne Pathogen Exposure & Prevention**

Blood-borne diseases are diseases that are spread by contact with another person's blood. Employees are expected to be familiar with the District's blood-borne control plan and to follow it. All Employees are required to complete an annual training.

For more information regarding health and safety, contact Dave Skog, Director of Management Services at 507-372-1101 or [dave.skog@isd518.net](mailto:dave.skog@isd518.net).

# CHAPTER 10

## FINANCIAL

### **COLLECTIONS OF MONEY**

Please do not leave money in the classroom overnight; bring it to the office for safe keeping in the safe. Such monies should be plainly marked in an envelope.

### **DEPOSITS**

Any Student Activity Account club or organization making a deposit must use a yellow deposit slip, which can be obtained from the office. The form needs to be complete before returning it to the office. Turn in all receipts and deposit forms to the Financial Secretary. Do not under any circumstance, leave deposits on any desk in lieu of turning in directly to the Financial Secretary. Any money lost could be your responsibility. The financial secretary will make the deposit at the bank and advisors can obtain an account reconciliation report upon request. If there is a discrepancy, the financial secretary will contact you before making the deposit, so you are aware of the change. Be sure if a change occurs to adjust your ledger.

### **FUNDRAISING GUIDELINES**

#### A. Approval

1. Fundraising activities within a school building shall be approved by the building principal.
2. Fundraising activities taking place outside of the school building shall be approved by the Superintendent or a designee on the required form. Each organization may conduct no more than one sale per school year off school property.

#### B. Activity Advisor Responsibilities

1. The advisor in charge of the fundraising project shall be responsible to the principal for keeping required sales and financial records in ledger provided.
2. All monies that are raised by the fundraising activity shall be deposited in the school office as they are received.
3. No monies may be disbursed from deposited receipts. No transactions will be done by cash.
4. No monies may be placed in the advisor's personal checking account for safekeeping until remitted to the school office.
5. The advisor shall have personal responsibility for monies collected until they are deposited at the school office or turned over to a school administrator for handling.
6. At the fundraiser's conclusion, the advisor shall reconcile on a required form the funds collected to the sales and inventory records and submit this form along with all worksheets to the school office for review by the principal.

7. The advisor shall emphasize to the student group that money raised by the group belongs to the group and not to any one individual. Refunds to individual students shall be approved by the building principal.

## **PETTY CASH**

The District procedure states that all local purchases of less than \$35 will be paid for at the time of purchase. The coded and signed receipt is to be given to the high school financial secretary for reimbursement. Expenses for mileage, meals and travel expenses must be turned in to your building's business office on a claim and verification form to be reimbursed by the district.

## **RULES GOVERNING CONCESSIONS**

Each student club/organization may sign up and request 2-3 events. Workers report time is 5:30 p.m. unless an earlier start time is listed. Football, soccer and track workers report to the concession stand at the football field. All others report to WHS.

Each club/activity advisor is responsible for scheduling student workers and supervising the concession stand during above-mentioned events. Advisor or other adult must be present and check in with Mrs. Penny Troe prior to event start time. Penny Troe or a Student (BPA) Manager will be the general supervisor and will open the concession stand. If you have any questions or concerns, contact Mrs. Troe at [penny.troe@isd518.net](mailto:penny.troe@isd518.net) or call 507-236-5761. Minimum student workers required Football-6, Volleyball-4, Boys BB-6, Girls BB-6, Wrestling-6, and Track-4. All workers are required to read and follow the rules of conduct for working the concession stand.

Any club/activity not following the rules of conduct may forfeit future concession stand assignments. All workers should report 10 minutes prior to the event scheduled time (as listed above), unless otherwise instructed. All times listed are for varsity start times only. Workers need to report at least a half hour before listed start times. All clubs/activities are required to stock and restock all items before departing the concession stands. The concession stands should be cleaned before departure. Any clubs/activities not fulfilling this obligation will forfeit 20% of their profits. If you need to switch dates with another club/activity, it is your responsibility to do so. You also need to notify the office and Mrs. Troe if you have switched assignments. If you cannot fulfill your obligation, profits will be donated to the club/activity that worked the event.

## **REIMBURSEMENT PROCEDURES**

### **Mileage**

- All mileage must be detailed. This includes:
  - Date of the miles requested for reimbursement.
  - Reason for the trip. If you are attending a conference/workshop, please include the Conference or workshop schedule.
  - Origin and Destination – If submitting In-District mileage include the location/building name.
  - Number of miles: Per the mileage rates set for In-District travel. Out of town travel must include the total miles (suggest using Map Quest).

- Employees will not be reimbursed mileage for delivering interschool mail. Please utilize the Interschool Mail or you must have prior administrative approval. This includes dropping mail off at the end of the day on your way home. Employees who must deliver interschool mail must have prior written District Office approval by the [Director of Management Services](#), including his signature.
- The mileage reimbursement rate is set at the current IRS rate.
- At this time, mileage is classified as non-taxable and will be reimbursed using the EBENONW2 pay code. You will see this pay code on your paycheck.

## Tips and Meals

Maximum Meal Reimbursement per day based on school board determination each year: \$50.00

- The purpose of the meal reimbursement policy is to reimburse employees for breakfast, lunch, or dinner expenses while traveling and doing business for the district. It is not to reimburse employees for snacks or beverages outside of a meal.
  - Snacks and beverages include pop, coffee, ice cream, chips, etc. This only means if outside of your meal. An appetizer and dessert purchased during the same meal is acceptable.
- Total daily meal and beverage reimbursement shall not exceed the daily meal maximum as specified above. The maximum reimbursement allowable includes the tip.
- The district will reimburse for one meal a sitting. Menus that include a second meal as a “special” (such as buy one get one) will not be accepted unless another employee is identified for the reimbursement.
  - If the employee is paying for multiple people, the name of the individual(s) eating each meal must be identified on the receipt. Note if the employee chooses this option, the tax/nontax rules apply along with all other district guidelines.
- The daily meal maximum includes tips (not to exceed 15%) and service/delivery charges.
  - The tip can be calculated on the total including taxes.
  - The tip can be reimbursed by paying with credit card or cash.
- Alcoholic beverages are never reimbursable.
- Original itemized receipts must be provided for each expenditure; including meals, hotel reimbursements, supply reimbursements, etc.
  - If the place of business does not have a detailed receipt, please ask for the server’s order slip or take a picture of the order slip for documentation.
  - The approver will review all receipts, including calculation of the 15% tip.
- If meals are included with lodging, transportation, or a conference/seminar/meeting, the employee is not eligible for reimbursement for that meal.
- According to IRS regulations, reimbursements for meal expenses on trips not involving an overnight stay are taxable income. Therefore, when the expenses are paid, federal, state, FICA, and Medicare taxes are withheld from the employee’s pay, and the amount of the expense will be included in wages on the employee’s W-2 form. The overnight stay distinction applies whether or not the employee incurs a lodging expense.
- Meal expenses not accompanied by an overnight stay should not be charged to the District credit card. Meals not accompanied by an overnight stay need to be paid personally and submitted for reimbursement.

## Uniform/Clothing Allowance

- Uniform and Clothing Allowances are reimbursable to limits per the Master Agreements. IRS Regulations and Procedures allow non-taxable reimbursements for Uniforms that are not suitable for everyday wear. If the items could be worn during other times in public, the cost may still be reimbursed, but the reimbursement will be treated as taxable income to the employee.
- Please see IRS Publication 529 (2017) for further documentation.

<b>Pay Code in SMARTHR:</b>	<b>Description:</b>	<b>Result:</b>
<b>EBENONW2</b>	For non-taxable, non W2 EBE reimbursed on the payroll check. This is used because the expense should not be taxed, and should not appear on the W2. Example: reimbursing for office supplies purchased, reimbursing for meals that were included along with an overnight stay, or reimbursing for mileage at or under the IRS allowed rate. An employee who must purchase shirts with the school name on it could fit this category. Shoes with steel toes could also fit this category.	Reimbursement on payroll check, net goes up.
<b>EBETAXABLE</b>	For reimbursing for meals when no overnight stay is involved. Clothing that could be worn at home or at work, could fit into this category.	Reimbursement on payroll check, net goes up, but taxes are also withheld FIT, SITMN, and FICA.

## Process Reminders

- Claims need to be turned into your building/department within 30 days after the actual expense. Claims to be paid over 30 day would need Superintendent’s approval and would be only for emergency situations (e.g. hospitalization).
- Employee will turn in their [Claim and Reimbursement form](#) (located on the Staff Resources page) to the appropriate building Administrator to review and approve the documents submitted. The Administrator will then turn into the District Office to be reviewed and approved by the District Accountant and given to the Payroll Department to process for payment.
- Completed forms with all signatures need to be turned into the District Office by the below dates:

<b>Date due to District Office:</b>	<b>Pay Check Date:</b>
15 <sup>th</sup> of the month	Last day of the month
Last day of the month	15 <sup>th</sup> of the next month