

# WORTHINGTON ISD 518



## Employee Handbook

FY 2025-2026

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



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# CHAPTER 1

## 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 guide 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, entirely or in part, at any time with or without notice. The language 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 the event of a direct conflict between this Employee Handbook and any specific provisions of an individual contract or collective bargaining agreement, the individual contract or collective bargaining agreement shall take precedence. The Board Policies govern this Employee Handbook, which is intended to provide employees with summary information regarding policies, procedures, ethics, expectations, and district standards. It is not intended to replace a reading of the actual Board Policies or 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)

Each employee must know the policies and procedures related to their position. All applicable laws and regulations, including, but not limited to, the following, govern the rights and obligations of all employees: federal laws and regulations, Minnesota State Statutes, Rules, the 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 opportunities 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 district officials.

## 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 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 Comprehensive Achievement and Civic Readiness Reporting goals.

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

### **GOAL 1:**

The percentage of children who participated in the ISD 518 preschool program who score a 52 or greater on the Kindergarten Information Form (KIF) will increase from 69% to 79% by 2029.

### **GOAL 2:**

By 2029, students in grade 3 at the Intermediate School will who are at or above benchmark level in the spring on the aReading FastBridge assessment will increase to 43%.

### **GOAL 3:**

The percentage of students in each student-group demonstrating proficiency on the MN Comprehensive Assessments in Math and Reading will increase.

### **GOAL 4:**

All students attending Worthington High School and the Learning Center will be college and career ready upon graduation.

### **GOAL 5:**

By 2029, the percentage of student graduates in the Worthington School District will increase from 67% to 80% (4 year), as measured by the Minnesota Department of Education Report Card.

### **GOAL 6:**

By continuing, to expect a strong financial practice that supports educational programming, opportunities, and development of the entire system. The district will meet or exceed the minimum fund balance reserves of 15% (12 weeks) by June, 2025 and continue to meet or exceed an annual balanced budget by the end of each fiscal year.

## LETTER OF INTRODUCTION

Dear Colleagues,

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

The purpose of this handbook 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 complete representation of ISD 518 Board of Education policies governing employee conduct. All employees are expected to familiarize themselves with and comply with all School Board policies and procedures at all times. All Board policies 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 talk with your principal or supervisor about any areas in which you have concerns or questions. We also ask that you take the contents of this handbook seriously and be assured that we take it seriously; 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.**

## **CODE OF ETHICS**

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

### **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 a 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.

## **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 website includes a link to the Board Policies 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; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
- 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
- 426** Nepotism in Employment



- 427** Workload Limits for Certain Special Education Teachers
- 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 are fortunate to have some of Minnesota's most experienced and educated teachers, along with dedicated staff, parents, and volunteers willing to help our children succeed now and in the future.

As elected leaders, we welcome your input. Contact information for the school board, agendas, and meeting minutes are available on the district webpage. Board meetings are regularly held on the third Tuesday of the month at 6:00 PM in the Worthington High School Band Room, 1211 Clary Street. The meetings are televised on [Cable TV Channel 3](#) and available on [Worthington Studio 3](#).

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

### SCHOOL BOARD

<u>NAME</u>	<u>POSITION</u>	<u>TERM EXPIRES</u>
Adam Blume	Chair	12/31/2026
Erin Schutte	Vice Chair	12/31/2026
Matt Widboom	Clerk	12/31/2028
Lori Dudley	Treasurer	12/31/2026
Eric Parrish	Member	12/31/2028
Ann Mills	Member	12/31/2028
Darla Agard	Member	12/31/2028

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

## DISTRICT LEADERSHIP

<u>NAME</u>	<u>POSITION</u>
Joel Heitkamp	Superintendent
Joshua Noble	Assistant Superintendent
Carmen Johnson	Human Resources Director
Tony Hastings	High School Principal
Douglas Brands	High School Assistant Principal
Toni Baartman	Middle School Principal
Tessa Dierks	Middle School Assistant Principal
Cory Van Briesen	Intermediate School Principal
Travis Frazee	Intermediate School Assistant Principal
Heidi Meyer	Prairie Elementary School Principal
Kari Gjerde	Prairie Elementary School Assistant Principal
Spencer Wieneke	Learning Center/VIBE/Targeted Services Principal
Katie Pedersen	Learning Center Dean of Students
Allison Eitreim	Special Education Director
Jill Stiefvater	Special Education Assistant Director
Sharon Johnson	Community Education/NCIC Director
Amy Ernst	IT Director
Micaela Massey	IT Coordinator
Joshua Dale	Activities Director
Anne Foley	Communications Coordinator
DeeAnn Crall	Food Service Coordinator
Ryan Swanson	District Accountant
Susan Hagen	Multilingual Learner Coordinator
Sarah Schumann	Curriculum/School Improvement Coordinator
	Staff Development/Data Assessment Coordinator
Melanie Kuhl	Early Childhood Coordinator
Stacy Everding	Adult Basic Education Coordinator
Soom Chandaswang	Community Enrichment Coordinator
	NCIC Achievement and Integration Coordinator

# BUILDING DIRECTORY

## **District Administration Office 1117 Marine Ave.**

372-2172

372-2174 (fax)

Joel Heitkamp, Superintendent

Josh Noble, Assistant Superintendent

Carmen Johnson, Human Resources

Director, 727-1103

Ryan Swanson, Accountant, 727-1102

Lisa Ahrenstorff, Executive Admin.

Asst., 727-1105

Jodi Bohn, Payroll, 727-1104

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

Victoria Garza, HR Specialist, 372-1108

Kathryn Herfurth, HR Specialist, 727-1119

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

Joshua Dale, Activities Coordinator

## **Worthington Middle School 6-8 1401 Crailsheim Road**

376-4174

372-1424 (fax)

Toni Baartman, Principal

Tessa Dierks, Asst. Principal

## **Intermediate School 3-5**

**671 N. Crailsheim Road**

727-1275

727-1277 (fax)

Cory Van Briesen, Principal

Travis Frazee, 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 1117 Marine Ave.**

372-2983

372-2980 (fax)

Allison Eitrem, Special Ed Director

Jill Stiefvater, Asst. Special Ed Director

## **Learning Center/VIBE Online School 825 N. Crailsheim Rd.**

372-1322

372-1361 (fax)

Spencer Wieneke, Principal

Katie Pedersen, Dean of Students

## **Community Education 827 N. Crailsheim Rd.**

376-6105 or 376-4640

376-6703 (fax)

Sharon Johnson, Director

## **Southwest Adult Basic Education 827 N. Crailsheim Rd.**

376-6105

376-6703 (fax)

Stacy Everding, Coordinator

## **Early Childhood Family Education 827 N. Crailsheim Rd.**

376-9188

376-6703 (fax)

Melanie Kuhl, Coordinator

## **Department of Teaching & Learning 1117 Marine Ave.**

727-1220

Josh Noble, Assistant Superintendent

## **Nobles County Integration Collaborative 827 N. Crailsheim Rd.**

376-3300

## 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 main page—Employment Opportunities. All applicants must complete a district application. Current employees seeking to transfer to an open position or apply 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, management will make every effort to avoid placing relatives in a supervisory relationship with one another. Familial relationships may also be considered a factor in management's discretion regarding work assignments, transfers, and 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. The results of the background check may be used to rescind employment. The district may also 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 badge's purpose is to contribute to student and staff security, help monitor visitors in our buildings, and 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.

**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 it 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 building administrative assistant. District keys should not be given to anyone, including substitute staff and students (including employees' children). UNAUTHORIZED PERSONNEL WILL NOT BE LEFT UNATTENDED. All keys shall be retained in the possession of the person to whom they were issued. The district may assess a service fee incurred due to losing keys/key cards.

**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 essential to lock all district building doors to minimize risk to students and staff. Be sure to follow these critical security practices to keep our students and staff safe:

- Ensure doors close securely behind you when entering and exiting 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 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 for their books, instruments, etc.
  - The coach/advisor or teacher will 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 leading from the door to the office without proper authorization. Teachers and staff will be vigilant of people entering or leaving the school building. Visitors are to be greeted and asked how they can be helped or directed. Visitors typically should display a visitor’s badge or have visible professional identification.



## Security (Continued)

### NON-CLASSROOM SUPERVISION

Teachers/staff will have formal assigned supervision and ongoing informal supervision duties. Staff must understand the burden of responsibility that falls on them regarding 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 that “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 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 should not permit students 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, extracurricular activities, parking lots, locker bays, gyms, media centers, 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, someone must be asked to come into the room or other area of assigned supervision.

#### Additional Supervision Guidelines

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



## Security (Continued)

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

### EMERGENCIES

The safety of students and staff is 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 an emergency requiring 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 reunite safely. 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.

Refer to the district crisis management plan or contact your building crisis team for specific procedures or questions.

Below is a brief overview of the ALICE System used by ISD 518. You may be required to attend further training on 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 the 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**—A Location within walking distance from district facilities where students and staff can regroup, reorient themselves, and be directed toward 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. Minnesota West Community and Technical College is the gathering point for all district locations.

**Parent Pick-Up Site** – This location is 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 the facility, a threat at another district facility, or other non-threatening circumstances that people need to be kept away from. Classes continue as usual, 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. Others can then use this information 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 the 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**

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

### **FIRES & FIRE DRILLS**

The first drill will be announced to all ahead of time to establish a definite procedure. 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, asking 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 firefighting equipment. Ensure 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. The last person to leave the room should close the classroom doors. Stay away from windows. Instruct students to sit on the floor and 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. District approved calendar is available on the district webpage, [www.isd518.net](http://www.isd518.net).

## 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 a.m. – 3:30 p.m., Monday through Friday. The administration may adjust these hours. All staff will follow the schedule set by the administration for their location. Staff may be required to sign in/out at the program site.

## Lunch Period

Staff who work over 4 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 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.

## Inclement Weather & Emergency School Closing

### General Procedures

The district has developed an emergency school closing procedure in preparation for possible school closings due to inclement weather or an emergency. 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 emergencies.

ISD 518 Staff should follow the employment practice schedule regarding assignments during school closings.

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

## Alternative Learning Schedule Information

Designation <i>Definition</i>	Students and Families	Teachers	Non-Teacher Staff
<b>Learn From Home</b>  <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>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, MS, and 5<sup>th</sup> grade), SeeSaw (PE), or a take-home packet (Intermediate, Prairie)</p> <p>The school day will follow a schedule that includes 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>Buses will not run.</p> <p>Attendance will be taken.</p>	<p>Students should be assigned work using methods including video conferences, Schoology (HS, LC, MS, and 5<sup>th</sup> grade), SeeSaw (PE), or a take-home packet (Intermediate, Prairie)</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>Will work remotely if job function allows and by administrator/supervisor approval.</p>	<p><u>Paras:</u> Work Required. Employees may choose to utilize leave that must be entered into the system and approved by the administrator/supervisor. (leave can be taken as paid or unpaid).</p> <p><u>Administrators:</u> May work remotely if job function allows or utilize available leave.</p> <p><u>Custodial:</u> Those required to report will be established by the supervisor. (all others may utilize available leave that is paid or unpaid).</p> <p><u>Secretarial, NCIC, Connectors, &amp; Liaisons:</u> May work remotely if job function allows or utilize available leave.</p> <p><u>Technology:</u> May work remotely if job function allows and may use leave as available.</p> <p><u>All Other Staff:</u> Work Required. Employees may choose to take leave, which must be entered into the leave system and approved by the administrator/supervisor. (Leave can be taken as paid or unpaid.)</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 on 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>Buses will not run.</p> <p>Activities may still take place as communicated by coach/director/supervisor and must be approved by the administration.</p>	<p>Not required to report.</p> <p>No instruction for students.</p> <p>Activities may still take place as communicated by the coach/director/supervisor and must be approved by the administration.</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 the 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 except for essential building maintenance, essential workers, and emergency work.</p>



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

Designation <i>Definition</i>	Students and Families	Teachers	Non-Teacher Staff
<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, MS, and 5<sup>th</sup> grade), SeeSaw (PE), or a take-home packet (Intermediate, Prairie).</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>Buses 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 that includes 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 is required with students or professional development as the administration assigns. Work may be done remotely or on-site as approved by the administrator. Leave may be taken as paid or unpaid and must be entered into the leave system.</p> <p><u>Administrators</u>: May work remotely if job function allows</p> <p><u>Custodial</u>: Work is required. Employees may choose to Use (paid or unpaid) leave that must be entered into the system.</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 the job function allows.</p> <p><u>Food Service</u>: Work duties required (leave may be utilized) will be established by the supervisor.</p> <p><u>All Other Staff</u>: Work required. Employees may choose to use leave, which must be entered into the system. Leave can be paid or unpaid).</p>

# Job Descriptions & Classifications

## Job Descriptions

Job descriptions for district positions are available upon request.

- 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 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 or 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

The Worthington School District's policy is to provide equal employment opportunity for all without discrimination based on 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 and 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 similar 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

Human Resources maintains personnel files for each employee, which are the property of the district. Employees may review their files in accordance with state law.

- Employees must request to review their personnel file during regular business hours by requesting it in writing from the Office of Human Resources.
- After receiving the request, an appointment to review the file will be scheduled.
- An employee may request copies of materials in their file.

## External Requests

Data practices laws restrict inquiries regarding employees from outside sources. 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 from 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.

Pay Calendar FY 2026			
Check Date	Pay Period Start Date	Pay Period End Date	Week #
07/15/2025	06/16/2025	06/30/2025	25 & 1
07/31/2025	07/01/2025	07/15/2025	2
08/15/2025	07/16/2025	07/31/2025	3
08/29/2025	08/01/2025	08/15/2025	4
09/15/2025	08/16/2025	08/31/2025	5
09/30/2025	09/01/2025	09/15/2025	6
10/15/2025	09/16/2025	09/30/2025	7
10/31/2025	10/01/2025	10/15/2025	8
11/14/2025	10/16/2025	10/31/2025	9
11/28/2025	11/01/2025	11/15/2025	10
12/15/2025	11/16/2025	11/30/2025	11
12/31/2025	12/01/2025	12/15/2025	12
01/15/2026	12/16/2025	12/31/2025	13
01/30/2026	01/01/2026	01/15/2026	14
02/13/2026	01/16/2026	01/31/2026	15
02/27/2026	02/01/2026	02/15/2026	16
03/13/2026	02/16/2026	02/28/2026	17
03/31/2026	03/01/2026	03/15/2026	18
04/15/2026	03/16/2026	03/31/2026	19
04/30/2026	04/01/2026	04/15/2026	20
05/15/2026	04/16/2026	04/30/2026	21
05/29/2026	05/01/2026	05/15/2026	22
06/15/2026	05/16/2026	05/31/2026	23
06/30/2026	06/01/2026	06/15/2026	24
07/15/2026	06/16/2026	06/30/2026	FY 2027

## Payroll Procedures (Continued)

### Approving Hours

All hourly employees and substitutes will be paid using the district electronic time tracking system, TimeClock Plus, and/or Red Rover. Employees must 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 daily but must approve them at the end of each pay cycle. Failure to approve all hours may result in non-payment or a 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 before they are approved.

### Direct Deposit

District practice is that employee paychecks be electronically deposited into an employee's personal checking or savings account. New employees must 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 507-727-1104.

- Employees may change their direct deposit information through Smart eR (Employee Self Service, ESS). They are responsible for ensuring all updates are accurate and submitted promptly to avoid payroll disruptions.
- Changes must be made within ten days of the payroll date; contact payroll at 507-727-1104 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 must change your Direct Deposit information over the summer months.

## Payroll Procedures (Continued)

### Paperless Payroll

Employees are required to view their paystubs online via the Employee Self-Service [Smart eR \(ESS\)](#) system each pay period. This process is essential for ensuring compensation accuracy, including salary, overtime, and additional payments. Employees are also responsible for verifying that benefit deductions, such as health insurance, retirement contributions, and voluntary benefits, are correctly applied.

- Overpayments will be recovered through deductions from future paychecks, and the employee may owe a balance to the district.
- Underpayments identified will be corrected in the next paycheck or through a separate payment.

### Payroll changes

All payroll changes (e.g., tax-sheltered annuities, health insurance, disability insurance, cancer indemnity insurance, dental, vision, etc.) must be submitted in writing to Payroll by the first day of the month in which the change becomes effective for the next payroll period.

**Contact Payroll at 507-727-1104 with any questions regarding paychecks.**



## Employee Benefit Plan Information



### **Because you are Important to Us**

The district offers a generous benefits 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. Please contact the Human Resources Office for a copy of the ISD 518 benefit plans.

### **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 Resources office. Each bargaining unit master contract indicates the level of district contribution toward insurance plan premiums. Premium rate sheets are available on the district website under the Human Resource section within the benefits area.

**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, and Flexible spending plans. It is the employee's responsibility to enroll in 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.

*The only time coverage may be added or cancelled outside of a qualifying event 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 at each work 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.

# 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 and 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 essential 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 event date.
- There are two instances (divorce or legal separation of the employee and a spouse, or dependent child's loss of eligibility of coverage) that require 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 essential to read the full COBRA notice as it explains your continuation coverage rights under the federal COBRA law.

## Wage Theft Law

As of July 1, 2019, all employers must provide each employee with a written notice at the start of their employment and keep a signed copy on file. The notice must contain the required information about an employee's employment status and terms of employment and 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 whose addresses or phone numbers change are required to update this information in Smart eR (ESS), the district's official employee system. Additionally, employees must notify their building secretary.



## Name and Marital Status

Name changes require completing a new W-4 form accessible in Smart eR (ESS) and updating your social security card.

The employee should contact the Human Resources Office regarding benefit coverage if marital status changes. Employees may wish to change coverage and/or beneficiaries. Changes must be made within 30 days of the qualifying event. Employees must bring the social security card to the Human Resources Department.

## Qualifying Events

Employees must notify Human Resources within 30 days of an event that results in a family status change. Contact Human Resources at 507-727-1119 or refer to the District Human Resource 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 by employee or spouse.
- Commencement or termination of spouse's employment

## Employee Information Changes (Continued)

### Birth

- Provided the employee/policyholder is currently enrolled in a district health insurance plan, the Minnesota Newborn rule does not require a time limit 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 of birth.

### Loss of Dependent Status

Employees with dependent children enrolled in the district's benefit plan (e.g., health and/or dental insurance) should know that a child loses dependent status and becomes ineligible for insurance coverage upon age 26.

### COBRA

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees and their qualified beneficiaries have the right to continue health insurance coverage when a "qualifying event" results in the loss of eligibility. In such cases, employees and/or eligible dependents can choose to maintain group health benefits for a limited period. The district's third-party vendor will send a COBRA election packet to the employee.

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

## 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 representatives of our district. All attire should be business casual unless uniforms are required for your work assignment (food service/custodians).

- Employees are expected to wear appropriate attire, which includes accessories such as jewelry, scarves, etc.
- Employees must exhibit appropriate personal grooming that does not distract from, interfere with, or disrupt the educational process, school activities, and work environment.
- When choosing appropriate attire, workplace conditions, the weather, activities, and health and safety should be considered.
- 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 refrain from using degrading, indecent, vulgar, obscene, profane, or other inappropriate language. They will also conduct themselves appropriately verbally and physically, 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; using 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 can best deliver quality education, instruction, and consistent behavior expectations.

## **Impact of Absenteeism**

Employee absences decrease the quality of service the district can 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

## **Red Rover Absence Management - Reporting an Absence**

Red Rover is an automated system that documents absences and secures necessary substitute personnel. Employees are required to report their absences in Red Rover, either online, through the mobile app, or by calling (616) 557-8333. Absences must be entered at least one hour before the site report time; otherwise, employees must contact the building secretary to enter the absence. Failure to enter an absence in Red Rover will be considered a no-call, no-show. ISD 518 Policy mandates that employees are responsible for managing their own leave. All eligible accrued leave must be used before taking unpaid leave. Employees should contact their supervisor or the Human Resources department with any questions.

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

## Absence Reporting (Continued)

### Communication and Documentation for Multiple Day Absences

Employees absent for three or more consecutive days are required to contact the Human Resources department after the third day to discuss the status of their absence and any continued need for leave.

### 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 building administrative assistant, who will arrange the necessary coverage. Employees must notify the site administrative assistant once they have arrived.

### Personal Leave

Employees must obtain pre-approval from the site administrator for planned personal absences. Approval is based on substitute availability, coverage alternatives, and program needs. Requests should be submitted through the Red Rover Absence Management system as early as possible, including all necessary information for administrative review. Employees will be notified of the approval status via email. Vacation time is encouraged to be scheduled during summer or school breaks. Refer to your bargaining union or master agreements for specific contract requirements.

***Vacation time is encouraged to be scheduled during summer or school breaks.***



## Jury Duty & Subpoenaed Witness

### Notice of Jury Duty or Subpoena

Employees must notify the building administrator immediately upon receiving notice of jury duty or if they are subpoenaed to be court witnesses 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. As state law requires, employees must endorse any per diem checks received to the district.

- 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 Red Rover using the absence reason "jury duty."
- 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

Depending on site needs, employees will be set up with a phone number and/or voice mailbox. All employees will be provided with 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 District- Human Resources.

## Communications with Staff

By providing us with a cell phone number during the application process, you consent 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 per your cell phone provider’s plan. You may opt out of text messaging 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.***

# CHAPTER 5

## LEAVE OF ABSENCE

### Leave of Absence

#### Reasons for a Leave of Absence

The district may grant leaves of absence to employees under various circumstances (e.g., 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 the administrator and director's approval.

#### Requesting a Leave of Absence

- Employees requesting to be absent three or more days must complete the leave of absence request form.
- 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 and benefit coverage and the impact of unpaid leave if applicable.
- Employee leave balances are available from Red Rover 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 must 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. Before returning to work, employees must meet the physical requirements of the job description.

## Parental/Child Care Leave Request

Employees may request parental/childcare leave by completing the Google Form ([Request for Leave of Absence / FMLA Notice](#)), including the anticipated leave dates. The district will notify employees if the request has been authorized and provide information regarding Family and Medical Leave, if applicable.

## Paid Leave Options

**Sick Leave:** In the event of childbirth, both the mother and father may use accrued sick leave for scheduled workdays occurring during the weeks immediately following the date of birth, based on the defined disability period.

**Personal Leave:** All accrued personal leave hours must be used before going on unpaid leave. Eligibility for personal days is based on master agreements and individual contracts.

## 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 do not qualify 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 507-727-1103 to review coverage eligibility and insurance requirements.

## Disability

If the birth mother cannot 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 to 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.**

## Minnesota Paid Family and Medical Leave (PFML)

### MN Paid Leave Summary

Beginning January 1, 2026, eligible employees may take paid leave under Minnesota's Paid Family and Medical Leave program for qualifying reasons, including bonding with a new child, caring for a family member with a serious health condition, addressing an employee's own serious health condition, or managing needs related to military deployment. This program provides wage replacement during approved leave periods. ISD 518 will adhere to state and federal laws.

## 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 wages. Your employer cannot retaliate against you for disclosing your wages. Under the Wage Disclosure Protection law, your remedies 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 paid and unpaid leave counts towards the total 12 weeks of eligible leave.

### **Nursing Mother Accommodations**

Each site has a designated location for accommodations for nursing mothers. Under WESA, employers must provide mothers with a private room or other area 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. For information on specific locations, please contact the building administrator or human resources.

### **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.

### **Sick and Safe Leave**

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for specific reasons, including when an employee is sick, to care for an ill family member, or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

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

### Wage Disclosure Protections

WESA prohibits employers from:

- Requiring nondisclosure by employees of their wages as a condition of employment.
- Requiring employees to sign a waiver that removes 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 emergencies, call 911.
- Notify the site administrator, and/or administrative assistant of all work-related injuries.
- Complete appropriate submission process with the site supervisor within 24 hours of the incident.
- Seek first aid and/or determine if outside medical treatment is needed. Follow the return to work process.

## **Seeking Medical Attention**

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

## **Seeking First Aid Only**

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

***The Employee Accident Report should be completed and submitted within 24 hours.***

# Employee Injuries and Worker Compensation

## Return to Work Process

### Release to Work Without Restrictions or Limitations

The [Work Ability/Return to Work form](#) should be faxed to Human Resources immediately after the doctor's appointment. Upon the employee's return to work, Human Resources will share the appropriate information with the employee's supervisor.

### Release to Work with Restrictions or Limitations

- Fax Report of Work Ability / Return to Work form immediately following the doctor's visit to the Human Resources Department.
- Return to work after receiving approval from the Human Resources Department.
- Based on the employees' restrictions/limitations, the district will make every effort to provide reasonable accommodation for temporary light duty assignments if they are able to do so unless it creates 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

- Employees are encouraged to schedule follow-up doctor visits outside work hours whenever possible.
- Enter absence in Red Rover using the absence reason under your sick category.
- Fax the Work Ability / Return to Work immediately after the doctor's visit to the Human Resources Department.
- 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 Red Rover using the absence reason under your sick category.
- 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 being released, while under restrictions, or during recovery, the employee must be seen by a doctor that day to determine if the restrictions or treatment need to be changed. Workers' compensation benefits are not paid unless time off is authorized by a doctor.

## **Treatment Authorizations**

SFM Mutual Insurance serves as the district's workers' compensation carrier. For ongoing treatment to be covered, employees must secure prior authorization from the claims adjuster at SFM, the third-party administrator overseeing all workers' compensation claims for ISD 518.

SFM Mutual Insurance

P.O. Box 9416

Minneapolis, MN 55440

Phone: (952) 838-4200 | Fax: (952) 838-2000

## 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 the Department of Teaching and Learning). Staff members may occasionally be asked to share information with colleagues or the advisory council.
- Once approved, the requester should follow set guidelines to pre-register for the workshop or conference.

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



# Teacher Licensure

## **A Record of Current Licensure**

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

## **Observations - Evaluations**

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

## **Renewal/Re-licensure**

Teaching licenses issued by the Professional Educator Licensing and Standards Board (PELSB) are one-, two-, five-year, or life licenses. Employee 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 Re-licensure Committee**

The Guidelines for Local Continuing Education Committee documents are available under Continuing Education on the district Staff website. The guidelines provide information about the committee process and procedures for re-licensure.

- The Re-licensure Committee meets four times each year (sometimes more) to process continuing education forms. The committee does not meet during the 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 on the committee in each building.
- Teachers must keep their records of attendance at professional development activities. This includes retaining any electronic or paper documentation of attendance (commonly referred to as CEUs). 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 CEUs must provide their 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 a probationary employment period. 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 90 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, as well as days on which a teacher is absent from school, do not count as days of teaching service. A probationary teacher may interrupt the three years of consecutive employment for maternity, paternity, medical leave, or active military service.

**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

All graduate credits must be pre-approved in writing by the superintendent or designee before starting a course to determine eligibility for lane change application on the salary schedule. Per the master agreement, prior approval for all graduate credits is required.

## Course Approval Process

- The employee must complete the [Credit Approval Form](#). The form can be obtained from the building administrator.
- Submit the completed credit approval form to your building administrator for approval.
- Once approved, your building administrator will send the form to the superintendent for approval.
- After both the building administrator and superintendent approve, the employee will receive an email from the Superintendent's office confirming approval, along with copies of the signed credit approval form.

## Request for a Lane Change

Employees may apply for a lane change by August 25<sup>th</sup> to be effective at the beginning of the school year. Submit the following to the Superintendent's office:

- 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 no later than 4:00 pm on August 25<sup>th</sup>.
- To finalize the approval of graduate credits, an official transcripts must be filed in the office of the Superintendent of Schools no later than January 1<sup>st</sup> of the school year.
  - All the documentation has to be sent to Lisa Ahrenstorff electronically at [Lisa Ahrenstorff](#) or by mail at 1117 Marine Ave.

Please note the following:

- Only one lane change per school year is allowed, except when obtaining a Master's or Specialist/Doctorate degree.
- Lane changes are available at 13, 27, and 40 credits.
- All semester credits beyond a bachelor's degree must be graduate semester credits and carry a grade equivalent of a "B" or higher.

Including a course description or a syllabus with your credit approval form will help expedite the approval process. For further clarification regarding lane changes, please refer to your Teacher Master Agreement,

Article VI, Section 4.



## Resignations

### Resignation Notice

The district requests that you give as much advance notice as possible so staffing coverage can be arranged and a replacement for the vacated position can be found. A minimum of two weeks' 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 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 to an employee who resigns during the school year. The calculation is the difference between the number of hours worked, multiplied by the hourly rate, minus the total pay already received for the school year.

# Retirement

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

## Insurance & COBRA

- If considering retirement, it is important for you to plan, 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 can drop dependents (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 must ensure 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.

# CHAPTER 8

## LAWS, POLICIES & CONTRACTS

### School District Policies

#### Complaint Procedures

All employees have a complaint procedure available to them 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

Personnel selection is one of the most essential 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 507-727-1103 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

Under 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 regarding 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, 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. All verbal or written complaints 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 Resources Director, 507-727-1103](#)

## Employee/Personnel Policies (Continued)

### **Sensitive Topics in Education**

Controversial issues may be discussed in the school buildings under specific conditions. These issues must be relevant to the course of study or current events, promoting critical thinking, tolerance, and understanding of differing viewpoints. They should have significance to the students and be supported by sufficient information to enable a factual discussion of various perspectives. All views must be presented based on established facts, and staff must not use their position to promote personal biases, although they may express personal opinions if clearly identified as such. Discussions should originate from students, current events, or the curriculum, not from external sources. They must respect all individuals regardless of race, color, creed, religion, national origin, sex, age, marital status, familial status, public assistance status, sexual orientation, gender identity or expression, or disability, as outlined in Board Policy # 413. Additionally, presentations must comply with state and federal laws and district policies. The district reserves the right to approve all materials that are presented or put in the buildings on an individual case-by-case basis. The principal in consultation with the Superintendent/designee will have the authority to judge whether the above conditions are being met. If an individual/objector disagrees with the decision a request can be made to refer this matter to the School Board for a final decision. To review the District's complete policy, visit the district website and reference Board Policy # 606.

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

State law 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 report such information immediately. 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 a crime has been committed, you must also report to local law enforcement. Alleged child maltreatment that has occurred in the 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/Personnel Policies (Continued)

### **Employee/Student Relationships**

This policy aims to ensure that all students are treated with respect and dignity and that employees provide 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 to carry out their responsibilities. If any such materials are produced with funds, supplies, or equipment supplied by the district, they are the property of Worthington ISD 518 during the term of the employee's employment and for ten 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.*

### **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 and the work time of the employee being solicited. Employees may not use school time, facilities, or materials to solicit for personal gain. Voluntary contributions from staff for social activities may not be solicited. Persons not employed by the district are prohibited from soliciting for any purpose.

### **Conflict of Interest**

No employee of the district authorized to take part 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.

## Employee/Personnel Policies (Continued)

### **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 titles 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. 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. Most of the information about a student is private data that can only be released with the parent's written consent or otherwise allowed by law. The most frequently occurring exceptions that allow the release of student data without written consent are the release of data to parents about their own child, the release of staff with a legitimate educational interest in that student's data, and the 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 personal electronic devices within the district, as well as acceptable and safe use of the Internet and electronic communications. Users are expected to use internet access to further educational goals consistent with the district's mission. 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. 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 ethics, or other laws. To review the District's complete Social Media Policy, please visit the district website and reference [Board Policy #524](#).

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

## Student Related Policies (Continued)

### **Student Safety**

All employees are responsible 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 found to be violating this policy. The School Board has identified the following Human Rights Compliance Officer to coordinate student investigations: [Human Resources Director](#).

## 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 Exemptions for IEPs, 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 the 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 request it from 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 regarding 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 provisions 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, is 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 for community organizations and not individuals. The lender will assume total responsibility for the equipment so that it is returned on the agreed-upon date, 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 to protect students, employees, visitors, and District property. Students, employees, and visitors should exercise reasonable precautions to ensure their 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 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 salaries for employees in those bargaining units. The master contracts specify your employment and working conditions. Employees must review the specifics of the language in their master contract and contact the Human Resources 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 employees have individual contracts based on their work assignments, which 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. These reports are reviewed annually.

Programs 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 preventing injury and requesting equipment to prevent injury.

## Health & Safety (Continued)

### **Annual Asbestos Notification**

Sites are inspected for asbestos as part of the Environmental Protection Agency Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763. The district's policy is to manage the presence of existing asbestos by following the asbestos management plan. We also 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 strongly commits to good indoor air quality and actively monitors it, maintains equipment, and responds to concerns.

The district utilizes a licensed, professional pest control service firm to prevent and control rodents, insects, and other pests in and around its buildings. If you have any questions or concerns, contact the [Human Resources Director](#) at 507-727-1103.

## Health & Safety (Continued)

### **Electrical Safety**

While Worthington ISD 518 outsources electrical services to a third-party vendor, all employees need to follow essential safety guidelines. Employees should unplug equipment when not in use, only operate devices if trained, inspect equipment for wear or damage before use, and adhere to the manufacturer's instructions to ensure a safe working environment.

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

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

For more information regarding health and safety, contact Carmen Johnson, Human Resources Director at 507-727-1103 or [carmen.johnson@isd518.net](mailto:carmen.johnson@isd518.net)



# CHAPTER 10

## FINANCIAL

### **COLLECTIONS OF MONEY**

Please do not leave money in the classroom overnight; bring it to the office for safekeeping in the safe. Such monies should be 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 completed 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 them 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 depositing so you are aware of the change. Be sure if a change occurs to, adjust your ledger.

### **FUNDRAISING GUIDELINES**

#### **A. Approval**

1. The building principal shall approve fundraising activities within a school building.
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 the ledger provided.
2. All monies 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 the fund's sales and inventory records on a required form and submit the completed form along with all worksheets to the school 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. The building principal shall approve refunds to individual students.

## **PETTY CASH**

The district procedure states that all local purchases of less than \$35 must 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. To be reimbursed by the district, mileage, meals, and travel expenses must be turned into your building's business office on a claim and verification form.

## **RULES GOVERNING CONCESSIONS**

Each student club/organization may sign up and request 2-3 events. Workers report at 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 the events mentioned above. An advisor or other adult must be present and check in with the concession stand manager prior to the event's start time. The concession stand manager or student (BPA) will open the concession stand. If you have any questions or concerns, contact the concession stand manager. 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 when working at the concession stand.

Any club/activity not following the rules of conduct may forfeit future concession stand assignments. Unless otherwise instructed, all workers should report 10 minutes before the event's scheduled time (as listed above). All times listed are for varsity start times only. Workers must report at least half an hour before the 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 must also notify the office and the concession stand manager 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 schedule.
  - Origin and Destination – Include the location/building name if submitting In-District mileage.
  - Number of miles: Per 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 on your way home at the end of the day. Employees who must deliver interschool mail must have prior written District Office approval by the [Human Resources Director](#) including their 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: \$75.00.

- The meal reimbursement policy aims 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 you are 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 that if the employee chooses this option, the tax/nontax rules and all other district guidelines apply.
- The daily meal maximum includes tips (not to exceed 15%) and service/delivery charges.
  - The tip can be calculated based on the total, including taxes.
  - The tip can be reimbursed by paying with a 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 the 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 to whether 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 must 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 (Rev. December 2020) for further documentation.

Pay Code in SMARTH:	Description:	Result:
<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. Examples are reimbursing for office supplies purchased, reimbursing for meals that were included along with an overnight stay, and reimbursing for mileage at or under the IRS-allowed rate. Employees who must purchase shirts with the school's name 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 meals when no overnight stay is involved. Clothing that could be worn at home or work could fit into this category.	Reimbursement on payroll checks and net goes up, but taxes are also withheld FIT, SITMN, and FICA.

## Process Reminders

- Claims must be submitted to your building administrator or department within 30 days of incurred expense. Claims submitted after 30 days require approval from the Superintendent and will only be considered in emergency situations (e.g., hospitalization).
- Employees should complete the [Claim and Reimbursement form](#), available on the district website: District>Human Resources>Payroll. Employees must submit it to the appropriate building administrator for review and approval. The administrator will then forward the approved form to the District Office. The District Accountant will review and approve the claim, and the Payroll Department will process it for payment.
- Completed forms with all signatures need to be turned into the District Office by the below dates:

Date due to District Office:	Paycheck Date:
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