

# EMPLOYEE HANDBOOK



---

AUGUST 2023



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August 2023

This Employee Handbook is the property of Green Isle Community School (“the School”) and is provided to our Employees for their use while they are in our employ. **This Employee Handbook must be returned to the School upon termination of employment.**

This Employee Handbook contains valuable information that will answer many specific questions you may have and help you understand some of the personnel policies and procedures.

This Employee Handbook is intended to provide you with general information about the School, Employee benefits, and office procedures and policies. This Employee Handbook is not intended to be and does not constitute a contract of employment, either express or implied, between the School and its Employees.

The School may modify or cancel any provisions of this Employee Handbook or any other policies and procedures at any time without prior notice. The provisions of this Employee Handbook replace and supersede any and all previous handbooks or statements of policy or procedure, whether written or oral. Only an authorized officer of the School has the authority to enter into individual contracts of employment and does so only by a written agreement signed by the individual Employee and an authorized officer of the School.

**Mission**

August 2023

Green Isle Community School will foster a positive and respectful multiage environment that promotes educational excellence, service learning, community connections, and responsible citizenship.

**At Will Employment**

August 2023

Employees of the School are employed “at will”. This means that you have the option of resigning from your employment at any time, for any reason or no reason, with or without prior notice. This also means the School has the same option to terminate your employment at any time, for any reason or no reason, with or without prior notice. Nothing in the Employee Handbook or any other School document should be understood as creating a guarantee of continued employment, a right to termination only for specific reasons or pursuant to specific procedures, or of any other guarantee of continued benefits.

**Equal Employment Opportunity**

August 2023

Green Isle Community School is an Equal Employment Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the School will be based on merit, qualifications and abilities. The School does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information, marital status, membership or activity in a local human rights commission, status with regard to public assistance, sexual orientation, familial status, or any other characteristic protected by law (referred to as “protected status”). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all School facilities, participation in all School-sponsored activities, and all employment actions such as hiring, transfers, recruitment, promotions, compensation, demotions, layoff, discipline, benefits and termination of employment. The School will provide reasonable accommodation to applicants and Employees with disabilities.

The School will evaluate the performance of its Management and Supervisory personnel on the basis of their involvement in achieving equal employment opportunity for all. In addition, all other Employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Supervisor. Employees can raise concerns and make reports without fear of reprisal. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible and the School will take appropriate action in response to these investigations. Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

**Reasonable Accommodation**

August 2023

The school provides reasonable accommodation to known physical or mental limitations of a qualified employee with a disability unless the accommodation would impose an undue hardship on the school. Reasonable accommodation may be, depending on all the circumstances, modification or adjustment to a job, the work environment, or the way things usually are done that enables an employee with a disability to perform the essential functions of a job and to enjoy equal benefits and privileges of employment.

If an employee requests reasonable accommodation, he/she should do so in writing. The school will engage in an interactive process with respect to the employee’s request for reasonable accommodation. The school may request a physician’s statement regarding the requested accommodation (except for pregnancy accommodations listed below). All requests for reasonable accommodation should be submitted to the employee’s direct Manager.

**Nursing Mothers, Lactating Employees, And Pregnancy Accommodations**

August 2023

Minnesota’s Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. The school will provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk. I

The school will not retaliate, or take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry’s Labor Standards Division at [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit [dli.mn.gov/newparents](http://dli.mn.gov/newparents).

**Open Door Policy**

August 2023

Sometimes we will encounter problems or difficulties at work, whether it deals with our workload, our co-workers, Manager, vendors, students, student families, or any other persons or entities related to the School. We may sometimes disagree with how things are done and may have suggestions to make things operate more smoothly. Recognizing that open communication can often solve problems and that we all have much to share with one another, the School has adopted an “open door” policy. The School wants you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Supervisor and, if necessary, to upper level Management. To help manage conflict resolution we have instituted the following problem-solving procedure:

Please try to approach your Supervisor at a time and place that will allow the Supervisor to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Supervisor. If you have discussed this matter with your Supervisor before and do not believe you have received a sufficient response, or if you believe your Supervisor is the source of the problem, we request you present your concerns to the Director. Please indicate what the problem is, the people involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

**Privacy of Employee Information**

August 2023

Access to the Personnel File information is restricted to those who need to know such information in order to perform their jobs. Non-Personnel File documents containing private Employee information (e.g., consumer reports, I-9 forms, wage garnishment documents, credit card information, mortgage application inquiries, reference check results, and pre-employment or drug testing results) are kept in confidential files separate from Personnel Files.

If the School collects information on a medical condition or disability, it is collected and maintained in separate files and treated in a confidential manner. The School will only disclose such information to (1) Supervisors and Managers who need to be informed regarding necessary work restrictions and necessary accommodations; (2) first-aid and safety personnel who need to be informed about emergency treatment; (3) government officials who are investigating compliance-related issues and (4) as required by insurers pursuant to contract requirements or in the course of handling work-related claims (e.g., worker's compensation claims). Information may also be released for purposes Mandated by Local, State, or Federal law.

Employees should notify their Supervisor whenever there is a change of information required for Personnel Files or related to information provided for receipt of benefits (e.g., address, telephone number, marital status, emergency contact, number of dependents, or beneficiary).

**Harassment and Violence Prohibition Policy**

August 2023

The purpose of this policy is to help maintain a positive, safe learning and working environment for students and staff that is free from harassment and violence based upon their actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age (protected class).

Purpose

- A. It will be a violation of this policy for any student or employee to harass a student or employee through conduct (e.g., physical, verbal, graphic or written) that is based upon that student or employee's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age (protected class) as defined by this policy. For purposes of this policy, an employee includes Board of Directors members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the School.
- B. It will be a violation of this policy for any student or employee to inflict, threaten to inflict, or attempt to inflict violence based upon a student or employee's actual or perceived protected class as defined by this policy.
- C. The School will investigate all complaints, formal or informal, verbal or written, of harassment and/or violence based upon a student or employee's perceived or actual protected class and to discipline or take appropriate action against any student employee who is found to have violated this policy.

Definitions

- A. Disability. "'Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment." This includes students with an IFSP, IEP, and students who qualify for special education and related aids and services under Section 504 of the Rehabilitation Act.



- B. Discriminate. "The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment."
- C. Educational Institution. "Educational institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing, professional, secretarial, technical, vocational school, and includes an agent of an educational institution."
- D. National Origin. "'National origin" means the place of birth of an individual or of any of the individual's lineal ancestors." This includes harassment of students born in the United States who have relatives that are from other countries.
- E. Sexual Harassment. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
  - (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, ... or education...;
  - (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, ...or education...; or
  - (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, ...or education..., or creating an intimidating, hostile, or offensive employment, ...or educational... environment."
- F. Sexual Orientation. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.

Harassment and Violence General Applicability

- A. The antidiscrimination laws apply to all of the academic and nonacademic (e.g., athletic, and extracurricular) programs of the School, whether conducted in school facilities or elsewhere.
- B. For purposes of this policy, any student who is harassed or discriminated against, including subject to violence, by peers or employees based upon that student's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age [protected class] may file a complaint as described more fully in section IV below.
- C. For purposes of this policy, any employee who is harassed or discriminated against, including violence, by students or other employees based upon that employee's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age may file a complaint as described more fully in section IV below.
- D. The alleged harassment/violence consists of harassing conduct (e.g., physical, verbal, graphic, or written verbal or physical) based upon that student's actual or perceived protected class that interferes or limits the ability of that student to participate in, enjoy, or benefit from the education program, including athletics and extracurricular activities.
- E. The alleged harassment/violence may not be directed at a particular person, but may instead consist of harassing conduct (e.g. physical, verbal, graphic, or written) that creates a hostile environment for students based upon actual or perceived protected class that interferes with or limits the student's ability to participate in, enjoy, or benefit from the academic and nonacademic programs, including athletics and extracurricular activities.

Description of Harassment based upon a Person's Perceived or Actual Protected Class

- A. Harassment is unwelcome conduct that is based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.
- (1) Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.
  - (2) It is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.
  - (3) The conduct is considered harassment if it creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the School's programs.
- B. Sexual harassment based upon sex/gender and/or sexual orientation.
- (1) Sexual conduct that is unwelcome.
    - a. It is unwelcome if the student or employee did not request or invite it and considered the conduct undesirable or offensive.
    - b. A student's submission or failure to complain does not mean that the conduct was welcome – look at circumstances.
- C. Sexual Violence: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- (1) Sexual violence includes rape, sexual assault, and dating violence. This includes coerced sexual intercourse or other sexual acts. The physical act is considered nonconsensual if a person is incapable of giving consent due to alcohol or drug use or due to an intellectual or other disability.
  - (2) Sexual violence includes touching, patting, grabbing, or pinching another student's or employee's intimate parts of the clothing covering the intimate parts.
  - (3) Sexual violence includes coercing or forcing or attempting to coerce or force a student or employee to touch anyone's intimate parts.
  - (4) A police report does not relieve the school of its responsibilities under Title IX.
- D. Assault: Assault, as defined in state statute is:
- (1) an act done with intent to cause fear in another of immediate bodily harm or death; or
  - (2) the intentional infliction of or attempt to inflict bodily harm upon another.
- E. Racial, color, creed or national origin harassment/violence
- (1) Intimidation or abusive behavior toward a student, based on perceived or actual race, color, creed or national origin, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the School's programs.
  - (2) Racial violence: Racial violence is a physical act of aggression or force, or the threat thereof, which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin.
- F. Religious harassment/violence
- (1) Intimidation or abusive behavior toward a student based on perceived or actual religious beliefs that create a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the School's programs.
  - (2) Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.

G. Disability harassment

- (1) Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the School's programs.
- (2) Disability harassment also may deny a student with a disability a free and appropriate public education (FAPE). Harassment of a student based on disability may decrease the student's ability to benefit from his or her education and amount to a denial of FAPE.

Reporting Procedures

The Board of Directors hereby designates the Director as Green Isle Community School's human rights officer(s) to receive reports or complaints of harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. If the complaint involves one of the designated human rights officers, the complaint will be filed directly with the Board of Directors. The School will conspicuously post the name of the human rights officer(s), the Director, and Board of Directors: including mailing addresses and telephone numbers.

*Human Rights Officer – Serenity Cox PO Box 277 Green Isle, MN 55338 507-326-7144*

*Director – Lindsay Paschke PO Box 277 Green Isle, MN 55338 507-326-7144*

*Board of Directors – PO Box 277 Green Isle, MN 55338 507-326-7144*

These reporting procedures are not intended to prevent a person from reporting harassment or violence incident(s) to another school official.

- (1) The school official must immediately notify the principal, who is then responsible to submit the oral or written complaint/report to the human rights officer without screening or investigating the credibility of the report. If the school principal is not available on the date of the report, then the school official must forward the oral or written report/complaint directly to the human rights officer.
- (2) If the report was given verbally, the principal will personally reduce it to written form within 24 hours and forward it to the human rights officer.
  - a. If the school principal fails to forward any harassment or violence report or complaint (written or verbal) to the human rights officer within 24 hours, the principal will be subject to disciplinary action.
- (3) If the complaint involves the building principal, the complaint will be made or filed directly with the Director or the School human rights officer by the school official or reporting party or complainant.

The human rights officer may request, but not insist, upon a written complaint. The School encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the office. Alternative means of filing a complaint, such as a personal interview or by tape recording, will be made available upon request for qualified persons with a disability.

The complaint (verbal or written) should be reported to a school official immediately, or within 30 calendar days whenever possible, of the alleged violation. The School will accept reports of alleged incidents that are older than 30 calendar days; however, delays between the date of the alleged incident and the reporting date may make investigations more difficult.

INVESTIGATION

- A. The human rights officer, upon receipt of a complaint alleging discrimination or harassment toward an employee or student, will promptly undertake an investigation if deemed appropriate. The human rights officer may designate a neutral third party to conduct the investigation. The investigation will be completed within 30 calendar days from receipt of the complaint, unless impracticable.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the School will consider the facts and the surrounding circumstances, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- D. The School may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination or harassment of an employee or student.
  - (1) Upon completion of the investigation, the School or neutral third party designated investigator will make a written report to the human rights officer. If the complaint involves the human rights officer, the report must be filed directly with the Director. If the complaint involves the Director, the report must be filed directly with the Board of Directors. The report will include the facts, a determination of whether the allegations have been substantiated and whether a violation of this policy has occurred, as well as a description of any proposed resolution which may include alternate dispute resolution.
  - (2) Upon completion of the investigation, the human rights officer will inform the complainant/reporter of his or her right to review the written report at the school building where the complainant/reporter is employed or enrolled, in accordance with state and federal law regarding data or records privacy.
  - (3) If the complainant/reporter is a student, the human rights officer will inform the parent/guardian of his or her right to review the written report at the school building where the student reporter is enrolled, in accordance with state and federal law regarding data or records privacy.
  - (4) The school will comply with federal and state law pertaining to retention of records.

### Appeal

If the grievance has not been resolved to the satisfaction of the complainant/reporter, s/he may appeal to the human rights officer within ten (10) school days of receipt of the findings of the investigation. The investigator will conduct a review of the appeal and, within ten (10) school days of receipt of the appeal, will affirm, reverse, or modify the findings of the report. The decision of the investigator is final, and action will occur as addressed below.

### School Action

- A. Upon conclusion of the investigation and receipt of the findings, the School will take appropriate and effective action. If the investigator determined that a violation of this policy has occurred, such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Actions may also include alternative dispute resolution, including restorative justice programs or school wide training, counseling, and class transfer. The School's action taken for violation of this policy will be consistent with the requirements of applicable state and federal law, and school policies.
- B. The result of the School's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School in accordance with state and federal law regarding data or records privacy.

**Reprisal**

The school will take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful harassment toward an employee or student or any person who testifies, assists, participates in an investigation or hearing related to alleged unlawful harassment covered by this policy. Reprisal also includes retaliation against a student or employee who associates with a person or group or persons who are disabled or who are of different race, color, creed, religion, sexual orientation, or national origin. Retaliation includes, but is not limited to, any form of intimidation or harassment. Reprisal is also prohibited based upon a request for religious or disability accommodation.

**Conflict of Interest**

If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a neutral third-party investigator to conduct the investigation, or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

**Harassment or Violence as Abuse**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, section 626.556 may be applicable.
- B. Nothing in this policy will prohibit the School from taking immediate action to protect victims of alleged harassment, violence, or abuse.

**Dissemination of Policy and Training**

This policy is posted in the following way:

- (1) Posted in the school building accessible to students and staff members.
- (2) Given to each employee and independent contractor at the time of entering into the person's employment contract.
- (3) Included in each school's student handbook on school policies.
- (4) Posted on the school website for parents and community members.

Administration will discuss the school's harassment and violence policy with students and employees on an annual basis. The Board of Directors will review this policy annually for compliance with state and federal law.

**Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the agencies below, filing a report with a law enforcement agency, or initiating action in state or federal court.

**Compensation Program Goals and Objectives**

August 2023

The goal of the compensation program is to provide compensation and benefits that will attract, motivate, and retain quality Employees. Employees will be informed individually of the placement of their position within the compensation system so that they understand the manner in which their pay rate is established and form realistic expectations of any future adjustments to their compensation. The School will not prohibit Employees from disclosing their wages as a condition of employment or take adverse action against an Employee for discussing their wages. Future adjustments are not guaranteed unless stated in an employment agreement separate from this handbook and will be made solely at the discretion of School's the Director.

**Employee Classifications**

August 2023

Various methods are used to classify Employees. Some methods define Employee status in terms set by law. Other methods classify Employees according to the Director and job description.

All Employees are considered either exempt or non-exempt. These broad categories are defined and governed by State and Federal wage and hour laws.

Exempt Employee: These classified workers are exempt from the standards that ensure hourly workers overtime pay and the minimum wage. Exempt Employees are generally paid a salary for their work.

Non-Exempt Employee: Non-Exempt Employees are required to record their working hours and are eligible for overtime pay and minimum wage. These employees are generally paid an hourly wage for their work.

Our Employees are further defined as below:

Temporary Employee: Employee who is employed for a defined period of time or for a defined project regardless of the number of hours worked. Benefit eligibility will be determined by the number of hours worked and length of service.

Instructional Employees: Employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting according to the Department of Labor.

Professional and Administrative Employee: Staff may be either exempt or non-exempt as determined by the Department of Wage and Hour law.

Full-time: Full-time Staff are generally entitled to the full range of Employee benefits. Full-time Employees include those Employees whose regular schedule includes working 36 hours per week. Full-time staff should refer to benefit summaries/policies for eligibility requirements.

Part-time: Part-time Employees are not eligible for benefits. These employees are scheduled to work less than 36 hours per week or on an intermittent basis.

All Employees are Employees at-will.

The School is required to keep an accurate record of the hours worked by those Employees covered by Federal wage and hour laws.

**Schedules and Workdays**

August 2023

School Calendar

The Board of Directors shall approve the school calendar each year and working dates for Instructional Staff. Instructional Staff will perform services on such days as determined by the calendar.

Workdays

Instructional Staff must arrive and work all hours assigned and may be required to attend events that begin or end outside of the school day. The Director may make modifications to the work calendar as necessary.

Green Isle Community School is open from 7:30 a.m. to 4:00 p.m., Monday through Friday when school is in session. Childcare hours are 6 am to 6 pm, Monday through Friday.

The standard work week is 40 hours of work. In the computation of various staff benefits, the work week is considered to begin on Sunday (starting at 12:01 a.m.) through Saturday (ending at 12:00 a.m.), unless the Administrative Team makes prior other arrangements with staff.

Professional and Administrative Staff must check with their Supervisor for specific working days and hours as required for their position. However, the Director may make modifications to the work schedule as necessary.

When not on the premises during the work shift, except for their unpaid lunch period, Employees must notify their Supervisor as to their whereabouts and anticipated return time and track their time according to Payroll guidelines.

Lunch Periods

Employees working 6+ hours are given a 30 min. unpaid lunch break. Employees scheduled to work a 9 hour shift are given an hour break. Any additional time available during lunch periods is designated for classroom preparation. Lunch breaks generally are taken between the hours of 11:30 a.m. and 1:30 p.m. and may be on a staggered schedule so that your absence does not create a problem for staff or students.

Break Periods

Employees may take a bathroom and water break as needed. Green Isle Community School will comply with the MN Statute for Nursing Mothers for unpaid break times to express breast milk for her infant child.

**Work Time/Pay Procedure**

Non-exempt Employees are expected to track their working hours according to Payroll guidelines. Non-exempt Employees who leave the premises during unpaid breaks must appropriately reflect those times as non-worked minutes/hours in the Payroll system. All non-exempt employees may not work over and above their scheduled hours and may not take any work home without prior written approval from the Director. Non-exempt employees working from home must record those worked hours for payroll purposes.

**Timesheets**

August 2023

Federal and State laws require the School to keep accurate records of hours worked by non-exempt Employees. Every non-exempt Employee of the School is required to record his or her hours worked accurately, including all lunch periods and any rest periods of more than 10 minutes. Employees are required to notify the School of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntary missed meal or break periods.

You are not allowed to complete a time record for any other Employee or request that they do so for you. Please be sure to accurately record your days off. Any changes to your time record must be approved by your Supervisor.

Anyone found to have falsified time records or recorded time for another Employee will be subject to disciplinary action, up to and including termination of employment.

**Overtime**

August 2023

Overtime may be requested during heavy work periods. Non-exempt Employees will be paid one and one-half times their regular rate for all actual time worked in excess of 40 hours each week. For example, time attributable to vacations, sick leave, and holiday pay will not be counted as "hours worked" for purposes of computing overtime. Non-exempt Employees must obtain their Supervisor's approval prior to working any overtime. Non-exempt Employees should not access job related emails or conduct other work outside of approved working hours. Exempt Employees are not eligible for overtime pay.

**Paydays and Payment Methods**

August 2023

Paychecks will be issued on the 15<sup>th</sup> and the last day of the month. Non-exempt employees will be paid for hours worked in the previous pay period. Salaried (exempt) employees will be paid their salary over a 12-month schedule as assigned in their wage notice.

Employees may have pay directly deposited into their bank accounts on payday if they provide advanced written authorization to Payroll. It is the Employee's responsibility to verify their check or direct deposit is correct. Employees will receive an itemized statement of wages when direct deposits are active.

In the unlikely event that there is an error in the amount of pay, the Employee should promptly bring the discrepancy to the attention of Serenity so that corrections can be made as quickly as possible. The School will make good faith efforts to correct mistakes when alerted to them.

**Expense Reimbursement**

August 2023

Expenses incurred by staff must have prior written approval from the Director. An example of such an expense would include mileage or supplies reimbursement. The reimbursement request approval will be processed like an invoice. A "Request for Check" form should be turned in to the Administrative Team. All supporting documentation for expenditures must be on file at the time the expense is incurred.



**Benefits**

August 2023

See the Director for current benefit offerings and eligibility. See benefit books for coverage and summary information.

All employees are subject to state law with regards to eligibility for, and contribution to, the state retirement programs such as TRA and PERA.

Should your position with the School terminate, you may be able to continue some of the benefits at your discretion and expense, subject to COBRA law and coverage contract.

**Benefit Continuation (COBRA)/Minnesota Continuation Coverage**

August 2023

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives Employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the School's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an Employee; a reduction in an Employee's hours or a leave of absence; an Employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the Employee or beneficiary pays the full cost of the coverage plus an administration fee.

The School will provide a written notice describing rights granted under COBRA when the individual becomes eligible for COBRA. This notice contains important information about the Employee's rights and obligations.

**Attendance**

August 2023

Green Isle Community School expects that every member will be regular and punctual in attendance. This means being in school, ready to work at their starting time each day.

Regular, reliable attendance is an essential function of your job. Absences and/or tardiness not only create additional workload on your fellow workers, but also affect your performance record and are one of the considerations for salary increases, promotions and continued employment.

Excused absences are those approved in advance by your Supervisor. These are occasions when certain absences are unavoidable and except as otherwise provided, will normally be without pay. Unexcused absences and tardiness will not be tolerated.

If you are unable to work due to illness or an accident, please notify the Director by phone. This will allow the School to arrange for temporary coverage of your duties and helps other members to continue work in your absence.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform the Director of the situation and check out with the Administrative Assistant.

If your absence is due to illness or injury, you are encouraged to consult a physician. The School may require you to submit a physician's excuse or verification to substantiate that the absence was caused by illness, or the absences may be considered unexcused.

Failure to follow this policy may result in disciplinary action, up to and including termination of employment.

**Employees who do not call in or show up for work for three consecutive days will be considered to have voluntarily terminated.**

**Appointments**

August 2023

Brief absences for medical, dental and other personal appointments should be scheduled to avoid conflict with work. When this is not possible, you must obtain prior approval from your Supervisor for your appointments schedule during work hours.

**Federal and State Leaves**

August 2023

The School complies with all Federal and State Leave laws. See Management if you have questions to a specific situation.

**Bone Marrow Donation Leave**

August 2023

Individuals who work 20 or more hours per week are entitled to paid leaves of absence to donate bone marrow. The length of the leave is determined by the Employee, but may not exceed 40 work hours, except with the employer's agreement. The School may require physician verification of the purpose and length of each leave. If there is a medical determination that the Employee does not qualify as a bone marrow donor, the paid leave of absence granted to the Employee prior to that medical determination is not forfeited. The School shall not retaliate against an Employee for requesting or obtaining a leave of absence.

**Family and Medical Leave Policy**

August 2023

Employers with 50 or more Employees must comply with Federal Family and Medical Leave Policy. Educational institutions are covered by FMLA and the Act's 50-employee coverage test does not apply. The usual requirements for employees to be eligible do apply, however, including employment at a worksite where at least 50 employees are employed within 75 miles.

Employees of the Green Isle Community School are not eligible for FMLA leave because the school has fewer than 50 employees and there are no other schools under the jurisdiction of the same employer within 75 miles.

**Parental Leave**

August 2023

Employees may take up to 12 weeks of unpaid leave upon the birth or adoption of their child if they (1) have been employed by the School for at least 12 months preceding your request and (2) during those 12 months you worked an average of 20 hours per week.

Under this policy, you will be entitled to an unpaid leave of absence for 12 weeks. Employees are required to use any available paid time off, such as vacation, sick or PTO during the 12-week period.

Your parenting leave may run concurrently with another type of leave of absence. During any unpaid portion of your parenting leave, you will not accrue any benefits such as vacation or PTO.

While on parenting leave you are eligible to continue your insurance benefits, but you must pay your portion of the premium. The Director will provide information about the cost and procedure for continuing insurance during unpaid leave.

At the end of your parenting leave, you will be reinstated to your same position or if that position is unavailable, to a comparable position. You must notify your Supervisor of your intent to return to work at least two weeks prior to returning.

Failure to return to work will be considered voluntary resignation.

**School Related Activities Leave**

August 2023

Employees who work an average of 20 hours per week may use up to 16 hours each 12 month period to attend a child's school related activities, or early child hood programs, if those activities cannot be scheduled outside the Employee's work schedule. Employees may take this time unpaid or may use earned vacation or PTO. The Employee must give the Supervisor reasonable notice of the upcoming absence and make a reasonable effort to schedule the time off so as not to disrupt work.

**Personal Leave Policy**

August 2023

Each Employee plays a vital role in the School's ability to serve its students. Therefore, it is important that all Employees be available and present at the School when scheduled to work. However, the School recognizes that Employees occasionally need time away from work to attend to personal matters. In these cases, Employees may apply for a personal leave of absence.

Leaves will be granted on a case-by-case basis and are subject to Management approval. If you wish to take a personal leave of absence, you must apply in writing to your Manager. If possible, your request should be submitted at least 30 days before the intended start date for your requested leave.

Personal leave shall be without pay and without benefits, except that available accrued vacation or PTO pay must be taken to replace regular pay during a personal leave of absence. The School will continue its contribution toward the individual's insurance premium payments during the paid portion of a leave. To continue your insurance benefits during any unpaid portion of the personal leave of absence, you will need to regularly submit a check for the entire premium payment to the School. COBRA may apply to unpaid portions of personal leaves; see your Supervisor with questions.

The School is not required to grant a leave of absence or to reinstate Employees to former positions unless otherwise required by State or Federal law.

**Jury Duty**

August 2023

Employees are encouraged to fulfill their civic responsibilities and the School will abide by all Federal, State, and Local laws regarding jury duty. Jury duty is an unpaid leave, but Employees are required to use any available paid time off, such as vacation/PTO, during jury duty. This policy does not apply to Employees who volunteer for jury duty.

Employees should notify their Supervisor immediately of a Jury Duty Summons. If summoned for jury or other judicial duty and subsequently released from duty, e.g., not selected for a sitting jury, the Employee is expected to return to work until recalled.

**Military Leave USERRA**

August 2023

The School complies with applicable Federal and State law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the Uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 and all amendments thereto and all applicable State law. Appropriate documentation is required to be turned in to the Director prior to the necessary leave unless military necessity makes this impossible. Employees who complete a military leave of absence will be reinstated to the Employee's previous or similar job in accordance with State and Federal law. You must notify your Manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, please contact the Director.

**Family Military Leave**

August 2023

The School will grant an unpaid leave of absence of up to 10 working days to qualified employees under the following conditions:

- The employee's immediate family member must be a member of the armed forces and has been injured or killed while engaged in active service, or
- The employee's immediate family member has been ordered into active service in support of a war or other national emergency.

Immediate family member includes parent, child, grandparents, spouse, or siblings.

Employees may be required to use any available paid time off, such as vacation/PTO or sick leave during the time away.

The employee should give as much notice as practicable to take a leave under this policy.

**Minnesota Voting Leave**

August 2023

Employees generally will have sufficient time to vote before or after their regular workday. However, if necessary, you may be absent from work to vote during Election Day without reduction in pay.

**School Closing**

August 2023

All staff will be notified of any unscheduled school closing and if their attendance is required. At times, emergencies such as severe weather, fires, or power failures can disrupt school operations. The decision to close the school will be made by the Director. When the decision is made to close, members will receive official notification via the Administrative Team. Time off from scheduled work due to emergency closings will be unpaid for all non-exempt staff. However, if non-exempt staff would like to be paid, they are permitted to use paid-time off, if it is available to them.

**Holidays**

August 2023

All employees are off- duty during federal and religious holidays as designated on the employment and school calendar.

Full-time Employees who do not work on one of these holidays will receive eight hours' pay. Part-time Employees will receive prorated pay for the holiday.

Time attributable to holiday pay will not be counted as "hours worked" for purposes of computing overtime.

**Paid Time Off (PTO)**

August 2023

Paid Time Off (PTO) provides you with the flexibility to manage and use your time off to meet your personal needs.

This paid leave can be used for vacations, school activities, personal appointments, emergencies and also for the following:

1. An employee's own:
  - i. mental or physical illness, injury, or other health condition;
  - ii. need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
  - iii. need for preventive medical or health care.
2. Care of a "family member" (defined below):
  - i. with a mental or physical illness, injury, or other health condition;
  - ii. who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or
  - iii. who needs preventive medical or health care.
3. Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
  - i. seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
  - ii. obtain services from a victim service organization;
  - iii. obtain psychological or other counseling;
  - iv. seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
  - v. seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.
5. The employee's inability to work or telework because the employee is:
  - i. prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
  - ii. seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis.
6. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

A "qualified family member" means:

1. an employee's:
  - i. child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
  - ii. spouse or registered domestic partner; or health condition;

- iii. sibling, stepsibling, or foster sibling;
  - iv. biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
  - v. grandchild, foster grandchild, or step grandchild;
  - vi. grandparent or step grandparent;
  - vii. a child of a sibling of the employee;
  - viii. a sibling of the parents of the employee; or
  - ix. a child-in-law or sibling-in-law;
2. any of the family members listed in clause (1) of a spouse or registered domestic partner of the employee;
  3. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
  4. up to one individual annually designated by the employee.

The school may require you to use any available PTO during disability or any other leave of absence.

All Employees (full-time, part-time, seasonal and temporary)

Scheduled PTO must be pre-approved by the Director at least two weeks prior to occurrence. The Director reserves the right to deny scheduled PTO requests. Scheduled PTO requests will not be approved on what are deemed by the Director as critical days. Examples of critical days include workshop days, the first day of school, the day preceding a holiday, and the day preceding spring, summer and winter break.

At the end of the school year, teachers and those not working over the summer may request a cash payment in lieu of accumulated PTO. This payment may not exceed 5 PTO days per year and only staff members that complete the year in good standing and have signed an intent to return are eligible for PTO reimbursement. Up to 80 hours of remaining PTO may be carried forward to the next year.

You are responsible for managing your PTO account. It is important that you plan ahead for how you will use it. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

PTO is not paid out at the time of termination.

If your PTO is only for FT employees, you will need to add the below ESST policy for your PT, seasonal and temp employees...

**Earned Sick and Safe Time Leave**

August 2023

Part-time, seasonal, or temporary employees who are not eligible for the school's above paid time off policy will accrue one (1) hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours in a calendar year. Employees may use accrued time after 80 hours of employment and can carry over accrued but unused sick/safe time into the next year up to a maximum of 80 hours. Earned Sick and Safe Time Leave will not accrue above 80 hours at any time.

This paid leave may be used for:

1. An employee's own:
  - i. mental or physical illness, injury, or other health condition;
  - ii. need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
  - iii. need for preventive medical or health care.
2. Care of a "family member" (defined below):
  - i. with a mental or physical illness, injury, or other health condition;
  - ii. who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or
  - iii. who needs preventive medical or health care.
3. Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
  - i. seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
  - ii. obtain services from a victim service organization;
  - iii. obtain psychological or other counseling;
  - iv. seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
  - v. seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.
5. The employee's inability to work or telework because the employee is:
  - i. prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
  - ii. seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis.
6. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

A "qualified family member" means:

1. an employee's:



- i. child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
  - ii. spouse or registered domestic partner; or health condition;
  - iii. sibling, stepsibling, or foster sibling;
  - iv. biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
  - v. grandchild, foster grandchild, or step grandchild;
  - vi. grandparent or step grandparent;
  - vii. a child of a sibling of the employee;
  - viii. a sibling of the parents of the employee; or
  - ix. a child-in-law or sibling-in-law;
2. any of the family members listed in clause (1) of a spouse or registered domestic partner of the employee;
  3. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
  4. up to one individual annually designated by the employee.

Employees must inform their Manager of absences as soon as possible. When an employee uses earned sick and safe time for more than three consecutive days, the school may require reasonable documentation. The school is required to track absences for illness, work related illness/injury, or the attendance of school related activities for legal compliance reasons. You will be instructed how to report earned sick and safe time leave use in Payroll reporting.

Earned sick and safe time leave is not paid out at the time of termination. If an employee is rehired within 180 days, any remaining earned sick and safe time will be reinstated at that time. This earned sick and safe time leave policy does not create a contract.

**Student and Family Handbook and Board Approved Policies**

August 2023

All employees must read and understand the Student and Family Handbook and other Board of Directors approved policies and training. These documents will direct you on student, family and facility expectations to ensure compliance with our mission and the safety of our school.

Failure to follow these documents may result in disciplinary action, up to and including termination of employment.

**Attire and Professionalism**

August 2023

All employees are expected to dress in a manner that is appropriate for the educational and professional environment and to present a clean, neat, and professional appearance on the job. Clothing should be in good repair. Shoes must be close-toed. Employees are not to wear jeans or shorts to school unless it is a school event in which jeans or shorts would be considered appropriate. Consult your Administrative Team if you have any questions about appropriate school attire.

**Background Clearance Check**

August 2023

The School recognizes the importance of maintain a safe place for our students and staff. To ensure that applicants are qualified and meet our safety criteria, background checks are conducted on all job candidates and potential contractors, and volunteers. Background checks are subsequently run for all current employees and contractors approximately once every 3 years.

**Notification of Criminal Conviction**

August 2023

Employees must notify the Director of any criminal conviction, guilty plea, plea of no contest, or deferred adjudication. The School will determine whether any employment action is warranted as a result.

**Employee Conduct**

August 2023

The School hires people because it believes employees want a job and want to work. Also, the School does not believe in strict and formal disciplinary policies. However, employees are expected to adhere to the following:

- to be mature, reasonable and behave in a professional manner appropriate to the workplace
- to be present at work when scheduled and on time
- to perform their duties in a safe, competent, and professional manner
- to be courteous and respectful toward Supervisors, co-workers, students, student families, and any other persons in the workplace
- to be honest and to be careful of equipment and property
- to give their best efforts to their jobs and to treat their jobs as an important part of their lives

While it is impossible to list each and every type of conduct that may result in discipline, the following are examples of unacceptable conduct that may result in disciplinary action, up to and including immediate termination:

1. Poor job performance
2. Absence without appropriate notice; tardiness
3. Engaging in conduct that violates the School's sexual harassment and offensive behavior/workplace harassment policy
4. Violation of safety practices or rules

5. Reporting to work under the influence of alcohol or illegal drugs
6. Use, possession, manufacture, sale, solicitation, distribution, dispensation, or transfer of a controlled substance or alcohol while on School premises, including parking lots or while operating School machinery, equipment, or vehicles, or while engaged in School work off premises
7. Fighting or threatening another Employee
8. Dishonesty, theft, unauthorized removal of School/Employee property, fraudulent or illegal conduct
9. Possession, sale, or use of a firearm or other weapon while on School premises, or while operating School machinery, equipment or vehicles, or while engaged in School work off premises
10. Engaging in conduct that violates the School's workplace violence policy
11. Falsification of employment application
12. Destruction of or damage to School property or another Employee's property
13. Breach of confidentiality
14. Falsification of time record
15. Engaging in criminal conduct that could affect or reflect adversely on the School
16. Smoking in non-smoking areas

**The above list is by no means exclusive or exhaustive.**

Occasionally, Employees fail to meet or have difficulty meeting their obligations, including those specifically identified above. The handling of a particular situation, including the disciplinary action to be taken, up to and including termination of employment, will be determined at the sole discretion of the School.

#### **Access to Personnel Files Minnesota**

August 2023

Personnel files are the property of the School, and access to the information they contain is restricted to those who need to know such information in order to perform their jobs. Employees should notify the Director whenever there is a change of address, telephone number, marital status, emergency contact, number of dependents, or beneficiary.

If an Employee wishes to view their Employee/Personnel File, they must request this in writing. A meeting will be set with the Employee and the Director will be in attendance when the Employee reviews their file.

After the review takes place, an Employee has the right to make a written request for a copy of those records. The School will comply with this request within 5 business days.

Employees have the right to dispute information contained in their personnel file. If an Employee has a dispute, they are to contact the Director in writing as to the nature of their dispute. Within 10 business days, a meeting will be held with the Employee, Employee's Supervisor, and the Director to discuss the information disputed by the Employee. An attempt to resolve the dispute will be made at that meeting. If no resolve is made, the information will be sent to the Board of Directors and within 10 business days, the Board of Directors will make a decision on the dispute. This decision will be final.

**Communications**

August 2023

Media Relations

Employees should not speak to the media on the School's behalf without contacting the Director. All media inquiries should be directed to the Director.

Official Memoranda

All memoranda regarding the School's procedures and administration or which affect the Schools personnel as a whole must either originate from the Director or be approved by the Director prior to circulation.

**Confidentiality/Proprietary Information**

August 2023

Employees must: (i) treat as confidential all Proprietary Information (as hereinafter defined) that may be made, or become available, to Employee; (ii) not disclose any Proprietary Information to any competitor, student, parent/guardian or supplier of the School or to any other person for any purpose without the proper written consent of the School; (iii) use all Proprietary Information only in connection with the duties of the Employee pursuant to Employee's relationship with the School and not for the purpose of competing with the School or soliciting the School's students, parent/guardian or potential students/families or for any other purpose; and, (iv) will prevent disclosure of any Proprietary Information by, or to, any future student/family, employer, co-worker, employee, partner, agent, or representative of the employee to others and assume liability for any breach of this agreement and for any disclosure, or use, of Proprietary Information by the employee or any of the employee's future students/families, employers, employees, co-workers, partners, agents, or representatives. The employee's obligation to maintain the confidentiality of, and not wrongfully use, the Proprietary Information is unconditional, shall survive the termination of the employee's relationship with the School for two years, and shall not be excused whether or not the employee continues the employee's relationship with the School.

- "Proprietary Information" means any information or compilation of information related to the School which is not generally known to, and readily ascertainable by proper means by, other individuals or entities. Examples of Proprietary Information, not to be disclosed or used except as permitted by the School, include, but are not limited to:
  - Information concerning the School's and the School's students' operations, products, technology, designs, drawings, patents, ideas, procedures, practices, finances, accounting, and legal matters;
  - Information concerning the School's sales, marketing, service, bidding, leasing, pricing and cost activities and strategies, and strategic business planning activities;
  - Information concerning the School's past, present or potential students/families and their dependents (hereafter referred to in this paragraph as "Clients"), including the names, addresses and telephone numbers of Clients; the Clients' financial, medical and personal information; the identity of the individuals responsible for purchasing services on behalf of Clients; the contents of contracts and agreements between the School and Clients;
  - Vendor and supplier information including the names, addresses, email addresses and telephone numbers of the School's vendors and suppliers; information regarding the School's relationship with its vendors and suppliers; the contents of contracts and agreements between the School and its vendors and suppliers; financial information concerning its vendors and suppliers; and identity, quantity and prices of products purchased by School from its vendors and suppliers;
  - Anything marked or stamped "confidential" and/or similar marking; and,
  - Any information that the School is required by law or contract is to be kept confidential.

Employee agrees that all documents and other tangible property of any nature pertaining to activities of School or to any Proprietary Information, in the Employee's possession now or at any time during the period of Employee's relationship with School, including, without limitation, memoranda, notebooks, notes, data sheets, records, blueprints, and electronic or mechanical data storage devices and records, are and shall be the property of the and that they and all copies of them shall be surrendered to the School whenever requested by the School from time to time and immediately following termination of Employee's employment for any reason. Violation of this policy could lead to discipline, up to and including termination.

**Copyright/Trademarks**

August 2023

Respect all copyright and other intellectual property laws. For the School's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the School's own copyrights, trademarks and brands.

**Data Privacy - Students**

August 2023

All employees of the School are expected to follow laws regarding data privacy for students. Request for information regarding students should be directed to the Director.

**Department of Education - Licenses**

August 2023

All teachers are responsible for making sure that their licenses are up to date. A copy of each teacher's current license should be on file in the office. The school will provide clock hour certificates for all professional development activities offered by the school. Teachers will receive support from the school in the process of renewing professional licenses. However, it is the teachers' responsibility to establish a timely plan and fulfilling requirements for completing the renewal process.

**Drugs and Alcohol Use**

August 2023

It is the policy of the school to create a drug and alcohol-free workplace. The use of controlled substances (including legalized cannabis), alcohol, or the misuse of other drugs, (including prescribed medications which adversely affect an employee's ability to perform their job duties), is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facility to unacceptable safety risks, and undermines the school's ability to operate effectively and efficiently.

Therefore, all use, possession, manufacture, sale, solicitation, distribution, dispensation, or transfer of controlled substances (including legalized cannabis) or alcohol while an employee is on school premises, including parking lots or while operating school machinery, equipment, vehicles, or while engaged in school business off premises, are strictly prohibited. Additionally, whenever appropriate, illegal substances found on the school premises, including school parking lots, machinery, equipment, or vehicles, will be turned over to the Local law enforcement agency for further investigation and follow-up, including criminal prosecution.

The school further requires that employees report to work fit for duty and free of any adverse effects of controlled substances (including legalized cannabis), alcohol or prescribed medications.

Employees in "safety sensitive positions" must report to their Manager when they are taking any prescription or over the counter medication known to cause an adverse side effect that could interfere with the employees' ability to safely perform their job (e.g., motor ability, judgment, reflexes, etc.). A "safety sensitive position" is a job in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person. Employees may be

required to provide medical verification from a health care provider of ability to perform job duties while taking the prescribed medication. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

**Equipment/E-Mail/Voice Mail/Computer/Internet**

August 2023

The School provides its Employees with many resources so that they can perform their jobs, including computers, telephones, copy machines, fax machines, Internet, email, etc. These resources, including the information and data transmitted by or stored therein, are the property of the School and are intended for work use only. Additionally, the School furnishes such things, copy services, postal service, word processing, supplies, and support staff personnel, for the School's business. These resources must not be used for personal needs.

Employees should not under any circumstances use School computers, telephones, copy machines, fax machines, voice mail, internet, e-mail, etc., to engage in any conduct that violates the law, or is prohibited by the School's Sexual Harassment and Offensive Behavior/Workplace Harassment policy and violence in the workplace policy.

No individual should have any expectation of privacy in any communication over these systems. The School reserves the right to inspect, monitor, review, retain, and/or use voice mail messages, documents, e-mail messages (both incoming and outgoing), files (both computer and paper), Employee working space, and packages and containers found or brought onto the School's premises.

Inspection, monitoring, and reviewing may include, but is not necessarily limited to, accessing e-mail, voice mail, and other computer information in order to:

1. Maintain the system,
2. Verify the system is operational,
3. Continue the ongoing tasks and duties of an Employee in the Employee's absence for any reason,
4. Conduct the School's regular work activities, or
5. Ensure that the School's equipment is not being used for an improper purpose.

Any information or material retrieved by the School during an inspection, monitoring, or review may be disclosed and/or used as necessary by the School.

**Software Use:**

Employees shall not install any software on any School equipment without prior authorization by the School. If an Employee receives prior authorization to install software, the Employee must provide the office Manager with original software media or documentation of the appropriate licenses to use the software. At no time shall the Employee install or use any software in violation of the terms of its license. Employees are prohibited from sending or accepting any software, whether via the Internet, e-mail or otherwise, without prior authorization from your immediate Supervisor.

Password Use:

Your Employee password is confidential. Employees shall not share their password with any other Employee. Employees are not allowed to log into the system using any password other than the one assigned to them from the School. Employees are not allowed to try to access restricted programs on the system.

Internet Use:

Internet access to Employees is based upon work need with the intent that it be used for work purposes. Employees are strictly prohibited from using their Internet access in any manner that violates the law or the School policy, including but not limited to the School's Sexual Harassment and Offensive Behavior/Workplace Harassment and in the Workplace Violence policy. Employees are also prohibited from downloading copyrighted information without receiving proper authorization.

Employees should not send or receive by any manner copyrighted materials, trade secrets, confidential or proprietary information, financial information, or other such information without prior authorization.

Violation:

Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

**Social Media Policy**

August 2023

At the School, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

Social media includes all means of communicating, posting information, or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the School, as well as any other form of electronic communication.

To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all Employees who work for the School.

- All employees should refrain from engaging with students, parent/guardians or family members of current students on personal social media platforms.
- Staff may not use personal social media platforms (such as Facebook) to communicate with any student until the child is over the age of 18 and no longer enrolled in a school program.
- Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct (even if it is done after hours, from home and on home computers) will not be tolerated. Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.
- Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your Manager or consistent with the School Equipment Policy.
- Do not use School email addresses to register on social networks, blogs, or other online tools utilized for personal use.

You are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, School policies, the performance of fellow Employees or otherwise adversely affects members, student, student families, suppliers, people who work on behalf of the School, or the School's legitimate work interests may result in disciplinary action, up to and including termination of employment.

### **Mobile Device Policy**

August 2023

The School must maintain a productive and professional workplace, free from distractions. The School also understands Employees use their mobile devices to communicate their personal information to others. Use of a mobile device, including the technology that the mobile device contains (to include, but not limited to cell phone, internet access, email, text messaging, cameras, recording devices, etc.), during School time, must use the following guidelines:

- Phone ringtones should be appropriate sounds that are kept silent during the work day.
- Usage of a camera is not allowed in private areas such as; bathrooms, break rooms, locker rooms, or other areas where others change. Smart phone cameras should not be used during work times.
- Mobile devices are not allowed to be used while driving for work unless vehicles are equipped with hands free technology. Employees must abide by all Local laws regarding using mobile devices when driving during School time.
- Any work use of a mobile device must have prior approval of Management.
- Personal use of a mobile device during working time should be kept to a minimum. Employees may use mobile devices during their regularly schedule breaks or lunch times.
- Mobile devices should not be used during scheduled meetings or appointments. Employees should put their mobile device on "silent" or "vibrate" during meetings so the device is not an interruption. Only extremely important calls should prompt you to excuse yourself from the meeting to take the call outside of that location to lower disruption.
- Employees need to keep their voice in a low tone when speaking on their device during the workday.
- During an emergency situation, Employees may use their mobile device to get assistance. Notify Management immediately of such use and reasons.
- Personal use of mobile devices during working time must comply with all other School policies to include Sexual Harassment, Offensive Behavior, Workplace Harassment, Workplace Violence and Social Media.
- You are responsible for your mobile device during work. The School holds no responsibility if the device is stolen or damaged during the work day.

Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.



**No Solicitation - No Distribution**

August 2023

Non-Employees are prohibited from soliciting Employees or distributing literature on the School premises.

Solicitation and distribution of literature by Employees is prohibited on School premises when the Employees involved are scheduled to be working or at any time in working areas of the building or in any location where students or the public are present. Solicitation of Employees by other Employees is permitted during non-working times in non-working areas of the building (for example, in the break-room during breaks or meals) to which the public is not admitted. We encourage Employees who wish to solicit financial or other support from their fellow Employees for any cause, charitable, political, or employment-related, to do so off the School premises and maintain respectful communication.

**Parking**

August 2023

Staff must park their cars in areas designated and provided by the School.

**Performance Evaluations**

August 2023

Teacher Development and Evaluation

The teacher evaluation process is designed to develop, improve and support qualified teachers with effective teaching practices to improve student learning and success. The School's teacher development and evaluations process will be compliant with the Minnesota Department of Education and the U.S. Department of Education regulations currently in effect for licensed teachers.

All other Employees Evaluations

All other employees will be evaluated, on an informal basis, throughout the year by their Supervisor.

The School will make efforts to review your work performance. The performance review and improvement process will take place on an annual basis, or as work needs dictate. You may specifically request that your Supervisor assist you in developing a performance improvement plan at any time.

The performance review and improvement process should be seen as a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. School paid raises and promotions are based on numerous factors, only one of which is job performance.

**Personal Property**

August 2023

Green Isle Community School assumes no risk for any loss or damage to personal property.

**Reference Checks**

August 2023

Employees should refer all incoming Employee reference checks to the Director only. The School's policy is to only provide prospective employers, and others requesting information about Employees, with information about dates of employment, last position held, and last rate of pay.

**Smoke/Tobacco Free Environment**

August 2023

Smoking and use of tobacco products including electronic smoking devices shall be prohibited on school property. This shall include school buildings, grounds, and school-owned vehicles.

**Safety**

August 2023

The School places the highest emphasis on Employee safety and complies with all applicable Federal, State and Local safety regulations. To be successful, a safety program requires the cooperation of all School Employees at all times.

Employees are also required to promptly report any suspected unsafe condition or safety hazard by contacting the current the Director.

While it is impossible to list each and every safety practice or rule that should be followed, the following are examples of conduct that must be followed:

1. Promptly report any suspected defects in equipment, damage to property, or other potentially hazardous conditions or practices.
2. Operate equipment only when proper guards are in place.
3. Check the condition of equipment before using.
4. Do not run on School premises. Always walk.
5. Never repair or adjust equipment unless specifically authorized to do so.
6. Report immediately all accidents and injuries, no matter how slight or seemingly insignificant, to your Manager.
7. Perform your job safely and conduct yourself in a manner that ensures your own personal safety and the safety of others.

The above list is by no means exclusive or exhaustive.

Failure to follow the above rules or other general safety practices will be addressed at the sole discretion of the School and may result in disciplinary action, up to and including termination of employment.

**Accidents/Reporting Injuries**

August 2023

Federal and State OSHA regulations require all Employees to immediately report illness or injury incurred while on the job regardless of severity. Please see your Supervisor immediately to assist with any illness or injury and to obtain a Notice of Injury form to complete.

**Admission of Visitors - School Safety**

August 2023

At no time shall persons other than employees of the School be allowed to roam unescorted through the school facility. It is a matter of safety and courtesy to escort visitors to and from the exit or other classroom or play areas for which they may be destined. If strangers are encountered in the school building who do not satisfactorily identify themselves, they are to be escorted to the office immediately. Employees are expected to inform the administration ahead of time if they plan on scheduling a visitor during school hours. Pets and animals are strictly prohibited from visiting the school during student contact days. No pets or animals should visit the school without prior approval from the Director.

**Building Security**

August 2023

All members who are issued keys to the schools are responsible for their safekeeping. The last employee, or a designated employee, who leaves the school at the end of the business day assumes the responsibility to ensure that all doors are securely locked, and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

**Driver Safety Policy**

August 2023

Vehicle accidents can be costly from the standpoint of human injury, lost working time, vehicle repair, and higher insurance premiums. The purpose of this policy is to set qualifications and rules for drivers of all vehicles, whether owned by our School or you personally, during business/working hours.

An employee can operate a vehicle for business purposes only if he or she holds a valid license and is covered by personal auto Insurance.

**Driving Requirements:**

While operating a personal vehicle for business use, Employees must:

- Observe applicable speed limits at all times;
- Obey all traffic rules and regulations;
- Drive defensively and anticipate driving hazards, such as bad weather and bad drivers;
- Report any and all accidents in which they are involved to the Police and their Supervisor; and
- Employees are required to follow current State and Federal law regarding use of cell phones while driving a vehicle. The School discourages any use of cell phones while driving.
- Drivers and passengers in all vehicles used for School business must always wear safety belts.

**Discipline:**

Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

**Firearms Prohibition in the Workplace**

August 2023

The School prohibits employees from carrying, possessing, or using firearms while on school property or off-site while acting in the course and scope of employment. This policy applies to all staff, students and visitors, even those who may have a valid permit to carry a handgun. The school has the right to search lockers, handbags, etc. Staff concerned about, or aware of, a weapon being brought into the school should contact the Director immediately.

**Maltreatment of Minors Act Reporting Requirements for Mandated Reporters**

August 2023

The Minnesota Department of Education (MDE) is the agency responsible for assessing and investigating allegations of child maltreatment that occur in Minnesota public schools.

If you are working within the education system and suspect that a child is being or has been abused or neglected, you are a Mandated reporter and are legally required to make the report to the responsible agency; reporting to your supervisor is not sufficient.

Mandated reporters include professionals and their delegates in the following fields: education, health care, social services, childcare, mental health, law enforcement, correctional services, and clergy.

Persons required to make a report of alleged maltreatment are protected from retaliation if the report is made in good faith. Green Isle Community School cannot retaliate against any employee who is required to report and cannot take any adverse actions against the employee for making the report. Adverse actions include, but are not limited to, demotions, suspension, or any change in the employee's assignment. The identity of a reporter is confidential and must be protected.

For information on reporting maltreatment refer to *Maltreatment of Minors Mandated Reporting Policy* located in the main office.

Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

**Violence in the Workplace**

August 2023

The School is committed to providing its Employees with a safe, non-violent workplace and atmosphere. Employees should not be subject to any safety threats at work from fellow Employees or from relatives, friends, or acquaintances.

The possession, sale, or use of a firearm or other weapon while on School premises, while operating the School machinery, equipment or vehicles, while acting in the course and scope of employment for the School, or while engaged in School work off premises are strictly prohibited.

Employees have a responsibility to help keep the School safe and free of violence. Employees who are aware of co-workers who are engaged in the possession, sale, or use of a firearm or other weapon while on School premises, while acting in the course and scope of employment for the School, while operating School machinery, equipment or vehicles, or while engaged in School work off premises should immediately report the conduct at issue to their Supervisor.

Employees who receive threats of violence or physical or other harm from co-workers, students, vendors, relatives, friends or acquaintances, or who are aware of such threats, should also immediately report those threats to their Supervisor, even if they think the threats are only a “joke.” If you feel that reporting such threats to your Supervisor is not effective or possible, or if your Supervisor is participating in the threats, then you should report it immediately to:

Amanda Horstmann [horstmann.amanda@greenislecommunityschool.org](mailto:horstmann.amanda@greenislecommunityschool.org)

Sometimes, Employees may receive threats of violence from persons who are not employed by the School or may become aware of co-workers who receive similar threats of violence from persons who are not employed by the School. If Employees believe that these threats may result in harm to the School Employees or to the School property, they should report such threats to their Supervisor immediately.

Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

**Whistleblower Policy**

August 2023

The school requires board members, directors, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the school, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the school can address and correct inappropriate conduct and actions. It is the responsibility of all board members, directors, and employees to report concerns about violations of the school's code of ethics or suspected violations of law or regulations that govern the school's operations.

It is contrary to the values of the school for anyone to retaliate against any board member, director, or employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the school. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

The school has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Administrator. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Administrator who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Administrator or the Board Chair.

The program Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Administrator will advise the Board of Directors of all complaints and their resolution.

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The Administrator will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

**Resignation, Discipline, and Termination**

August 2023

Employees are employed at-will and may resign their employment at any time for any reason or no reason, with or without prior notice, and with or without cause. Similarly, the School may terminate any Employee at any time for any reason or no reason, with or without prior notice, and with or without cause. When a non-exempt/hourly member intends to terminate his/her employment please give the Administrative Team at least two (2) weeks' written notice. Exempt/salaried members are requested to give at least four (4) weeks written notice. Please provide your resignation in writing to the Director. Any employee who terminates employment with Green Isle Community School shall return all files, employment manual, records, keys, and any other equipment or materials that are property of Green Isle Community School.

The School may in its sole discretion utilize disciplinary measures short of termination. This in no way affects the School's right, however, to terminate an Employee at will as described above.

**Pay at Termination**

August 2023

Employees will receive their final paycheck as soon after termination as required by law. The final paycheck will include all hours worked through the last day of actual employment.

I have received a copy of Green Isle Community School’s Employee Handbook dated August 2023. I understand that the Employee Handbook replaces and supersedes any previous Employee handbook or manual, and any previous communications, whether written or oral, on employment policies or procedures. If there is a conflict between the provisions of this policy and the express terms of an individual employment agreement, the terms of the contract control. I understand that it is my responsibility to read and abide by the policies described in the Employee Handbook. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to disciplinary action, up to and including termination of my employment.

I understand that these policies do not form a contract or an offer of a contract, either express or implied. The School is an at-will employer. This means that regardless of any provision in this Employee handbook, the School or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Employee handbook or in any document or statement, written or oral, shall limit the right to terminate employment at-will.

I understand that the School may modify or cancel any provisions of this Handbook or any other policies and procedures on a case-by-case basis and without notice. I also understand that only an Authorized Officer of the School has the authority to enter into individual contracts of employment and does so only by a written agreement signed by the individual Employee and an Authorized Officer of the School.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my Supervisor or the Director.

Attached to this Acknowledgment is a summary of all policies found in this Employee Handbook for my reference.

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Employee Name (Please Print): \_\_\_\_\_



**EMPLOYEE HANDBOOK POLICIES DATED AUGUST 2023**

This page must be maintained with signed Acknowledgement Form

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