

# INDEPENDENT SCHOOL DISTRICT #318

## 2022-2023 Employee Handbook



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**Superintendent:** Matt Grose

**Independent School District #318**

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Grand Rapids, MN 55744  
218.327.5704

**Website:** [www.isd318.org](http://www.isd318.org)

**If you have questions or if you need additional information, please contact:**

**Human Resource Department:** 327-5708 or 327-5722

**Payroll Department:** 327-5790 or 327-5806

**Welcome!**

Welcome to Independent School District #318, Grand Rapids Public Schools.

The purpose of the handbook is to acquaint you with general Board of Education policies that govern and affect your employment and to outline the benefits available to you as an employee of the District.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Administrative Services building and in the Principal's or Supervisor's office and on the District web site. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities.

**Future Policy Changes**

Although every effort will be made to update the handbook on a timely basis, ISD #318's Board of Education reserves the right, and has the discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the discretion, to modify or change any portion of this handbook at any time.

**Equal Opportunity Employment**

ISD 318's Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, sexual orientation or veteran status, as required by law.

Reasonable accommodation for individuals with disabilities will be made as required by law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Human Resource department.

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## District Information

\* denotes unit membership required benefit. At-will employment does not pertain to \* sections.

### Activities

Employees are encouraged to support District activities by coaching, supervising, chaperoning, taking tickets, etc. The District generally provides a salary or stipend for helping with activities. Contact the Activities Department for more information. 327-5765.

### Additional Hours - Overtime

Additional hours and/or overtime must be approved prior to the work being done. Extra duty assignment (EDA-1) forms can be found in your building office or [online](#).

### \*Attendance and Absence Reporting

Sections at the end of this handbook have more detailed information about Attendance and Absence Reporting procedures.

### Bargaining Units and General "At-Will" Employment

School District #318 has several bargaining units. They are:

Educational Support Professionals (ESPs)	Directors
Education Minnesota 1314 (Teachers)	Confidential Secretaries
Principals	School Bus Drivers
Service Employees (Maint./Custodial/F&N/Technicians)	Secretaries

In addition, School District #318 employs many "At-Will" employees. These include but are not limited to:

Guest Teachers	Community Education Teachers and Workers
Student Workers	Coaches and Activities Workers
Substitute Bus Drivers, ESPs, Custodians, Food Service, and Secretaries	

### At-Will Policy

For those employees who are not governed by a contract, such as Substitute employee's, Coaches and Activities Workers, and Community Education Teachers and Workers, employment is at-will. Nothing in this handbook is to be construed as a contract or promise of continued employment. At-will means that an employer can terminate an employee at any time for any reason (except an illegal one) or no reason. Likewise, an employee is free to terminate their job at any time for any or no reason.

### Bloodborne Pathogens

Bloodborne pathogens are disease causing microorganisms that may be present in human blood or other body fluids. District 318 has an Exposure Control Plan and provides related training and an opportunity for all employees, especially those at risk, to receive a vaccination series to help prevent diseases caused by bloodborne pathogens.

### Calendar

School calendars are adopted by the School Board each spring for the following school year. School calendars show teacher days, student days, workshops, conferences, and holidays. Printed calendars are available at each building site or on the District [website](#).

### **Change of Address and other Payroll Information**

A change in address, phone or email should be communicated to the district using the forms available [online](#) in the Employee Information area of the website. Employees who participate in our health insurance or flexible spending program, and those employees who contribute to public pension funds, are reminded to contact those programs directly to change an address.

HealthPartners	1-800-883-2177
Flexible Spending (WEX)	1-866-451-3399
TRA (Teachers' Retirement)	1-800-657-3669
PERA (Public Employees' Retirement Assoc.)	1-800-652-9026
Professional Educator Licensing (PELSB)	1-651-539-4200

### **\* Chaperoning a School Event Absences**

A chaperone related absence is considered a school related absence when a certified employee of ISD 318 is going in relation to their position in the district and helping to facilitate the trip or program. For example, a band teacher is going on the band field trip. School related absences for these events are limited to those who are going as a result of direction from the school or program. School related absences will be approved by the Human Resource Director in collaboration with the principal (or program director).

An absence is personal or vacation time when the certified ISD 318 employee is going as a parent or non-facilitator, and not due to their position in the school district.

### **COBRA**

COBRA is a federal law that allows employees and their families the opportunity, in certain instances, for a temporary extension of health insurance coverage at group rates when coverage under the plan would otherwise end.

### **Community Education**

The District Administrative Services building houses Community Education. Contact this department for current and upcoming class offerings and schedules, to register for classes, or with other related questions. Community Education: 327-5730.

### **Complaints**

Complaints by employees about other employees will be accepted in writing. Reports should be submitted to the Human Resource office. Forms can be obtained from the school district [website](#) or by contacting the Human Resource office. Further detail can be found in the School District Policy Manual which is available under School Board on the District web site.

### **Computers**

The District Technology Services Department provides district computer repair and maintenance. Computer hardware and software orders should be directed to your Building Technology Committee.

### **Confidentiality**

The District maintains data relating to staff and students in accordance with current Data Privacy laws. Contact the Human Resource Department with questions relating to Personnel data, information is also available on the district [website](#). All District employees are obligated to maintain student and other staff information as private.

For information concerning District procedures for the protection of the privacy of protected health information, please refer to the HIPAA Privacy Procedures Handbook maintained and available from the Payroll and Benefits Office. It is also available on the 318 [website](#).

### **Crisis Management Plan**

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis. Policy 806, Crisis Management Policy, is available on the school district [website](#).

### **Crowd Source / Internet Fundraising**

Staff members reviewing fundraising options occasionally research internet crowd source options. All district fundraising or gift guidelines apply to staff seeking funds from internet sources as these donations can only be made to the district – not to individual staff members. Please see policy [# 511](#) (fundraising) or policy [# 421](#) (gifts to employees). Advance approval must be given by building or program administrator prior to seeking to raise funds in this manner. Requests should be sent to the Superintendent for review and approval.

Once administrator permission is obtained, the educational site “Donors Choose” is approved for such purposes. Donors Choose provides documentation and layers of accountability that protect the staff member and school district interests. All funding or property obtained through such means becomes the property of the school district. All donations are required to be accepted by the School Board in accordance with MN Statute.

Venues other than those listed here are not eligible to be utilized but may be reviewed/vetted by the Superintendent and Business Manager for future inclusion if deemed appropriate and in line with current MN Statute.

### **Dental Insurance Plan**

Employees and retirees may purchase a dental insurance plan through the school district. Information is available on the school district [website](#) or by contacting the payroll/benefits office.

### **Digital Content Code of Conduct**

The following code of conduct was developed to guide employee actions in digital formats. ISD 318 strongly believes in creating a learning and working environment that is positive and welcoming to all.

We encourage the use of social media and digital communications as a method of connecting and collaborating with our community. We also encourage employees to keep in mind that even outside of school hours, they are seen as employees of the school district. We are working together to achieve a positive, informed, communicative school community.

### **Blogs, Wikis, Podcasts, Digital Images & Video**

#### **Personal Responsibilities**

- ISD 318 employees are personally responsible for the hosted content they publish online. Be mindful that what you publish on social media channels will be public for a long time— protect your privacy.
- When posting online, please remember that you are an employee of ISD 318 and representative of your colleagues, students, parents and the school community.
- Your online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face.
- Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies on a personal page that contain students if you do not have express parental consent.

- There are many websites that allow users to share personally created movies. You are responsible for all you do, say and post online including videos. Anything posted online should represent you in a professional manner, as others will see you as connected to ISD 318. It disrupts learning when teachers, employees and staff post videos with questionable content.
- When posting online be sure not to post confidential student information.

### **Facebook, Twitter and Instagram**

#### Personal uses of social networking sites

- ISD 318 staff and employees are personally responsible for all comments/information and hosted content they publish online. Be mindful that things such as tweets and status updates will be visible and public for a long time.
- By posting comments, having online conversations, etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings, what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to ISD 318, its employees, staff and/events related to ISD 318, should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and an extension of your professional life and classroom. If it would seem inappropriate to put a certain photograph on the wall, then it should be considered inappropriate to post online.
- Microblogging (Twitter, Facebook, Tumblr, Instagram, etc.) comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and refrain from any comment and/or #hashtags that could be deemed unprofessional. #Hashtags that tag students and provide personal financial gain are prohibited. ISD 318 students are not to be used as promotional material.
- All ISD 318 employees who choose to utilize Facebook, Twitter or Instagram or any other social media platform to provide classroom information to students and parents must create a "teacher" page or classroom group. Posts must be exclusively about classroom or school activities.

### **Fragrances**

Exposure to fragrances and scents can cause some students and/or staff to experience asthma or allergic reactions, including upper respiratory irritation, headaches, and other symptoms. All district employees and anyone using space in the district are discouraged from using scented personal products (such as perfume, cologne, aftershave, hairspray, and body lotion), air fresheners and essential oil devices. Employees are encouraged to use low odor or fragrance free products. In addition, the district selects maintenance and cleaning products that are fragrance free or low odor and discourages the use of scented cleaning products.



### **Direct Deposit**

All new employees will have their wages directly deposited into their bank account on payday. Instead of a paycheck, employees view their pay information by clicking on the “My Paycheck” link on the ISD 318 [website](#).

### **Dress Code**

Employees of the District are obligated to dress appropriately for the job. Some buildings allow more casual, but appropriate dress on Fridays. Contact your building administrator with questions.

### **Drugs and Alcohol**

District 318 addresses the use of alcohol and drugs by employees according to statute and District Policy. Penalties for violating District policy can be found in the School District Policy Manual which is available under School Board on the District [website](#).

### **E-Mail**

The District Technology Services Department provides e-mail service throughout the District for business use. Contact this Department for installation, repair, training and other related questions. The preferred method of District communication will be through our e-mail system.

Staff will receive district news, updates, and notifications of changes through email. Employees should monitor their email on a regular basis and respond to emails within a reasonable amount of time.

Staff are not expected to monitor or respond to district emails outside of their duty day, except in the case of an emergency.

Further detail on e-mail use by district staff can be found in the School District Policy Manual.

### **Emergency School Closings**

Occasionally schools are closed for emergency reasons such as inclement weather or mechanical problems. Employees should refer to their contracts to determine if they are required to report to work. Personal judgment should be used when personal safety issues warrant. Employees should contact their immediate supervisor with questions. Public notifications are broadcast on several local radio and TV stations and an Instant Alert system. It is important that employees notify the payroll office when they change phone numbers so the Instant Alert system can be kept updated.

See chart on next page for information by unit.

<b><u>Weather Related/Emergency School Closing Day</u></b>	Paid Day - Report for duty or use personal or vacation day	Paid Day - 'work from home' is in effect	Unpaid day - No report for duty - no 'work from home' expectation
12 Month Administrators (Superintendent, Business Manager., Principals, Directors)	**X		
Less than 12 Month Administrators (Principals, Directors)		**X	
Building Staff (All Custodians, Electricians, Plumbers, etc.)	X		
Confidential	X		
Secretaries (12 month)		X	
Secretaries (less than 12 month)		X	
Teachers		X	
ESPs		X	
Food Service Employees (12 month)		X	
Food Service Employees (less than 12 month)		X	
Bus Drivers		X	
All Other Hourly Employees not listed above (Community Ed, substitutes, etc.)			X

<b><u>Late Start or Early Release for Weather/Emergency</u></b>	Paid Day - Report for duty as close to normal schedule as possible or use personal or vacation time	Paid Day - Report for duty as close to normal schedule as possible
12 Month Administrators (Superintendent, Business Manager., Principals, Directors)	**X	
Less than 12 Month Administrators (Principals, Directors)		**X
Building Staff (All Custodians, Electricians, Plumbers, etc.)	X	
Confidential	X	
Secretaries (12 month)		X
Secretaries (less than 12 month)		X
Teachers		X
ESPs		X
Food Service Employees (12 month)		X
Food Service Employees (less than 12 month)		X
Bus Drivers	X -with altered schedule	
All Other Hourly Employees not listed above (Community Ed, substitutes, etc.)	X	

\*\*Building Principals are required to secure the building during bus drop off times on snow days or late start days

### **Employee Assistance Program (EAP)**

An EAP provides confidential, professional counseling to help employees identify, cope and develop solutions for the problems they or their families may be experiencing. The District makes this program available to all employees who are certified to work more than 10.5 hours

per week. We contract with National Insurance Services. They can be reached at 866-451-5465. They also have a web site: [www.NISBenefits.com](http://www.NISBenefits.com) (Your password is NISenhanced)

Three counseling sessions are available to each employee every calendar year, at no cost.

### **Employee Conduct**

An employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, may be subject to disciplinary action that may include termination.

### **Facility Use**

All staff use of District facilities must be prearranged. On the website under Staff you will find a [Staff Facility Use Form](#).

### **Flexible Spending Program**

The District contracts with WEX to provide this tax-free benefit to our employees. By projecting dependent care expenses and those medical expenses not covered by insurance, employees can set aside an amount each payday that is deducted before State, Federal, and Social Security taxes are determined. Employees must be certified to work at least 10.5 hours per week to participate in the flex plan. An annual enrollment takes place in May; enrollment forms must be submitted to the Payroll Office by June 15th of each year.

When projecting annual expenses, employees should be conservative. With the exception of those eligible for a medical rollover, any money that is deducted but not claimed is not returned.

Health insurance premiums for our health plan are automatically flexed. However, health insurance premiums paid through any other plan (such as a spouse's) are not an eligible expense. Flexed expenses reduce your taxable income and may not be claimed as a deduction on your annual tax return. The customer service number for WEX is 1-866-451-3399.

### **FMLA**

Employees who have worked at least 12 consecutive months and 1,250 hours in the previous year, are eligible for up to a total of 12 weeks' unpaid leave time during a 12-month period for birth, placement of child for adoption or foster care, to provide care for Employee's own parent (including individuals who exercise parental responsibility under state law), child, or spouse with serious health condition, or Employee's own serious health condition. A "Serious Health Condition" is defined as an illness, injury, impairment, or physical or mental condition involving incapacity or treatment connected with inpatient care in hospital, hospice, or residential medical-care facility; or, continuing treatment by a health care provider involving a period of incapacity: (1) requiring absence of more than 3 consecutive calendar days from work, school, or other activities; (2) due to a chronic or long-term condition for which treatment may be ineffective; (3) absences to receive multiple treatments (including recovery periods) for a condition that if left untreated likely would result in incapacity of more than 3 days; or (4) due to any incapacity related to pregnancy or for prenatal care.

**Military Caregiver Leave under FMLA:** If you are the spouse, parent, son, daughter, or next-of-kin of a covered service member, and you have worked at least 12 consecutive months totaling 1,250 hours or more, you may be entitled to military caregiver leave. Military caregiver leave allows you to take up to a total of 26 workweeks of unpaid leave during a single 12-month period to take care of your military relative if he or she has a qualifying serious injury or illness. A serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade,

rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

**Qualifying Exigency Leave Under FMLA:** If your spouse, parent, son or daughter is a military member who is deployed or has been notified of an impending deployment to a foreign country, you may be entitled to qualifying exigency leave. Qualifying exigency leave allows you to take up to a total of 12 workweeks of FMLA leave for qualifying exigencies, such as making different day care arrangements for the military member's children or attending official military ceremonies as your family member prepares to deploy.

FMLA leave requests are to be made by Employee at least 30 days prior to date leave is to begin where need is known in advance or, where not foreseeable, as soon as practicable. Employees will be restored to the same position or one equivalent to it once FMLA leave has ended.

### **Grant Procedures**

Teachers, schools, and departments will need approval before completing a grant application. Forms and information can be found on the district [website](#) under business office, forms & procedures.

### **Harassment/Discrimination**

ISD 318's Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of employees or discrimination against employees.

Any employee who believes that he or she, or any other employee or student is being subjected to harassment or discrimination should bring the matter to the attention of his/her principal or immediate supervisor or to the District's Title IX Coordinator (Kasie VanQuekelberg, 218.327.5708). The District will investigate any such concerns promptly and confidentially, consistent with Board policy.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under Board policy. For complete information concerning the District's position prohibiting harassment or discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, the employee should refer to the District's policies and related procedures, or contact the Human Resource office.

### **Headphones/Radio**

Listening to music or other forms of media using headphones, earbuds, or other sources presents a hazard for personnel operating moving equipment. Auditory cues in the environment can easily be missed due to the distraction. Headphones and other noise distractions will not be allowed for any employee operating equipment. Those not operating equipment can use a single ear bud or low volume radio with supervisor approval.

### **Hiring**

A list of all District job openings is available at the Administrative Services building and on the District [website](#). If you are interested in becoming a part of our highly qualified staff, we invite you to apply online. Our online application offers the opportunity to upload additional information such as a cover letter, resume, references and transcripts. Paper or email copies of these materials will not be accepted.

### **Illness/Injury/Workers' Compensation**

The District supports the practice of returning employees to work as soon as they are able to fulfill the requirements of their position following an absence due to an illness, injury or an on-the-job injury. Each situation will be reviewed on an individual basis because of circumstances unique to each individual and/or their position.

Safety information and forms are available on the District [website](#).

#### **Accident/Injury Reporting and Post-Injury Expectations:**

Despite the efforts of our safety program, employee injuries may occur. If an employee incurs an injury, they must:

- Report the injury to an appropriate supervisor immediately, no matter how minor.
- Document the injury on the district's workers' compensation form.
- Understand that even if medical treatment is not immediately necessary, timely injury reporting makes payment and speedy care more likely should it be needed later.
- Follow the district's workers' compensation procedures in selecting an approved physician or clinic for initial treatment unless emergency room care is required.
- Utilize the district's required forms when going to a treating physician and return the required signed forms back to the supervisor.
- Understand if there are any physician designated physical work restrictions, the supervisory staff may accommodate the restriction or provide temporarily reassigned work. This temporary transitional work may be outside of an employee's customary department, location, or shift per the business needs of the district, but will not exceed the treating provider's recommendations.
- Understand that hours of transitional duty work scheduled/offered, but not fulfilled, may result in a negative impact on compensable benefits from the workers' compensation insurance company.
- Understand that any designated medical restrictions apply to both home and work activities.
- Keep regular contact with the supervisor if restrictions cannot be accommodated and they are away from work.
- Expect contact from a workers' compensation claims representative.
- Realize that an accident investigation will be initiated as a standard procedure.

### **Internet**

The District Community & Technology Services Department provides Internet service throughout the District. Contact this Department for installation, repair, training and other related questions. Further detail on internet use by district staff can be found in the School District Policy Manual.

### **\*Labor Management Committee**

The District has a Labor Management Committee. The role of the committee is to enhance positive communication between Management and Labor. Each bargaining unit has a representative on the committee that meets quarterly throughout the year. Individual employees are encouraged to submit items for discussion through their bargaining unit representative. Contact the Superintendent's Office for more information.

## **Licenses**

Some employees of the District are required to be licensed. It is the responsibility of the employee to keep their license current. Copies of licenses must be submitted to the Human Resource Department as they are received. The District reserves the right to remove an employee from employment if their necessary license is not maintained.

## **\*Life Insurance**

Refer to your unit's contract.

***Minnesota Extension:*** A State law that allows employees the opportunity, in certain instances, for a temporary extension of life insurance coverage at group rates when coverage under the plan would otherwise end.

## **\*Long-term Disability Insurance**

Employees unable to work for an extended period of time due to illness or injury may be eligible for Long-term Disability Insurance, an income replacement plan. Refer to your unit's contract.

## **Maltreatment of Minors and Vulnerable Adults**

All employees of the District have an obligation to report maltreatment of minors and vulnerable adults if they have reason to believe someone is being neglected or physically or sexually abused. The employee will immediately report to the local welfare agency, an agency responsible for assessing or investigating the report, police department, or the county sheriff. The employee may also request help in reporting by contacting their immediate supervisor.

## **\*Medical Insurance**

School District #318 is self-insured. We contract with HealthPartners to administer our health plan. The customer service number is 1-800-883-2177. Our plan number is 21666. You will need your membership identification number to identify yourself when you call HP with questions about claims or coverage.

Refer to your unit's contract for information on the amount of District contribution paid, if any, toward the monthly health insurance premium.

## **Nepotism / Employee Hiring and Supervision Guidelines**

The school district provides a workplace which promotes employment and advancement based on qualifications and merit. No employee or official will be directly involved in any decision regarding hiring, promotion, supervision, salary adjustments, or grievances made regarding a family member, significant other or individual with a close personal relationship. Any known or perceived conflict of interest should be reviewed with Human Resources in advance of involvement in these decisions. At least two lines of authority must separate employees from supervisors with an existing familial or close personal relationship.

## **Pay Periods**

The payroll is distributed twice each month, on the 15th and at month-end. If those days fall on a weekend or a holiday, checks are distributed on the preceding business day.

## **Pensions**

State laws mandate when employees are covered by public pension funds. All licensed personnel (teachers, substitute teachers, principals) are required to participate in Teachers Retirement (TRA) on their first day of work. Other district employees are generally required to participate in Public Employees' Retirement Association (PERA). There are certain exceptions for full-time students, temporary employees and coaches.

TRA 1-800-657-3669 [www.minnesotatra.org](http://www.minnesotatra.org)  
PERA 1-800-652-9026 [www.mnpera.org](http://www.mnpera.org)

### **\*Performance Reviews / Evaluations**

The District follows a schedule for performance reviews. Evaluations are generally done by your immediate supervisor and upon completion will be shared with the employee. All performance reviews/evaluations are kept in a personnel file and are available for review (see Personnel Files).

### **Personnel Files**

The District maintains data on all employees. Individual personnel files are maintained on all employees. Personnel data is maintained according to MN Statute Chapter 13. All employees have rights related to the data kept on them. Contact the Human Resource Department with questions relating to this data.

### **Policies of the School District**

District policies are available for view /printing on the school district website at <https://www.isd318.org/domain/236>. Specific topic(s) may be found using the search feature of the web page. Employees should review district policies as needed. Hard copies of the policy manual are available for review in the Superintendent's office.

### **Pre-employment Paperwork and Criminal Background Check**

Prior to beginning work for District 318, each new employee must have completed a series of employment forms. These forms include but may not be limited to:

Minnesota Statute 123B.03 - Informed Consent for Criminal Background Check	Personnel Questionnaire
Tennessee Warning	Bloodborne Pathogens Form
Form W-4 - Employee Withholding (Federal and State)	Confidentiality Information
Form I-9 - Employment Eligibility Verification	
Electronic Annual Notification Process	

Applicants and employees must undergo records checks and testing as required by law.

### **Resignations/Terminations**

Employees deciding to resign or retire from their positions should contact their immediate supervisor, the Payroll Department, or the Human Resource Department.

Resignation/retirement letters should be delivered to the HR Director within a reasonable time period prior to the employee's last day of work. A resignation or retirement letter should include a minimum of: employees name, current date, last date of work, and employees position. Additional information can be included if desired.

### **School Board Meetings**

School Board Meeting dates are adopted each January by the Board. The School Board generally meets the first and third Monday of each month. Any person wishing to address the School Board should contact the Superintendent's Office prior to a meeting to be placed on the agenda. The School Board also holds an open forum 30 minutes prior to each regularly scheduled meeting and has a public input line on each agenda.

### **Solicitations**

Sales representatives, agents or other solicitors shall not solicit or contact students or employees during the school day unless authorized by the building principal or supervisor.

Employees shall not provide to any outside group or individual a list of students or other employees for solicitation or other purposes without prior authorization and approval of the Superintendent or designee.

### **Tax Shelter Plans (403(b) and 457)**

ISD #318 maintains tax shelter plans for eligible employees of the District. The plan allows eligible employees to make pre-tax salary reduction contributions into investments selected by each employee from a list of authorized investment vendors available under the plan. These contributions grow tax deferred until withdrawn by employees from the plan.

Common law employees of the District, except student teachers and student workers, are immediately eligible to participate in the plan.

For administrative reasons, any eligible employee wishing to participate in the plan must contribute at least \$200 per calendar year.

For more information on the plan, investment options and/or procedures on how you can enroll, contact the Payroll Office at 327.5790.

### **Tax Withholding Changes**

Employees may change their Federal and State tax withholdings at any time by completing both the state and federal W-4 form. W-4 forms can be found on the School District [website](#).

### **Telephone System**

The District Community & Technology Services Department provides telephone service throughout the District. Contact this Department for installation, repair, training and other related questions.

### **Tobacco**

District 318 is a "Tobacco-Free" District. Use of tobacco by staff on District property is prohibited. Penalties for violating this policy can be found in the School District Policy Manual.

### **Weapons**

All weapons or instruments that have the appearance of weapons are prohibited on District property. Staff can find details relating to this policy in the School District Policy Manual.

### **Website**

The District has a website with a growing list of information. The website address is [www.isd318.org](http://www.isd318.org).



# Employee Attendance and Absences

The following sections do not pertain to at-will employees

## Attendance

### **Introduction**

Hours worked by hourly employees will be tracked using the Frontline Electronic Time Keeping System. Hourly employees are required to clock in and out at their scheduled start/end time each day. Clocking in/out is not necessary for break or lunch times unless specifically directed to do so by the HR office.

### **Official Time of Record**

The Frontline time keeping system is the official basis for recording hours worked for hourly employees of the Grand Rapids School District.

### **Daily Clock in/Out Requirement**

It is a job requirement that all hourly employees clock in at the beginning of a work day and clock out at the end of a work day at their place of work.

- Employees need to log in and out within 5 minutes of their assigned scheduled times. It is a district expectation that employees may 'on occasion' clock in late and/or clock out early within the rounding allowance on the time clock system – but never on a regular basis. Individuals consistently clocking in after their scheduled start time (yet within the rounding time frame) or consistently clocking out prior to their scheduled end time (yet within the rounding time frame) will be considered in violation of acceptable clocking protocol and are subject to disciplinary action.
- Employees are to log out and back in if they leave their work site for non-district business (dentist, non-district meeting, errand, etc.).
- Employees must log out if they are leaving (and not returning) to a site within the district prior to the end of their normal schedule
- Any accumulation of extra or overtime must be approved in advance of the actual time worked.

### **Non-Compliance, Falsification, Tampering and Unauthorized Viewing**

The following activities are strictly prohibited and will result in disciplinary action:

- Any attempt to tamper with time keeping hardware (i.e., computer clocks) or software
- Failure to follow appropriate procedures for clocking in/out
- Sharing of or possession of another employee's identification
- Logging in or out for another employee (a.k.a., 'Buddy Punching')
- Anyone interfering with other employee's use of Frontline
- Unauthorized viewing of another employee's time in Frontline

### **Clock Problems**

If an employee is unable to log in or out, it is the employee's responsibility to immediately inform the building secretary, principal or immediate supervisor. In this situation, the building secretary will manually clock the employee in or out. The building secretary will then notify the HR office and Technology Department of any clock problems.

**Holidays**

Holidays are identified as no-work days on the Frontline system. Additional pay (if applicable per contract) will generate for these days if worked.

**Lunches**

If applicable to your position, your lunch break will automatically be deducted. Employees do not have to clock in or out for lunch breaks. If an employee does not take their lunch on a given day, they must notify their building principal or director to request a time keeping adjustment. Skipping a scheduled lunch break must be approved by a supervisor, whether or not it results in extra time or overtime.

**Unreported Hours**

Hourly employees are not permitted to work from home except in rare instances that are pre-approved. Employees are required to log in before performing any work. Once an employee has logged in, he/she is responsible for starting work. Employees are not permitted to log out until the employee actually stops working.

Forgetting to clock in or out is not a legitimate reason for working off the clock. Employees that under report or fail to report hours worked are subject to disciplinary action.

**Processing of Electronic Time Reports**

The payroll office will close the pay period in Frontline according to a present schedule to ensure that time adjustments and leave taken are properly recorded. Therefore, it is imperative that Campus Administrators (Building Secretaries, Directors, and Principals) resolve all time keeping issues within three (3) business days of the end of each pay period.

**Disputes Over Time Clocked in or Out**

The dispute will be properly documented by the Supervisor, signed by both the Supervisor and the employee and submitted to the Human Resource Director for further investigation and resolution.

**Overtime or Extra Time**

Overtime and/or extra time must always be authorized in advance by a Supervisor.

**Principals and Directors**

Principals and Directors are to review the time data information for each employee each pay period. Principals or Directors must approve all timesheets for their location/department within three (3) business days after the end of each pay period.

**Bona Fide Volunteers**

Bona fide volunteers are generally described as individuals who perform hours of service without promise, expectation or receipt of compensation for services rendered. If these conditions are met, an individual will not be subject to FLSA (Fair Labor Standards Act).

Hourly (non-exempt) employees may not volunteer to perform their regular duties without compensation.

**Training**

Hands on training will be provided on an 'as needed' basis.

### **Definition of Non-Exempt Employee**

Hourly (non-exempt) employees are determined by FLSA and they include positions such as educational professionals, secretaries, maintenance workers, custodial staff, food service workers, clerical staff, etc. Please contact the Human Resource office for questions about specific positions.

### **Absence Reporting**

#### **The following sections do not pertain to at-will employees**

All 318 employees must request approval to be absent during any regular scheduled duty days/shifts using the Frontline Absence system. Most employees are required to enter absences on the automated absence reporting/sub calling system which can be accessed either by phone or by internet. (Only Bus Drivers are exempt at this time from using this automated system.)

Requests must be entered prior to the absence in order to be properly processed. The procedure follows:

1. Employee enters request to be absent prior to the occurrence.
2. Supervisor electronically approves/denies the request. (The employee will be notified once the supervisor has approved/denied the request.)
3. Absence occurs, if approved.
4. Supervisor verifies absence after it occurs (start and end time, name of sub, code, etc.).
5. Information is uploaded into the payroll system for processing of leave time and substitute payments (when a sub has been employed to fill the vacancy).

Absences can be entered either by phone or by computer up to the end of the workday on the day of the actual absence. If an employee forgets to enter it prior to the day of the absence, he/she may go in at any time during the day of the absence to enter it. Employees will need to contact the HR office if they forget to enter an absence prior to the day of the absence. All absences from duty must be accounted for. Each employee will take responsibility for reporting their own absence by following the proper procedure. Please report absences in the proper manner and time frame. Recurring failure to follow the absence procedure will be considered a deficiency.

See unpaid time off section for additional information.

### **Minimum Absence Time**

Hourly employees:	one hour minimum absence
Salaried employees (non-teachers):	one hour minimum absence
Teachers:	half day minimum absence

### **Sub Calling System**

The school District maintains an automated substitute calling system for employees.

The system can be reached by calling toll-free (800)-942-3767. Absences may also be entered on-line through the district web site. The help desk is staffed from 7:00 a.m. until 3:00 p.m. when school is in session and can be reached by calling 327-5722. Most employees are required to be registered in the system. For detailed information contact your building secretary or the Human Resource Department.

### **School Conferences Leave**

Up to 16 hours of unpaid leave is available per year for employees with at least one year of service to attend school conferences or school-related activities of employee's child provided the conferences or school-related activities cannot be scheduled during non-work hours.

### **Emergency Leave Days**

Employees, in some units, may be granted Emergency Leave Days. Emergency Days are granted in emergency situations only. Refer to your unit's contract for further information.

### **Funeral/Bereavement Leave Days**

Employees, in some units, may be granted Funeral/Bereavement Leave Days. Funeral Days are granted for preparation for and attendance at funerals/bereavement. A relationship to the deceased is generally necessary. The number of days granted generally range from 1-3 days, maximum is five. Refer to your unit's contract for further information.

### **Holidays - Paid**

Twelve (12) month employees, who are bargaining unit members, are granted paid holidays. Days granted are listed in your unit's contract.

### **Jury Duty**

Employees summoned to jury duty should notify the payroll department as soon as possible to obtain a jury duty election [form](#) which contains specific instructions for employees called for jury duty. This form is also available on the district website.

### **Personal Leave Days**

Employees, in some units, may be granted Personal Leave Days. Advance notice is necessary. Refer to your unit's contract for further information.

### **Sick Leave Days**

Employees who are bargaining unit members may be granted Sick Leave Days. Sick Days are granted for personal illness/injury or to care for the illness/injury of the employee's immediate family. Qualified relationships are listed in your unit's contract. Unused sick leave may be carried over to the next year. Refer to your unit's contract for further information.

### **Time off to Vote**

Employees will be granted unpaid time off to vote in an election for U.S. office or State senator or representative.

### **Unpaid Time off**

Absenteeism beyond the contractual personal, vacation, or sick leave days provided by the district creates unnecessary educational disruption for the students. ISD #318 places a high value on each position. Thus, the expectation for employees is to be in attendance for all scheduled days unless using provided sick, personal, or vacation days per their intended use.

Sick, personal, and vacation absences beyond the employee's available accrued balance will generally be unexcused and subject to discipline, up to and including termination. Exceptions to unexcused absences include leaves of absences allowed through the employee's unit contract, federal, state, or local laws.

Employees will be unable to enter absences in the system beyond their available leave. Absences beyond the individuals available accrued balances must be communicated to both the employee's direct supervisor and the Human Resource Department as soon as they are known.

Unpaid sick absences may require a doctor's verification. Unpaid personal or vacation absences may be approved in rare circumstances by the employee's supervisor and Human Resources (annual requests will not be approved).

Unpaid days off may be subject to the employee forfeiting the districts prorated portion of medical insurance for the scheduled day(s) missed.

**Vacation Days**

Twelve (12) month employees, who are bargaining unit members, are granted Vacation Days. Total days granted, carryover, and limitations or restrictions are listed in your unit's contract. Refer to your unit's contract for further information.

**Law or Health Related Implications:** The Employee Handbook is subject to change in light of health conditions and concerns or pursuant to changes in federal, state, or local law, regulation, rule, or guidance. The School District will communicate changes as they arise. Where the Employee Handbook is inconsistent with federal, state, or local law, the School District and its staff, students, and families, must comply with the applicable law.