

# OSSEO AREA SCHOOLS

---



## ISD 279 – Osseo Area Schools 2018-2019 Employee Handbook

This handbook can also be found on [my279.org](http://my279.org) under Toolbox > Resources

# TABLE OF CONTENTS

INTRODUCTION .....	4
WORLD’S BEST WORKFORCE STRATEGIC PLAN .....	5
EMPLOYMENT .....	7
Collective Bargaining Agreements .....	7
Job Classification .....	7
Job Postings.....	7
Licenses and Certifications.....	7
Background and Reference Checks .....	7
Separation of Employment and Unrequested Leave.....	8
WORKPLACE RISK MANAGEMENT .....	9
Workplace Security.....	9
Workplace Health & Safety.....	11
Student Injuries .....	13
Protocols for Personal Furniture .....	13
Animals in the Workplace .....	13
Children at Work.....	13
Response to Student Behavior/Student Maltreatment Reporting .....	14
Emergency Procedures .....	14
WORKPLACE EXPECTATIONS.....	15
Job Responsibilities.....	15
Work Hours and Breaks .....	15
Job Performance .....	16
Professionalism .....	16
Communications.....	18
Conflicts of Interest.....	19
Workplace Bullying or Mistreatment .....	20
Violence is Prohibited in the Workplace.....	21
Severe Weather and School Closings .....	21
Outside Employment .....	22
Parking and Driving For Work.....	22
Employee Personnel Records .....	23
Purchasing Goods and Services.....	24
Other .....	24
COMPENSATION.....	26
Wage Disclosure Protection .....	26
Payment of Wages .....	26
Payment for Overtime.....	27
TIME OFF/LEAVES OF ABSENCE.....	28
Holiday Pay .....	28
Vacation and Paid Time Off (PTO) .....	28
Sick Leave.....	28
Personal Leave .....	29

Bereavement Leave .....	30
Jury Duty .....	30
Military Leave of Absence.....	30
Unpaid Long Term or Extended Leave .....	31
<b>BENEFITS .....</b>	<b>32</b>
Overview .....	32
Group Health Insurance .....	32
Group Dental Insurance .....	32
Flexible Spending Account .....	33
Group Life and Long-term Disability Insurance .....	33
Retirement Plans (Public Pension) .....	33
Retirement Savings (Tax-sheltered Plans) .....	33
Employee Assistance Program (EAP) .....	34
<b>APPENDIX A .....</b>	<b>35</b>
<b>APPENDIX B .....</b>	<b>41</b>

## PURPOSE

The purpose of the Osseo Area Schools Employee Handbook is to provide consistent, districtwide guidance about employee interactions with each other. The extent to which we, as adults, have effective working relationships among employees is the extent to which we will be able to focus on student achievement. In addition, the handbook includes some information about employee interaction with students.

Our school system has identified core values that also guide our interactions with each other, with students, and with families. Those core values include:

- Lifelong learning is essential for the individual and community to thrive;
- Everyone has equal intrinsic value;
- Trust is essential to sustaining successful relationships and to achieving results;
- Better decisions emerge when diverse perspectives are intentionally included in a collaborative process;
- Everyone benefits when cultural differences are acknowledged and understood, and individuals are treated respectfully and equitably; and
- Everyone can learn more.

The School District has an obligation to provide employees with information about expectations for their work assignment. It is an expectation that employees review this handbook and their site-specific handbook, become familiar with both, and follow the guidance provided.

## INTRODUCTION

We appreciate the service of all staff members and recognize their contributions on behalf of students.

The employee handbook highlights information, including general employment policies and requirements that will be useful to you as an employee at Osseo Area Schools. All employees are expected to familiarize themselves with its contents. This information is provided to support your effective performance as an employee; it is not intended as legal advice. Osseo Area Schools reserves the right to make changes at any time, with or without notice, and to interpret School Board policies and procedures at its discretion; however, employees will be notified of any future significant changes and will be required to review the most recent publication of the employee handbook each year.

This employee handbook is not all inclusive. In addition to the general information outlined in this employee handbook, all employees are expected to abide by all School Board policies and procedures, which are available on the [School District website](#).

This employee handbook does not replace your collective bargaining agreement. Consult your collective bargaining agreement (if you have one) for specific information on the terms and conditions of your employment; it will serve as your most detailed and up-to-date source of information. If the information in your [Collective Bargaining Agreement](#) and/or provided by your bargaining unit representative conflicts with the information presented in this handbook, ask your supervisor for clarification.

# WORLD'S BEST WORKFORCE STRATEGIC PLAN

## Mission

Our mission is to inspire and prepare all students with the confidence, courage, and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

## Goals

- Each student articulates, plans for, and progresses toward his/her evolving dreams.
- Each student chooses to contribute to community in a mutually meaningful way.
- Each student demonstrates initiative and persistence to continually learn that which is important to him/her.
- Each student is ready for kindergarten.\*\*
- Each third-grader can read at grade level.\*\*
- Each student graduates from high school.\*\*
- Each student is ready for college and career.\*\*
- The achievement gap is closed on all state-mandated measures.\*\*

\*\* Indicates one of Minnesota's World's Best Workforce goals

## Strategies

- Create transformational system change to ensure equitable student achievement.
- Develop understanding and support of our district's mission and core values among members of our community.
- Engage students and families as partners to achieve our mission and strategic objectives.
- Leverage and align the talents of our employees and the assets of our system to achieve our mission and strategic objectives.

## Our Core Values

We believe that—

- lifelong learning is essential for the individual and community to thrive;
- everyone has equal intrinsic value;
- trust is essential to sustaining successful relationships and to achieving results;
- better decisions emerge when diverse perspectives are intentionally included in a collaborative process;
- everyone benefits when cultural differences are acknowledged and understood, and individuals are treated respectfully and equitably; and
- everyone can learn more.

OSSEO AREA SCHOOLS

ISD  279

## Priority work for 2018-2019

### **We will create transformational system change to ensure equitable student achievement.\***

- All sites will engage in the use of culturally responsive instructional strategies.
- At every elementary site, student outcomes and measurements of achievement are aligned and PreK is integrated into all school processes.
- All sites will implement culturally responsive, research-based positive behavior intervention practices that include the use of trauma-informed and restorative practices.
- All sites will implement best practices for multilingual learners (English learners).
- Students will experience learning that is personalized in path, place, and pace through strengthening teaching and learning practices that support student success in the digital age.
- Middle schools will continue to engage in site-specific, ongoing assessment for program improvement focused on the 16 characteristics of effective middle schools as defined by the Association for Middle Level Education (AMLE).

#### **\* Equitable student achievement means:**

1. Ensuring high levels of achievement for all students, and
2. Accelerating growth for students of color and other underperforming groups, in order to
3. Close the achievement gap on all state-mandated measures.

### **We will develop understanding and support of our district's mission and core values among members of our community.**

- A systemwide plan will be developed to support excellent customer service.

### **We will engage students and families as partners to achieve our mission and strategic objectives.**

- A systemwide plan will be implemented to engage and empower families to support their student(s).

### **We will leverage and align the talents of our employees and the assets of our system to achieve our mission and strategic objectives.**

- Employees will identify and respond to the influence of race and culture on learning.
- Effective staff recruitment and retention practices will build toward a workforce that reflects the demographics of enrolled students.
- Implementation of the Enrollment and Capacity Management Framework will lead to increased community trust in the school district through engagement in long-range planning for enrollment and building use.

---

### *Strategy Delimiters*

**We will not** adopt any new program or service unless it is consistent with and contributes to our mission, and is accompanied by the staff development needed for effective implementation; accept any behavior that demeans the worth of any person; and allow past practice to interfere with the consideration of new ideas.

*Approved by the School Board June 19, 2018*

# EMPLOYMENT

## ***Collective Bargaining Agreements***

[Collective Bargaining Agreements](#), also known as employment contracts, established through the formal negotiation process, outline the terms and conditions of your employment. Familiarize yourself with your collective bargaining agreement. Collective bargaining agreement language has been crafted to provide clarification and eliminate misunderstandings. Direct your questions about your collective bargaining agreement to your supervisor, bargaining unit representative, or the [Human Resources](#) department.

## ***Job Classification***

The School District, as an employer of thousands of people, must systematically describe and group jobs to ensure consistent and fair treatment when assigning, compensating, and promoting employees. Consequently, it has established a classification plan for all jobs in the School District in which individual positions are grouped into job classes, with each class composed of positions with similar duties, responsibilities, and required qualifications.

## ***Job Postings***

The School District posts [Career Opportunities](#) on the School District website. The postings include job location, minimum experience, training requirements, and the closing date for applications. School District employees are encouraged to apply for openings for which they are qualified. The School District posts new positions daily. Some postings are labeled as “Internal Only”. Internal only positions are only open to non-probationary employees who are employed in a regular position, except as outlined in the collective bargaining agreement. A regular position is a position that continues every year. Employees serving in positions as casual substitutes, temporary assignments, or casual instruction are not considered internal and are not eligible to apply for positions labeled, “Internal Only.”

## ***Licenses and Certifications***

Each employee who is required by law to be licensed or certified must maintain a current license or certificate with the [Human Resources](#) department. Individuals are expected to know the date of expiration of their individual license and/or certification. Failure to maintain a current license or certification may result in an employee being placed on leave without pay, reduction in certification related compensation until license or certification is reactivated, or discharge from employment.

## ***Background and Reference Checks***

To ensure that individuals who join Osseo Area Schools are well qualified, and that Osseo Area Schools maintains a safe and productive work environment, it is our practice to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant’s resume or application form, as well as a formal criminal background investigation. Additional background checks may be required as determined by outside agencies.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Osseo Area Schools. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, state and federal privacy, and anti-discrimination laws. Reports are kept confidential and are only viewed by Human Resources staff involved in the hiring process.

If information obtained in a background check would lead Osseo Area Schools to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. A criminal conviction does not automatically bar an applicant from employment.

All employees are expected to demonstrate exemplary behavior throughout their career with Osseo Area Schools. We encourage employees to notify the [Human Resources](#) department or their supervisor if the employee experiences an event in their personal life that could potentially impact their job.

## ***Separation of Employment and Unrequested Leave***

**Resignation/Retirement:** If an employee resigns or retires from employment, the employee is expected to submit adequate notice in writing prior to the employee's anticipated last day of employment. The written notice must specify the effective date as the last day the employee will physically report for work. It must be submitted to their supervisor in accordance with the provisions of the employee's collective bargaining agreement. In some cases, the release of an employee from a licensed contract position may be delayed until the resulting vacancy is filled.

**COBRA Benefits:** The [Consolidated Omnibus Budget Reconciliation Act](#) of 1985 (COBRA) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "Continuation Coverage") at group rates in certain instances where coverage under the plan would otherwise end (called "Qualifying Events").

Employees who lose insurance coverage as a result of a reduction in work hours, separation of employment, lay-off or unpaid leave have the right to choose continuation of coverage under COBRA. The employee will be required to pay the full premium cost for coverage that is identical to the coverage being provided to similarly situated employees (or their family members). If the employee does not choose continuation coverage within the required time period, group health insurance coverage under the plan will end. Once continuation coverage terminates for any reason, it cannot be reinstated. For further details concerning continuation of benefits under COBRA, contact the [Human Resources](#) department.

**Layoff or Unrequested Leave of Absence (ULA):** The School District defines an unrequested leave of absence or layoff as an involuntary, non-disciplinary separation from School District service resulting from a lack of available work, a program cutback or other economic necessity. Consult the [Collective Bargaining Agreement](#) for information about any benefits that may be available in the event of a layoff or unrequested leave of absence.

**Exit Interviews for Employees Leaving the School District:** In the event an employee leaves employment, the [Human Resources](#) department may contact the employee to offer the opportunity to complete an exit interview. The exit interview provides employees with an opportunity to offer suggestions as to how we can improve employee working conditions, engagement and satisfaction. Employees are also invited to request an exit interview by contacting, the [Human Resources](#) department.

**Return of School District Property:** The separating employee must return all School District property at the time of separation, including, but not limited to, name badges, access cards, cell phones, keys, School District purchased curriculum materials, technology, and School District purchased electronic devices (e.g. cell phone, iPad, or tablet).

# WORKPLACE RISK MANAGEMENT

## *Workplace Security*

**School District Issued Name Badges:** The School District issued name badge is an important part of an employee's work attire. It allows students, parents/guardians, co-workers, vendors, and the general public to know the identity of an employee. An important part of providing a secure environment for our students is to ensure that everyone who enters our schools is identified.

Employees are required to wear the name badge any time they are at a worksite. It should be worn in a visible spot on the upper portion of the body at all times. It is the employee's responsibility to follow these rules and to maintain the name badge in good condition. Employees receive new School District issued name badges at the beginning of each school year. If an employee needs a replacement name badge, the employee should contact the [Human Resources](#) department.

### **Building Access:**

#### **Keyless Entry (electronic keys and keycards)**

All of our buildings have a keyless entry system. If an electronic key card is misplaced or lost, the employee is required to notify their supervisor immediately in order to assure that the key card can be deactivated, and a new key card can be issued. Employees should check with their site supervisor to review the times that front doors are locked and to clarify when a key card or a physical key will be required to enter the building after hours.

#### **Keys (physical keys)**

Some staff members may be issued a physical key for their classroom/office area. All staff members are expected to keep this key with them at all times. Do not duplicate keys, do not leave them unattended, and do not allow students to use.

#### **Protocol for receiving visitors at the building**

Visitors are required to check in with the main office/reception area at each site. Visitors may be other School District employees or members of the public. Visitors are expected to wear a School District issued name badge or visitor badge. In most cases, we ask that the building employee who is responsible for the visit escort the visitor to the meeting area. Following the appointment, employees are required to escort the visitor back to the main office/reception area.

*Note:* If an employee encounters an individual who is not visibly wearing a visitor's badge, the employee is to ask the individual to go to the front office and check in with the office staff.

#### **Vendors / Solicitors**

Vendors or other solicitors should not visit school sites without an appointment or invitation. If a vendor shows up at a site, direct them to contact the Purchasing department for information on how to do business with the School District. Staff should not solicit vendors to come to a school without approval of the business/resource manager or site purchasing contact. Site purchasing contacts are responsible to understand the purchasing procedures and provide direction.

#### **Window Coverings**

The district has a standard in place regarding classroom and office window coverings. This standard is intended to maximize student/staff safety and insurance liability protections.

Interior windows must be unobstructed and provide visibility into the space during normal operating hours. This visibility facilitates supervision and the protection of students and staff from violent activities, as well as allegations of inappropriate behaviors. Windows may be temporarily covered during specific emergency situations, such as lockdowns, to reduce the danger to students and staff from intruders. Refer to emergency plan procedures.

**Exterior/Vestibule Doors**

The district has a standard in place regarding signage for exterior and vestibule doors. This standard is intended to maximize student/staff safety and not to interfere with visibility outside the building. Exterior/vestibule doors are not to be used to post messages and posters; they need to be kept clear.

**Classroom, Hallways, Doors, Walls and Windows**

Hallways and classrooms are considered closed or limited forums. The district reserves the right to determine the appropriateness of posters, signs, flags, and other messages/artifacts displayed in these areas. Employee messages, posters, or displays should be: related to the curriculum; respectful of the diversity of beliefs of students; and consistent with district policy and mission.

## **Workplace Health & Safety**

**Job Safety:** The School District is committed to developing and maintaining safe working environments. Help prevent injuries by observing general safety rules, removing hazards in the workplace, and immediately reporting unsafe conditions to the appropriate person. It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety protocols all employees are required to follow:

- Know the locations of exits, fire extinguishers, alarms, Automated External Defibrillators (AEDs), and first aid materials at the worksite.
- Seek information or training from the appropriate person when required to operate any equipment or handle any type of chemical.
- Abstain from attempting to lift or carry an object that is too heavy to handle. Seek help from another employee to minimize the potential for injury.
- Report any safety hazards to a supervisor.
- Be aware of the surroundings and wear appropriate apparel for current weather conditions and work environment.
- Report to a supervisor any information received from others that could impact the health and safety of others.
- Report to a supervisor any information received regarding an individual who may be considering harming himself/herself or others.

**Workers' Compensation/Reporting Accidents and Injuries:** The School District is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor or site leader. Workers' compensation benefits are provided to protect employees in the event of a work-related injury or illness resulting in the need for an employee to receive medical care and/or to take time off from work due to the medical condition. In order to avoid possible delays in processing workers' compensation claims, employees should report all work-related injuries immediately.

An Employee Injury Report form must be completed by the employee's supervisor or site manager and submitted to the Human Resources department within twenty-four (24) hours after the injury. If the supervisor or site manager is not available within this time frame, the employee is to complete the form with the designee as defined by the supervisor/site manager. Employees should contact their supervisor, request that the supervisor complete the report, and ask the supervisor to provide an opportunity to review the form prior to submission. The employee may request a copy of the completed Employee Injury Report for their records. For further assistance, call the [Human Resources](#) department.

**Fragrances:** Fragrances can be triggers for individuals with asthma or sensitivity to chemicals. Personal care products (cologne, perfume, hair spray, nail polish, etc.) should not be applied in office areas. Scented air fresheners (spray or plug-in) are not allowed. We encourage all staff to refrain from wearing fragrances at work.

**Ergonomics:** Information about proper lifting techniques, workstation design, and other ergonomic issues is available from risk management staff. If an employee experiences discomfort at the workstation and would like to request an assessment of their work area, they should contact the [Risk Management](#) department. Risk Management will provide suggestions to improve the employee's workstation. The district attempts to be proactive in assisting employees by providing ergonomic assistance when needed. If Risk Management has ergonomic tools or equipment available, they may be provided on a first

come first served basis. Otherwise the expense to purchase ergonomic supplies must be covered by the employee's worksite, if funds are available. Please consult with your supervisor on your needs.

If an employee is under medical care related to ergonomic issues the employee should contact Human Resources.

**Employee Right to Know Act:** The Employee Right to Know Act requires the School District, as the employer, to evaluate workplaces for the presence of hazardous substances, harmful physical agents, and to provide training for those employees who may be exposed to any harmful substances in the workplace. Written information regarding harmful substances is available in each School District building. If an employee is concerned about a hazard in the work area or would like additional information, they can contact the [Risk Management](#) department.

**Required Training:** School Board policies and procedures are in place for the purpose of assuring a safe working environment for employees. Some employees are required to complete Bloodborne Pathogens and Right-to-Know training. Employees who are required to complete training will receive notification from the [Risk Management](#) department. Depending on the training content, some training is required annually whereas other training may be required only once or on a different schedule.

**Communicable Diseases:** The School District will provide guidance for dealing with work situations involving employees who have life-threatening and communicable diseases according to [Policy 420 - Communicable Diseases](#).

The School District does not discriminate against qualified individuals with life-threatening and communicable diseases in any terms or conditions of employment.

**Indoor Air Quality:** Our School District's Indoor Air Quality (IAQ) Management Plan includes procedures for maintaining good air quality in our buildings. If you have an air quality concern, contact the [Risk Management](#) department, and request an IAQ form. Once the form is complete, give the form to the head custodian in the building. Upon receipt of the form, the head custodian or building engineer will conduct an initial investigation. If the problem cannot be resolved, the Risk Management department will follow up and perform testing if needed.

**Integrated Pesticide Management:** The Minnesota Parent's Right-to-Know Act (Minn. Stat. §121A.30) requires that schools inform parents/guardians and employees if they apply certain pesticides on school property. Specifically, the law requires schools that apply these pesticides to maintain a schedule of applications. However, because the School District only uses pesticides when non-chemical methods have been ineffective, some applications are not scheduled. The schedule of pesticide applications is available for review at each school office where pesticides are applied to school property. Employees should contact their site leader or their supervisor to find out how to view the application schedule or to be notified of any applications on days other than those specified (excluding emergency applications).

**Asbestos Notice:** The [Asbestos Hazard Emergency Response Act](#) (AHERA) requires that each school district notify parents/guardians and employees annually regarding asbestos-related activities. In 1988, all of our school buildings were inspected by accredited personnel for asbestos-containing materials. Since that time, we have conducted surveillance checks every six (6) months and re-inspected our buildings every three (3) years to ensure that the asbestos is properly maintained. When properly maintained, asbestos does not present a hazard. Most of the asbestos in our buildings (except for floor tile) is limited to non-public areas, such as mechanical rooms and above ceilings. Management plans are on file and available for review in each building with asbestos-containing materials.

## ***Student Injuries***

Each building has protocols regarding action(s) that should be taken related to student injuries. If a student reports that they have been injured, employees are required to ensure that the student is seen by the school nurse immediately. If the injury happens at the end of the school day and/or the end of the employee's duty time, the employee must notify their supervisor and stay with the student until additional help arrives. Do not send a student home until the school nurse or administrator has screened the student and/or the student's parents/guardians have been contacted and provided authorization for the student to be transported home in accordance with School Board policy.

### ***Protocols for Personal Furniture***

1. All personal furniture must receive approval from building administration prior to the item being brought to the building.
2. Couches, overstuffed chairs, and other fabric or upholstered furniture, and pillows are not permitted in classrooms due to the increased fire hazard and potential for Indoor Air Quality problems.
3. Beanbag chairs are only allowed with building administration approval. They must be in good condition (no rips or holes) and have a manufacturers' tag saying that they meet the California flammability requirements.

### ***Animals in the Workplace***

Osseo Area Schools is responsible for assuring the health and safety of all employees and students on School District property. In keeping with this objective, the School District does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in others. Some individuals may feel threatened or be distracted by the presence of animals, particularly dogs. In addition, the School District wishes to prevent pets from damaging School District property.

Employees are not authorized to bring their pets to work; however, an employee who qualifies as disabled under the [Americans with Disabilities Act](#) (ADA) may be afforded a workplace accommodation allowing that employee to bring a service animal to work. The ADA defines a service animal as an animal that is individually trained to do work or to perform tasks that are directly related to an employee's disability. If you require a service animal to do work or perform tasks for you in the workplace, contact the [Human Resources](#) department for information about requesting a workplace accommodation under the ADA.

*Note:* Some schools may have unique circumstance where a therapy dog is allowed in the building because the therapy dog's purpose is to serve as a targeted intervention to support identified students. Contact the [Risk Management](#) department to obtain additional information about the use of therapy dogs.

### ***Children at Work***

Employees are expected to make other arrangements for the care of their children during any time the employee is on duty. Related national events such as "Take Our Daughters and Sons to Work Day" are not recognized by the School District.

## ***Response to Student Behavior/Student Maltreatment Reporting***

Employees are expected to use clear verbal directives to manage student behavior and to follow building protocols for response to behavioral situations. Employees are prohibited from inflicting [corporal punishment](#) or causing corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. Corporal punishment is defined as hitting, spanking a person with or without an object or unreasonable physical force that causes bodily or emotional harm.

Any School District employee or agent who witnesses or is involved in a potential corporal punishment incident will immediately notify their supervisor or Human Resources department and report the incident as a mandated reporter. (See [School Board policy #414](#) – Mandated Reporting of Children and Vulnerable Adults.) At all times, employees are expected to avoid situations that may place them in danger and to call for help when, or if, a situation begins to escalate out of control. Any employee who is aware of a threat of violence must notify their supervisor immediately.

When a student has a history of violent behavior, School District employees who have a legitimate educational interest will be provided relevant information about the student's violent behavior -- including any prior documented physical assault of a district employee by the student.

### ***Emergency Procedures***

Each building has emergency procedures detailing what to do in the event of a fire, severe weather, criminal threat, and other events requiring quick and decisive actions. Building administration will provide employees with emergency procedures, or employees can contact the [Risk Management](#) department. In addition, to complying with building emergency procedures, employees are expected to know where emergency medical equipment is located in the event of a life-threatening medical emergency. Employees should check with their supervisor if the employee is unsure of the location of emergency medical equipment.

# WORKPLACE EXPECTATIONS

## *Job Responsibilities*

The position an employee fills has specific responsibilities for which the employee is expected to perform. It is important that employees understand those responsibilities. All employees should make sure they are clear about the functions they are required to perform in their position. Routine, predictable attendance is an essential function of all positions within the District.

**Accessibility Notice:** In accordance with the [Americans with Disabilities Act](#) (ADA) and the [ADA Amendments Act](#) (ADAAA), Osseo Area Schools will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job unless doing so causes an undue hardship to the School District. Contact the [Human Resources](#) department with any questions or requests for accommodation.

## *Work Hours and Breaks*

**Work Hours:** All employees are expected to be at their work location and ready to begin the day at their designated start time. A continued pattern of failure to be at work on time could result in employee discipline. The duration of hours and specific times of the employee's workday are determined by the direct supervisor. Employees who must leave the site during the scheduled work day are required to obtain approval from their supervisor, and to follow School District and building protocols for absences.

### **Break and Rest Periods:**

Hourly Staff: Rules regarding work breaks are governed by state law as well as collective bargaining agreement language and School Board policies/practices. Minnesota law requires employers to provide sufficient time to use a restroom and eat meals. If the work break is less than twenty (20) minutes in duration, it must be counted as work time. Time to use a restroom (up to a maximum of a 15-minute break) must be provided within each four (4) consecutive hours of work. A meal break (usually a 30-minute break) must be given to employees who work eight (8) or more consecutive hours. Following is an overview of School District work break protocols for hourly staff:

- Full-time, eight (8) hour employees will receive two (2) paid 15-minute breaks and an unpaid 30-minute meal break. These shifts total 8.5 hours.
- Employees working six (6), but fewer than eight (8), consecutive hours are entitled to one (1) paid 15-minute break and an unpaid 30-minute meal break. Supervisors and staff can mutually waive the 30-minute meal break depending on program or site needs, however the reason must be for the purposes of programming and/or coverage in the classroom and employees must be compensated anytime the lunch period is missed. In addition, the paid breaks (15-minute breaks) cannot be waived by the supervisor.
- Employees working (4) hours but less than six (6) consecutive hours are entitled to receive one paid 15-minute break.
- Employees working fewer than four (4) consecutive hours are not entitled to a break, although supervisors often allow employees to take a short break if needed.

*Note:* Impermissible Use of Meal Period and/or Rest Breaks: Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to

cover time off for other purposes—for example, rest breaks may not be used to extend a meal period, and rest breaks may not be combined to allow one, half-hour long break. Employees are not allowed to skip the lunch period in order to leave work early.

Salaried (non-hourly) Staff: All salaried employees should work with their supervisor(s) in order to define the workday and break periods.

**Teacher Preparation Time:** Teachers are required to remain on site during their prep time. This expectation can be waived in the event of a special circumstance that has been pre-approved by the teacher's supervisor.

## ***Job Performance***

**Probationary Periods:** The probationary period for a School District employee serves as a working test or trial phase. An employee must complete this period satisfactorily to gain regular or continuing contract status following appointment. The probationary period generally extends from one (1) to three (3) years in accordance with the employee's [Collective Bargaining Agreement](#), statute, and/or School Board policy.

Probationary employees who do not meet performance expectations are subject to termination of their employment at any time. In some circumstances, a probationary employee who is not meeting performance expectations and would be subject to termination of employment may request an extension of the probationary period. A request for extension is only granted by Human Resources and must be approved by Human Resources, along with agreement between the supervisor, the probationary employee, and union representative if applicable. If an employee does not meet acceptable performance standards during this extended period, the employee may be separated from School District service.

**Performance Appraisal:** Regular status and/or continuing contract licensed staff members should receive one (1) or more performance evaluations each year depending on the employee's employment group. Employees may also receive a performance appraisal when an employee's job performance has changed significantly and warrants review. At a minimum, all employees can expect to engage in the performance appraisal process periodically throughout their employment. Questions about the performance appraisal process can be directed to the employee's supervisor, the [Human Resources](#) department, or union representative if applicable

## ***Professionalism***

All employees are expected to conduct themselves in a professional and ethical manner. The following employee groups each have a specific code of ethics:

- [Teachers \(Minnesota Rule 8710.2100\)](#)
- [Administrators \(Minnesota Rule 3512.5200\)](#)

Violations of standards of professional conduct could be grounds for discipline up to and including discharge of employment.

**School Board Policies and School District Procedures:** An employee's work and activities in the School District are governed by official School Board policies which have been developed and adopted by the School Board. Current School Board policies are available on the [School District](#) website. In addition, School District administration has developed procedures to implement these policies, and to provide more information concerning School District expectations and practices. All employees are expected to familiarize themselves and comply with these School Board policies and procedures at all

times. All employees are also required to review the employee handbook annually, including all identified policies and procedures in Appendix A.

- **ANNUAL REQUIREMENT:** All employees are required to confirm that they have reviewed and will abide by School Board policy and procedure #416 – Drug and Alcohol Testing. Click on the following link to review the policy: [School Board Drug and Alcohol Testing Policy](#).
- Key policies employees are required to know and abide by can be found in Appendix A of this handbook.

**Collaboration:** Providing a quality education for students and a positive work experience for employees requires collaboration between all employees in the School District. Collaboration is demonstrated by showing respect, cooperation, and leadership at all times. Serving as an effective member of a collaborative team is critical to meeting performance expectations.

**Representing our School District:** A School District employee represents ISD 279 and the impression and statements made by employees can influence people’s perception of our School District. Employees are placed in a position of trust by families and community members, and are expected to conduct themselves in public, and on social media in a manner that will not reflect negatively on the School District or our employees.

Employees must be diligent about not sharing or posting on social media any information that may be protected by the [Minnesota Government Data Practices Act](#). Similarly, employees should never (with the exception of a relative or close personal family acquaintance) engage with students via personal social media. Keep interactions with students confined to School District social media, exclusively.

**Attire and Grooming:** It is important for all employees to display a professional image while at work by being appropriately attired. Employees are expected to present a well-groomed, modest, professional appearance, and to practice good personal hygiene, limit fragrances, and wear clothing that is suitable for the assignment.

**Relationships with Students:** Employees are expected to exercise good judgment and professionalism in all interpersonal relationships with students. Employees must understand that all employees of the School District are considered educators of students, regardless of their position within the organization. As such, employees have an inherent position of authority and influence over students and should act accordingly. Employees are expected to maintain professional ethics and boundaries in all interactions. Interactions on social media with students is strongly discouraged.

**Documentation:** One of the core values of Osseo Area Schools is “trust is essential to sustaining successful relationships and to achieving results.” Intentional inaccuracies on official School District documents or electronic reporting systems, such as work time entry, leave entry, job applications, and student records are prohibited and will result in discipline, up to and including discharge. Employees are prohibited from accessing or modifying their own children’s records unless they have received authorization from their supervisor to do so.

**Confidentiality:** Much of the information obtained as the result of employment with the School District is considered private. Respect for the dignity of our students and staff requires that any discussion regarding student/staff issues is confined to only those staff members who have a job-related need to know the information. All employees are required to abide by the [Minnesota Government Data Practices Act](#).

## Communications

**Website:** The School District website, [www.district279.org](http://www.district279.org), contains a wide variety of information about the School District, our programs, employment policies, telephone numbers, upcoming events, and community education. Employees should familiarize themselves with the School District website and refer to it in order to obtain necessary information.

**Email:** As an employee of the School District, you may have access to the School District email system. Please refer to the policies section (Appendix A) of this handbook for related policies and procedures regarding use of the district network. Employees with email should review their messages as frequently during the day as their schedule allows and reply in a timely manner. It's a good practice to use the "out of office" feature on the email system when you will be gone for an extended period of time. School District assigned email accounts are the property of the School District and are intended to be used to conduct School District business.

The School District has defined the following protocols for employees to follow when sending a message from a School District email account:

- Use a clear subject line that tells the reader if they need to take action (e.g., "REQ: read and respond with edits") or if the email is for their information only (e.g., "FYI: conferences rescheduled to Monday").
- Start the message with the purpose so that the reader can quickly understand the essence of the message and whether they need to do anything.
- When using the blind carbon copy (BCC) function to send an email to multiple individuals, start the message with a description of who is receiving the message.
- Before sending an email to multiple sites or groups of employees, ask a colleague to review your communication for clarity.
- Use headings and bullets to visually cue the reader to important elements.
- Choose the default clear/white background instead of using wallpaper. Use fonts such as Arial or Times New Roman to improve legibility.
- Keep messages to one screen or less.
- Use a standard signature including our mission statement, and refrain from adding other types of inspirational statements or quotes.
- Your supervisor may provide additional guidance on email communication with parents/guardians.

**Calendar:** When responding to an electronic calendar invitation, it is good practice to use the "send response now" option to let the meeting organizer know of the employee's intention to accept or decline.

**Voicemail:** Voicemail is assigned to designated employees. Employees with voicemail should listen to their messages during the day as their schedule allows and return messages in a timely and responsive manner. It's a good practice to use the "extended absence" feature on the voicemail system when you will be gone for an extended period of time.

**Mailboxes:** An individual mailbox may be assigned to employees at their work site. Employees should check with their supervisor regarding expectations for checking their mailbox. Mailboxes assigned in the buildings are property of the School District and should be utilized for School District business.

**Right to Monitor:** All School District-supplied technology and School District-related work records belong to the School District and not to the employee. Osseo Area Schools routinely monitors use of

School District-supplied technology. Inappropriate or illegal use of communications may be subject to disciplinary action up to and including termination of employment.

**Personal Cell Phones, Personal Email, and Personal Social Media Accounts:** Employees should not use their personal cell phones at work except in extenuating circumstances or when the use of the cell phone is required of the employee as a part of their normal duties. Employees are discouraged from using personal cellphones, emails or social media accounts to communicate with students.

**279 Insider:** “279 Insider” is our School District’s weekly staff e-newsletter. Published during the school year by the [Community Relations](#) department, “279 Insider” is the primary vehicle for sharing important districtwide news with employees.

**my279.org (intranet):** The employee intranet, [my279.org](http://my279.org), is a clearinghouse for information that helps employees perform their duties. Whether you are looking for enrollment data, the Administrative Procedures Manual, guidance regarding presentations at School Board meetings, or a digital file of the School District logo, the search should be started on [my279.org](http://my279.org). Please contact the [Community Relations](#) department with suggestions for additional content to post on [my279.org](http://my279.org).

**my279 Message Board:** The my279 Message Board is an electronic bulletin board that allows employees to share personal information and to find personnel news, such as new hires, retirements, and resignations. Subscribe to topics of special interest to receive alerts regarding new posts. The site also contains offers for employee discounts on products and services. Find the Message Board link on [my279.org](http://my279.org).

**Tip Line:** The district has established an anonymous Tip Line for students, staff, and parents to report bullying, weapons, drugs, and violence. If you have information regarding something that may happen or an incident that has already occurred, please call 763-391-8660 to report it. You may also complete an anonymous [Tip Line](#) form on the district website. All messages will be forwarded to the principal or appropriate administrator.

## ***Conflicts of Interest***

Employees must be careful to separate personal financial or other personal interests from their role as a public employee. Specifically, any circumstance where the employee’s judgment could be in question as a result of a personal or financial interest must be avoided by the employee. This requirement is particularly important for any employee who makes purchasing decisions, management personnel, and anyone who has proprietary information concerning the School District.

Possible conflict of interest situations includes, but are not limited to:

- Using School District time, personnel, equipment, supplies, or good will for an intent other than School District-approved activities, programs, or purposes.
- Receiving personal gifts or loans from third parties doing business with the School District.
- Using confidential information obtained as a result of School District employment for personal gain.
- Selling anything at the employee’s work site to students or other employees for personal gain.
- Tutoring students without following the guidelines outlined in [School Board Policy #443 – Tutoring of Students](#)).
- Providing information to vendors that restricts the competition for others.

Conflict of interest is addressed in the School District Administrative Procedure manual located on [my279.org](http://my279.org) under the Toolbox menu.

**Gifts and Gratuities:** As a representative of a public employer, it is essential that a public employee's work is perceived as being free from external influences. Employees must decline gifts, gratuities, or favors from any outside organizations or individuals doing business or seeking to do business with the School District. Trinkets or mementos of a nominal value (less than \$5.00) may be accepted. Larger gifts should be graciously declined or referred to the employee's supervisor. For detailed information related to employees and gift acceptance, review [School Board Policy #421](#) – Gifts to District Personnel.

## ***Workplace Bullying or Mistreatment***

The School District recognizes each employee's right to individual respect and dignity, and is committed to establishing and maintaining a professional, respectful working environment for all employees. As a result, employees are prohibited from engaging in behavior that substantially interferes with a professional, productive, respectful working environment, including behavior that is disrespectful, obscene, inappropriate, offensive, or bullying.

The School District defines bullying as repeated conduct that is intimidating, threatening, abusive, or harmful; is objectively offensive; and is conducted by one or more persons against another or others at the place of work or during employment.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when deciding upon discipline. As in sexual harassment, it is the effect of the behavior upon the individual(s) that is important. The following types of behavior are considered examples of bullying and will not be tolerated:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the target of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault (physical attack), or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or looks that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work related activities.
- **Social Media/Cyberbullying:** Using technology or other electronic communication for the purpose of intimidating, threatening, abusing, or harming another in the workplace to the extent that it substantially and materially disrupts an employee's right to a professional and respectful working environment.

Any employee who feels they have been victimized by bullying will report the matter to their supervisor, or to the [Human Resources](#) department. Employees who witness prohibited conduct, or possess reliable information that would lead a reasonable person to suspect that a staff member or student is a target of bullying, will report the prohibited conduct to the employee's supervisor or to the [Human Resources](#) department.

## ***Violence is Prohibited in the Workplace***

Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, student, or other stakeholder will not be tolerated. School District resources may not be used to threaten, stalk, or harass anyone at or outside the workplace. Direct or indirect threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to a supervisor or the [Human Resources](#) department. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Whenever possible, employees should not place themselves in peril, nor should they attempt to intercede during an incident. Employees should give verbal directions, remove any students or staff members who may be close to the incident, and contact their supervisor.

Employees should promptly inform the [Human Resources](#) department of any protective or restraining order that they have obtained that lists the workplace as a protected area. The School District will not retaliate against employees making good-faith reports. The School District will thoroughly investigate all reports of threats of violence, or incidents of actual violence, and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible.

Workplace harassment, violence, or discrimination based upon a person's race, color, creed, religion, national origin, sex, marital status, disability, economic status, sexual orientation, or age is a violation of School District policy and law, and should be reported and investigated under [School District policy and procedures #413](#) Prohibition against discrimination, harassment and violence.

Anyone found to be responsible for threats of, or actual violence, or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

Employees are encouraged to bring their disputes to the attention of their supervisors or a [Human Resources](#) administrator before the situation escalates. The School District will not discipline employees for raising such concerns.

## ***Severe Weather and School Closings***

Generally, employees can expect that school (and therefore, work) will be held, even in severe weather. If the wind chill, according to the National Weather Service, is 35° below zero (minus 35° Fahrenheit) or colder at 5:30 a.m. and predicted to remain that low or become worse, school may be cancelled. In most cases, however, the combined effects of snow, ice, and wind are considered in decisions that would involve disrupting the school day. School cancellations and early dismissals are announced on local TV and radio stations, the School District website, and social media. The news may also be communicated through an automated telephone messaging system, employees need to make sure their primary telephone number is accurate in the employee self-service access portal.

**When School Is Closed All Day:** Employees will be notified by the superintendent or designee when school is closed all day. Depending on the situation, employees may or may not be required to report for work, depending on an employee's position. Employees who are required to report for work on a day that school is closed and who do not report for work will be excused provided one of the following is true:

- The employee reported an absence due to medical reasons and submits a confirmation from a medical services provider that the employee's absence was due to medical reasons.
- The employee already had the day off as approved leave.

- The employee has paid personal leave available to cover the day the employee is absent.

If the absence is not excused, the employee's records will reflect an unexcused absence and compensation will be docked for the amount of time the employee was absent. Sometimes other school districts close while Osseo Area Schools remains open. In this case employees are expected to make alternate arrangements for child care if their child's school is closed for the day, but Osseo Area Schools remains open. Employees should refer to their collective bargaining agreements regarding procedures for emergency school closings.

**When School/Program Closes Early:** On rare occasions, a school or program may be required to close early due to unanticipated circumstances outside the control of the School District. If the Superintendent closes a school or program early, employees will remain in their building until the principal or administrator in charge releases them. Custodians shall report to work regardless unless it is physically impossible, or the employee deems it hazardous to their health or safety.

## ***Outside Employment***

Employees who choose to engage in outside work or to hold other jobs are subject to certain restrictions as outlined below.

All employees are:

- Prohibited from using any School District resources, facilities and/or information in order to fulfill employment or volunteer obligations for another organization.
- Not to solicit or conduct any outside business during paid working time.
- Cautioned to carefully consider the demands that additional work or volunteer activity will create before accepting outside employment or additional assignments. Outside employment, volunteerism, and additional assignments will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work different or additional hours.
- Prohibited from using any paid sick leave time or to report an absence due to illness in order to perform services for another outside employer. Fraudulent use of sick leave will result in disciplinary action up to and including termination of employment.

In addition to the above, management employees (School Executives, Directors, Principals, Licensed Coordinators, Management I-M, and Salaried Professionals) are prohibited from working in any other School District paid position. Exceptions will be considered for management employees who are scheduled to work less than a 225-duty day contract. An exception must be pre-approved by the management employee's supervisor and the [Human Resources](#) department. Prohibited paid assignments include but are not limited to: coaching assignments; extra-curricular activities; before/after school care; and extended learning programs.

## ***Parking and Driving For Work***

**School District Vehicles:** If an employee drives a School District vehicle in the course of employment, the School District is the primary insurer. If the employee is driving their own vehicle in the course of employment, the employee's personal insurance is primary. Employees must have the correct type of driver's license for the vehicle being driven. If an employee is required to drive a School District vehicle

larger than a car, van or pickup truck, the employee must have a commercial driver's license (CDL) along with other endorsements.

If the job requires an employee to drive a School District vehicle or equipment, the employee must report to their immediate supervisor any traffic violation for which the employee has been convicted and which could impede the employee's ability to drive, even if it occurs on the employee's own non-duty time and/or in the employee's own vehicle. Any employee who uses a School District vehicle for work-related purpose is expected to:

- Drive defensively;
- Wear a seat belt;
- Allow plenty of time to arrive at the destination, taking into account weather conditions;
- Refrain from use of cell phones or other electronic communication devices while driving; and
- Abide by applicable drug, chemical and tobacco-free related policies while in the School District vehicle.

*Note:* Any employee who is required to maintain a CDL can be required to submit to random drug testing.

**Use of Personal Vehicles for Work Purposes:** As part of your job, you may be expected to drive your personal vehicle for work purposes. When driving your own vehicle for work purposes, you must keep it well-maintained, in safe operating condition, adequately insure the vehicle, and obey all traffic laws.

**Personal Vehicles/Mileage/Travel Expenses Reimbursement:** If an employee is required to use their personal vehicle on School District business, the employee may be eligible for mileage reimbursement at a rate approved by the School Board. The employee may also receive payment or reimbursement of travel expenses if any approved training, work or professional development requires the employee to travel outside the School District. Employees can contact their supervisor to obtain information about submitting a request for reimbursement.

All reimbursements for mileage must be based on the mileage from the employee's normal place of work in the School District. Employees are expected to verify their eligibility for reimbursement in advance with their supervisor. All expenses are subject to School District approval procedures and audits.

**Parking:** There is no charge for School District employees to park their vehicle during working hours. Most buildings and programs designate a staff parking area. Employees are expected to maintain a safe speed in School District parking lots and to remove their vehicles from the premises at the end of the work day.

Employees are prohibited from allowing a student to start or operate an employee's personal vehicle.

**Transporting Students:** [School Board Policy #707](#) (Transportation of Students) provides clear parameters related to employees transporting students. Staff members do not provide transportation to students except in an emergency situation in accordance with authorization by the principal or Director of Facilities and Transportation Operations. If emergency transportation must be provided, two (2) staff members must accompany the student.

## ***Employee Personnel Records***

**Personnel File:** Personnel files are kept in a secured, central location to which only a select few employees have access. Employees who wish to review their personnel file, can contact the [Human Resources](#) department to schedule an appointment to view the personnel file. Viewing of the personnel file must be done in front of a designated School District representative. Employees may request copies of

the information stored in their personnel file. Employees are generally not allowed to add to or subtract from the contents of their personnel file. Some exceptions can be made pursuant to collective bargaining agreement language.

**Change of Personal Data:** Many changes in an employee's records such as address, telephone number, and emergency contact person can be updated via the employee self-service portal). Updates to an employee's name, dependents, and marital status require presentation of legal documents to the [Human Resources](#) department and/or the Payroll department.

**Employee Emergency Contact Information and Medical Disclosure Information Maintained at the Worksite:** Many sites/programs request that employees complete an emergency contact and medical disclosure information card. This card is used in the event of an emergency that requires access to employee contact information or medical condition(s). Although employees are encouraged to complete the information requested, it is not required. However, employees are required to maintain an emergency contact name and contact phone number on record with the School District office. Employees can update their information via the employee self-service access portal

## ***Purchasing Goods and Services***

**Purchasing Supplies and Equipment:** Employees with authorized purchasing responsibility must comply with federal regulations, Minnesota Statutes, Board Policy, and the School District's Administrative Procedures. Other employees are not authorized to place an order, purchase, contractually or financially bind the School District in any manner. Orders placed, or purchases made without following these procedures are considered unauthorized, and payment may be the responsibility of the employee placing the order. Comprehensive purchasing procedures are in the Administrative Procedure manual located at [my279.org](#) under the Toolbox menu. Contact the site business or resource manager, or department purchasing contact for specific purchasing direction. Violation of these procedures may result in disciplinary action including potential termination of employment.

## ***Other***

**Employee's Personal Religious Observations:** The School Board recognizes and respects the right of all of its employees to engage in private and quiet religious activities, so long as that conduct is not disruptive, and does not interfere with the rights of others who do not participate in those activities, or to have those activities imposed upon them, or result in the harassment of others. Employees whose religious beliefs require religious activity during the work day are to request of their supervisor a non-disruptive place for such practices. Time for such practices may be during break periods or non-paid time. Direct any questions about specific issues to a supervisor.

**Day of Silence:** Day of Silence is an annual student-led action in which students across the country vow to take a form of silence to call attention to the silencing effect of anti-LGBTQ bullying and harassment in schools. While its message supports safe schools, Day of Silence is not considered a school-sponsored activity in Osseo Area Schools; rather, it is a student-led action. Employees are expected to fulfill all of the duties of their particular position, including speaking and working with students, other staff, and members of the public, as the employee's assignment demands.

**Political Activity:** We encourage all employees to be civically engaged, but School Board policies prohibit certain activities of a political nature. During the duty day employees cannot actively campaign for or against a political candidate or issue. Employees may not use the School District network to advocate for or against a candidate, or ballot question at any time, or use their position to influence

subordinates or students to make contributions to, or support, any political campaign. There are also prohibitions against distributing campaign materials to students and using students to convey or distribute such materials.

**When an Employee Receives a Work-Related Subpoena:** Any employee who receives a subpoena for any purpose related to employment will inform the building administrator or designated supervisor immediately upon receipt. The building administrator or designated supervisor shall immediately inform the School District General Counsel that the employee has received a subpoena. No employee may release educational data, personnel data, or any other private data, as defined by the [Minnesota Government Data Practices Act](#), of any kind without consultation with his/her supervisor.

**Use of School District Equipment:** Employees may not use, or facilitate the use of, School District-owned equipment for personal or private use.

**Search of Employees' Desks and Offices:** Osseo Area Schools generally has wide latitude to search employee offices, desks, and files. A search warrant or probable cause determination is not required for the district to conduct a search. Osseo Area Schools will only conduct a search of an employee's work area upon reasonable suspicion of a potential violation of school policy. Employees should be aware of this right to search workplace desks, offices, computers, internet access history, emails, and files.

# COMPENSATION

## *Wage Disclosure Protection*

Under the Minnesota Wage Disclosure Protection Law (Minn. Stat. §181.172), employees have the right to tell any person the amount of their own wages. While the [Minnesota Government Data Practices Act](#) (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of their wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172. subd. 3.

An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the employer and/or file a complaint with the [Minnesota Department of Labor and Industry](#) at 651-284-5070 or 800-342-5354.

Rates of pay are determined by collective bargaining agreement. For questions about pay rates, contact the [Human Resources](#) department.

Employees are also able to access payroll and personal information on the employee self-service access portal. Information shown in the portal includes, but is not limited to: paycheck history, leave account balances, year-to-date totals, and W-4 information. For information on accessing the employee self-service portal, contact the Information Systems help desk at [help@District279.org](mailto:help@District279.org).

## *Payment of Wages*

The School District issues salary payments through direct deposit on the 5<sup>th</sup> and 20<sup>th</sup> day of each month. Exceptions to these dates are the months of June and July. In July, the salary payment scheduled for July 5<sup>th</sup> is generated at the end of the month of June. If the normal payday falls on a non-duty day, payment of wages will be directly deposited on the duty day immediately prior to the normal payday. Information related to earnings and deductions may be viewed in the employee self-service portal. The Payroll department is also available to assist employees with specific questions or concerns. Contact the Payroll department at [payroll@district279.org](mailto:payroll@district279.org) or 763-391-7283.

Information regarding pay periods and pay dates may be found on [my279.org](http://my279.org), or employees can connect with the [Human Resources](#) department or the Payroll department at [payroll@district279.org](mailto:payroll@district279.org) or 763-391-7283. Employees wishing to change their withholding allowances should obtain a W-4 form from [my279.org](http://my279.org) or by contacting the Payroll department. Minn. Stat. §518.611, Subd. 8, requires employees to notify the School District of any child support obligations to be withheld from paychecks.

**Direct Deposit:** Direct Deposit is required for all employees (except in the event of an extenuating circumstance) and allows employees to have their paycheck directly deposited into one account of their choosing. For additional information, contact the Payroll department at [payroll@district279.org](mailto:payroll@district279.org) or 763-391-7283.

## ***Payment for Overtime (hourly employees)***

**Overtime for Hourly Employees:** Any additional time worked beyond the employee's normal schedule must be approved by their direct supervisor prior to working the additional hours. Hourly employees are not authorized to work from home and are not expected to respond to emails and inquiries during their non-duty time.

The [Fair Labor Standards Act](#) (FLSA) governs when employees are entitled to overtime compensation, either as additional pay or compensatory time. Our collective bargaining/employment agreements provide additional clarity as to when employees are entitled to overtime compensation.

## TIME OFF/LEAVES OF ABSENCE

Depending on the terms and conditions of employment, employees may have provisions allowing for paid time off or unpaid time off. This time off shall be pre-approved except in the event of emergencies. An absence request must be completed whenever an employee is absent from work. For directions on how to request time off, speak to a supervisor or call the [Human Resources](#) department. Some state and federal laws provide for leaves when an employee needs time off from work due to a serious medical condition or to attend the special education, preschool or school conferences, or school-related activities of their children or foster children, if those conferences or activities cannot be scheduled during non-work hours.

Unexcused absences are not acceptable. Employees may be considered as absent without approved leave and can be subject to discipline. Employees must be sure to follow proper reporting procedures if they are unable to attend work. Frequent absences will be addressed by the employee's supervisor as necessary. Contact the [Human Resources](#) department with questions about workplace absences.

### ***Holiday Pay***

Holiday pay eligibility is defined in collective bargaining agreements or individual employment agreements. For information about school calendars and holidays, review the [calendar information](#) posted on [my279.org](#).

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday. Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the School District.

### ***Vacation and Paid Time Off (PTO)***

Vacation or paid time off (PTO) can be earned by eligible employees to use for any reason. The amount earned varies by collective bargaining agreement and by the number of hours worked. Advance requests for vacation and PTO are normally required and should be submitted to the employee's supervisor. Vacation and PTO days must be recorded in the employee absence reporting system.

**Usage:** Requests for vacation leave and PTO are subject to supervisor and Human Resources approval, based on the operating needs of the School District.

**Balances:** The Human Resources department will maintain employee vacation leave/PTO balance (time accrued but not used). Employees can carry over hours from one year to the next up to the maximum amount defined by their [Collective Bargaining Agreement](#). If the collective bargaining agreement is silent on carry over of hours, then the employee is not eligible to carry over any hours.

### ***Sick Leave***

**Sick Leave:** An employee serving in a continuing position receives paid sick leave accruals as defined in their collective bargaining agreement. Paid sick leave can be used when the employee is unable to report for work due to a personal illness or the illness of a family member. Accrued paid sick leave can also be used in the event of a long-term illness.

- **Balances.** The School District maintains employee leave balances (time accrued but not used). Employees are responsible for monitoring their leave balances and ensuring that they have enough leave time remaining to cover any absences. Leave balances can be reviewed via the employee self-service portal.
- **Medical Documentation.** In some circumstances, an absence due to a personal illness or family illness may require submission of a medical confirmation from a healthcare provider. Situations that may require medical documentation include, but are not limited to:
  - A period of absence consisting of multiple consecutive working days.
  - Leave of any duration if absence from duty recurs frequently or habitually.
  - Leave of any duration when there is reasonable cause for requiring medical confirmation.
  - Leave of any duration that occurs on School District-defined “high volume” days.
  - Leave of any duration if the illness is as a result of a workplace injury.
  - Return from medical leave that is longer than three (3) to five (5) days, depending on the circumstance.
  - Return from medical leave with medical restriction(s) like a need for a temporarily reduced work schedule or limitations in job duties that can be performed.
- Any absence that applies to [The Family and Medical Leave Act](#) (FMLA) of 1993 requires the School District to provide up to twelve (12) work weeks of unpaid, job-protected leave to eligible employees for certain individual or family medical reasons. Employees are eligible if they have worked for the School District for at least one (1) year and have worked a minimum of 1,250 hours during the twelve (12) months prior to the leave. Military care provides leaves under the FMLA may afford employees up to 26 weeks of leave.

*Note:* For the purposes of this provision, “year” is defined as a rolling twelve (12) month period measured backward from the date an employee’s leave is to commence.

Failure to supply the required medical documentation could be grounds for discipline up to and including termination of employment.

- **Extended Illness or Recuperation.** If an employee exhausts their accrued paid leave during a prolonged illness or injury, they may be permitted to use other accrued time. Once the applicable paid time is exhausted, the employee’s absence will be modified to a leave of absence without pay. Consult the collective bargaining agreement, Human Resources or union representative, and the School District procedures for information on these options, and other programs such as the teacher sick leave pool.

## ***Personal Leave***

Personal leave may be used to conduct private affairs, including the observance of religious holidays or personal business that cannot be attended to during non-work hours. Employees are required to submit a paid leave request at least three days in advance of the leave date (except in emergency circumstances). Refer to the collective bargaining agreement for detailed information. The School District limits the number of employees who can be out on personal leave on any given day. Employees are encouraged to submit their leave requests well in advance of the scheduled date. In general, personal leave will not be approved on the first and last student contact days of the school year.

## ***Bereavement Leave***

Paid bereavement leave benefits are defined in the employee collective bargaining agreement. If paid leave is not available, employees can use vacation leave, personal leave or unpaid leave. An employee who takes time off for bereavement is required to submit a leave request.

## ***Jury Duty***

Employees who receive a summons for jury duty are to notify their administrator or immediate supervisor as soon as possible after receipt of summons. Should employees serve as jurors, they will be allowed time off with full pay. Any reimbursements, less mileage and parking expenses for serving as jurors, shall be deducted from pay.

*Note:* Employees who serve in casual or temporary positions are generally not required to abide by this section. However, employees should check with the [Human Resources](#) department if they receive a notice for jury duty in order to obtain the appropriate information for their employment status.

If employees on jury duty are excused from jury duty at any time throughout their scheduled workday, they are expected to return to their normal work location and continue serving in their normal assignment. This leave applies only when the employee's normal work schedule conflicts with jury duty time. If an employee is "on call" for jury duty, they must report to work until required to report for jury duty.

If an employee is summoned for jury duty, the employee will not lose regular salary or benefits. In order to properly account for duty time, the employee must:

Submit the following to Human Resources within 48 hours of receipt of the summons for jury duty:

- Completed leave request form (Number PF-22). Form PF-22 can be found on the [my279.org](http://my279.org) website under Human Resources.
- The summons the employee received requiring the employee to report for jury duty.

Submit the following to Human Resources within thirty (30) days of the last jury duty day served:

- The original receipts for expenses incurred while serving as a juror (e.g., parking),
- The stub from the expense/mileage check received for serving on the jury,
- A check from the employee representing the difference between the stipend the employee received for jury duty and the total amount of the receipts (including mileage) the employee is submitting.

If the necessary items are not received within thirty (30) days from the time the employee served on the jury, the Payroll department will be advised to account for the time absent as time without pay and to modify employee compensation accordingly.

## ***Military Leave of Absence***

Employees taking part in a variety of military duties are eligible for benefits under the [Uniformed Services Employment and Reemployment Rights Act](#) (USERRA). Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Employees requesting leave for military duty

should notify their supervisor and contact the [Human Resources](#) department to request leave as soon as they are aware of the need for leave. Employees are required to submit necessary documentation to support the leave request.

### ***Unpaid Long Term or Extended Leave***

Employees may, in certain instances, be granted a long-term leave of absence without pay. Employees who request and are granted a long-term leave must be prepared to have their benefits reduced. Employees do not accrue vacation or paid leave in any month in which an employee has been on leave for an entire month. Service credit toward salary schedule advancement, retirement, seniority, and longevity may be suspended as well. Employees who choose to continue to participate in the School District group health plans will be required to pay the full cost of medical premiums.

Requests for an unpaid long term or extended leave should be submitted to Human Resources for approval consideration. Employees are expected to check their collective bargaining agreements to make sure they meet all necessary deadlines. Among other considerations, the School District will take into account the reason for the employee's request, any applicable employment laws, and the School District's operating needs when considering a leave of absence request.

# BENEFITS

For more information regarding benefits programs, please refer to the [Benefits Booklet](#) located on the School District website.

## *Overview*

The School District provides health, dental, life, and disability insurance coverage to eligible employees. Eligibility for the School District's contribution toward all benefit plans is determined by the employee's bargaining unit's eligibility and negotiated employer contributions. A summary of employee bargaining unit's [benefit plans](#) and cost of participation is available on the School District website under employee benefits.

- **Coverage**  
Coverage in group insurance programs is available upon the first day of employment for employees eligible for group insurance coverage. Eligible employees are automatically enrolled in the School District long-term disability and life insurance coverage. Health, dental, and optional life insurance coverage shall be effective on the first day of employment once enrollment is completed. New employees are allowed up to a maximum of thirty (30) calendar days to complete enrollment. Current employees may make changes to their current enrollment within thirty (30) days of a change in employment status or life change event (see below).
- **Change in Employment Status or Life Change Event**  
A life event is an opportunity for employees to change their health and or dental insurance coverage due to an event such as marriage, birth of a child, divorce, death, or change in spouse's insurance coverage through their employer following IRS guidelines. An employee, who experiences a life change event, is required to make the change within thirty (30) days of the date of the event. The [Human Resources](#) department can provide detailed information.
- **Benefits Open Enrollment**  
Benefits open enrollment is the only time during the year employees are able to change their health insurance plan or coverage, enroll in or decline health and/or dental insurance, and enroll in flexible spending without a life change event. Employees can watch their School District email for more information regarding open enrollment.

## *Group Health Insurance*

Health and hospitalization insurance are offered to eligible employees through various health insurance carriers based on their collective bargaining agreement with the School District. Employees receive a School District contribution toward the premium cost of single, single plus one (1), or family health insurance for each employee who qualifies for, and is enrolled in the School District insurance plan or the [Public Employees Insurance Program](#) (PEIP) insurance plan.

## *Group Dental Insurance*

Dental insurance is offered to eligible employees through Delta Dental of Minnesota. Coverage is available upon the first day of employment. The opportunity for enrollment is within the first thirty (30) days of initial employment or within thirty (30) days of a change in employment status or life event.

Eligible employees receive a School District contribution toward the premium cost of single coverage. Refer to the collective bargaining agreement for details on coverage.

### ***Flexible Spending Account***

The School District [Flexible Benefits Plan](#) permits employees to set aside money from pre-tax income to be used to pay for certain eligible health care and dependent care expenses. As a result, the employee's taxable income is reduced, thereby saving the employee tax dollars and increasing take home pay.

Eligible expenses include:

- Medical, dental and vision expenses (not paid by insurance)
- Day care expenses

Refer to the benefits booklet located on the School District website for additional information.

*Note:* Employees who choose to participate in the Flexible Spending Account benefit must submit an enrollment form every year of employment.

### ***Group Life and Long-term Disability Insurance***

The School District pays 100 percent of the premium cost for basic life insurance and long-term disability insurance for eligible employees. Supplemental coverage for employees may be available at their own expense. Insurance coverage is effective on the employee's date of hire. Under the long-term disability plan, employees who have become totally disabled may receive 2/3 of their regular salary after a sixty (60) working day waiting period.

### ***Retirement Plans (Public Pension)***

The [Teachers Retirement Association](#) (TRA) and the [Public Employees Retirement Association](#) (PERA) are associations that are responsible for the administration of retirement plans providing defined benefit coverage to employees of the School District. Employees contribute a percentage rate of their before-tax earnings to fund their TRA or PERA contributions. The School District also contributes a percentage rate on the employee's behalf. Additional information can be found on the School District website under [Human Resources](#) and at the following websites: [Minnesota Teachers Retirement Association](#) (MNTRA) (all eligible licensed staff members) or PERA (all other eligible staff members.) Employees should check their applicable retirement association regarding required time off from volunteer or paid work with a public entity after retirement.

### ***Retirement Savings (Tax-sheltered Plans)***

Eligible employees are allowed to authorize payroll deductions to be invested in a 403(b) or in a 457 account on a pre-tax basis. Information on investment companies, advisor contacts, and the required form to authorize this payroll deduction may be obtained through the School District website or by contacting the Payroll department at [payroll@district279.org](mailto:payroll@district279.org) or 763-391-7283.

**Matching Contributions:** The School District will match contributions towards a tax-sheltered 403(b) plan and/or 457 plans for eligible employees. Eligibility and plan contribution amounts are specified by the collective bargaining agreement. For eligibility information and the required enrollment form contact the Payroll department at [payroll@district279.org](mailto:payroll@district279.org) or 763-391-7283.

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

This School District-paid program offers **free and confidential** assistance when an employee is experiencing personal life or work issues, such as alcohol or drug abuse or psychological, financial, family, or marital problems. Employees may request assistance on their own or may be referred by their supervisor. Eligible employees and eligible family members may utilize the School District [Employee Assistance Program](#).

# APPENDIX A

## POLICIES YOU ARE EXPECTED TO KNOW

School Board policies are the “law of the land” in School Districts; they help ensure that our school system maintains safe and respectful learning and working environments. Employee work and activities in the School District are governed by official School Board policies which have been developed and adopted by the School Board. Current [School Board policies](#) are available on the School District website. In addition, School District administration has developed procedures to implement these policies and to provide more information concerning School District expectations and practices. You are expected to familiarize yourself and comply with these policies and procedures at all times.

The policies highlighted below are just a few of the key policies to which we most often refer. As an employee, you are accountable for understanding and complying with all School Board policies. Violations of policies or expectations could be cause for disciplinary action.

### **Policy 101 – Racial Equity in Educational Achievement:**

#### **Key Idea:**

The School District is committed to raising the achievement levels for each student by creating transformational system change to ensure equitable student achievement through ensuring that educational excellence and educational equity are provided for each learner. Through educational excellence and equity, each student in the School District will be empowered and equipped as a lifelong learner, with the necessary tools to achieve dreams and contribute to community. The School District will establish and maintain a commitment to educational excellence and equity in its systemic practices, which will support its contribution toward a community free from racially predictable disparities.

#### **Good Practice:**

Become familiar with this policy. Treat students and colleagues with respect and care. Behave in accordance with our organizational core value that everyone has equal intrinsic value. Work to create a welcoming culture and inclusive environment that reflects and supports the racial and cultural diversity of the school’s student populations. Report any potential violation to your supervisor or to the [Human Resources](#) department.

### **Policy 102 - Equal Educational and Employment Opportunity**

#### **Key Idea:**

The School District prohibits discrimination against any student or employee who is a member of a class protected by the Minnesota Human Rights Act, such as race, color, creed, religion, national origin, sex, sexual orientation, age, marital or parental status, or status regarding public assistance or disability. Any student or employee who believes they may have been subject to discrimination has the right to submit a formal complaint.

#### **Good Practice:**

Become familiar with this policy. Treat students and colleagues with respect and care. Behave in accordance with our organizational core value that everyone has equal intrinsic value. Report any potential violation in accordance with the following:

- Employee believes they are the subject of discrimination: Report to the Human Rights Officer – Laurel Anderson at 763-391-7006.
- Student with a disability believes they are the subject of discrimination: Report to the 504 Coordinator – Kate Emmons at 763-391-7255.
- Student believes they are the subject of discrimination as a result of race or sex: Report to the Title IX Coordinator (Employment Related Concerns) – Laurel Anderson at 763-391-7006.

### **Policy 403 - Discipline, Suspension and Dismissal of School District Employees**

#### **Key Idea:**

Employees are expected to behave professionally and to abide by any applicable state/federal laws, School Board policies and applicable professional codes of ethics. Violations could be subject to discipline up to and including discharge of employment.

#### **Good Practice:**

Become familiar with this policy and procedure. Make sure your actions are always respectful, and professional. Maintain a high level of integrity and ethics in your work and in your relationships with those whom you encounter in your work. If you have any concerns, questions or need assistance, contact the [Human Resources](#) department or your supervisor.

### **Policy 413 – Prohibition Against Discrimination, Harassment and Violence**

#### **Key Idea:**

Osseo Area Schools prohibits any form of violence or harassment based on any characteristic such as sex, religion, or other protected status. This includes any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature between a supervisor and a subordinate, between peers, or between an employee and a student when it interferes with job performance, creates an intimidating, hostile or offensive environment, or affects potential educational or employment opportunities or benefits.

Employees are responsible for understanding what constitutes harassment and violence as outlined in the School Board policies and are required to report to the proper authorities any conduct that appears to be a violation of these policies.

#### **Good Practice:**

Become familiar with this policy. Treat students and colleagues with respect and care. Behave in accordance with our organizational core value that everyone has equal intrinsic value. Refrain from any behavior that could be considered a violation of the policies. Consult with your supervisor or the School District’s Human Rights Officer in the [Human Resources](#) department any time you have questions about appropriate behavior or believe a violation of these policies has occurred.

### **Policy 414 - Mandated Reporting of Maltreatment of Children or Vulnerable Adults**

#### **Key Idea:**

Any employee of the School District is mandated to report suspected neglect or abuse (physical or sexual) of vulnerable adults or children in the home, school, and community settings. Any employee having reasonable cause to suspect that a student is being physically, emotionally or sexually abused, or

neglected must immediately report this information to the appropriate authorities ([Minnesota Department of Education](#), local welfare agency, police department, or the county sheriff).

**Good Practice:**

Whenever possible, the employee will first share their suspicion with the site leader. The employee then has the responsibility to report directly to the Minnesota Department of Education, child protection, police, or sheriff in accordance with the procedure. If you suspect maltreatment of a student by a School District employee, contact your supervisor and the [Human Resources](#) department immediately.

**Drug and Alcohol Testing ([Policy 416](#)) & Drug-Free Workplace/Drug-Free School ([Policy 418](#)) & Tobacco-Free Environment ([Policy 419](#))**

**Key Idea(s):**

The School District prohibits the manufacture, distribution, dispensing, transfer, possession or use of any defined prohibited drug while on school property, in school vehicles, or while accompanying students on school-affiliated activities. The use of alcohol and/or tobacco including e-cigarettes is prohibited for all persons within all school buildings, in school or contracted vehicles, or on school grounds during all hours of every calendar day. The prohibition applies to all students and adults.

These policies apply at all times at any school-sponsored event, on or off campus, while students are under staff supervision. If there is reasonable suspicion that an employee may be under the influence of a mood-altering substance at work, the employee will be required to take a drug and/or alcohol test immediately when directed to do so.

**Good Practice:**

Maintain a tobacco-free and chemical-free workplace. Keep tobacco, alcohol, and chemicals away from School District property and away from school-sponsored activities, no matter where they are held. If you must take prescription drugs at the workplace, the drugs must be kept in a secure location inaccessible to other staff or students and must not impede your ability to perform the essential functions of your job. If you need assistance with finding a secure location, please consult with your supervisor. Any employee who suspects an individual may be under the influence of drugs or alcohol is required to report the information to their direct supervisor or to the Human Resources department.

**[Policy 421](#) – Gifts to District Personnel**

**Key Idea:**

School District employees who are considered School District Officials and/or School Board members may not solicit, accept or receive a gift from a vendor or provider doing business with the School District except in special circumstances defined by this policy. However, the School District recognizes that students, parents, and others may wish to show appreciation to School District employees. In that case, School District employees who are not School District Officials may accept gifts as tokens of appreciation.

**Good Practice:**

If you are a District Official, make sure you review this policy and understand the requirements. All other employees who receive a gift as a token of appreciation may graciously accept the gift. Many employees have chosen to encourage those students and parents/guardians who want to give them a gift to donate to a charity on their behalf.

### **Policy 423 - Employee - Student Relationships**

#### **Key Idea:**

School District employees should maintain professional relationships and appropriate boundaries with students in all their interactions with them whether on or off duty and on or off School District locations, including in the use of personal social media.

#### **Good Practice:**

Become familiar with this policy and procedure. Exercise good judgment and professionalism in all interpersonal relationships with students. Keep informal and social involvement to a minimum. Understand that you, as an educator, have an inherent position of authority and influence over students, and act accordingly. Maintain professional ethics and boundaries in all interactions. Communications on personal social media accounts is strongly discouraged. Consult with your supervisor any time you have questions about appropriate activity.

### **Policy 441 (employees) & Policy 524 (students) - Network/Internet Acceptable Use**

#### **Key Idea:**

Use of the School District's network/Internet resources are intended only for educational and informational purposes, such as research, professional development, instruction, collaborative education projects, and dissemination of School District information. The use of School District technology and the Internet is a privilege and not to be abused. Use of network/Internet resources must support the curriculum and enhance student learning opportunities and/or support accurate and appropriate communication of School District information. Misusing, intentionally damaging hardware or software, or other inappropriate activities may result in disciplinary action ranging from denial of privileges to criminal prosecution.

Use of School District network/Internet resources for personal gain or profit is not permitted. Personal web pages and personal email accounts may not reside on the School District's network. School District network/internet resources are not intended for use as a personal email station. All email messages that are sent and/or received on the School District network are considered the property of the School District. The School District monitors all access to websites made through the School District network.

#### **Good Practice:**

Use the computer or network/Internet only for professional work-related purposes.

### **Policy 452 - Conceal and Carry Restrictions for Employees**

#### **Key Idea:**

Any employee of the School District is prohibited from carrying firearms on School District premises. Employees who have a conceal and carry permit may keep a firearm in designated areas within a vehicle on School District property.

#### **Good Practice:**

Keep firearms away from School District property and from school-sponsored activities, no matter where they are held. If you must carry a firearm, make sure the firearm is properly and securely stored in your vehicle, and that you are carrying the proper permit(s).

## **Policy 507 - Corporal Punishment**

### **Key Idea:**

In accordance with Minnesota Statute, all School District employees or agents are prohibited from inflicting corporal punishment on students. Corporal punishment is hitting or spanking with or without an object or using unreasonable physical force that causes bodily harm or substantial emotional harm as punishment or to correct unacceptable behavior.

### **Good Practice:**

Use positive behavior intervention strategies consistently and refrain from any physical contact with students whenever possible. In circumstances where you believe you or others may be subject to serious injury, it is acceptable to use reasonable force to prevent bodily harm or death. If an event occurs whereby you had to use reasonable force, immediately submit a verbal report to your supervisor and follow up with a written report as soon as possible but no later than **twenty-four (24) hours** following the event. If you witness corporal punishment occurring in the workplace, you must contact the [Minnesota Department of Education](#) and your supervisor or the [Human Resources](#) department before you leave the worksite for the day.

## **Policy 514 - Bullying Prohibition**

### **Key Idea:**

Bullying and cyberbullying are prohibited conduct among students. This includes any intimidating, threatening, abusive, or harmful conduct that is objectively offensive and either (1.) involves an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior, and the conduct is repeated or forms a pattern; or (2.) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in School District functions or activities or receive educational benefits, services, or privileges.

### **Good Practice:**

All staff members are responsible to help maintain a safe and healthy work and learning environment for students. Treat individuals with respect and courtesy. Avoid uses of social media and other circumstances where actions can be interpreted as bullying. School District employees who witness prohibited conduct or possess reliable information that would lead a reasonable person to suspect that a student is a target of prohibited conduct are responsible for reporting the conduct immediately to a supervisor.

## **Policy 515 - Student Records**

### **Key Idea:**

School District employees create and access a great deal of information about students. The process for storing, sharing, and accessing information about students is governed by a complex set of federal and state laws. In addition, Osseo Area Schools has a School Board policy regarding the storage, dissemination, and access of student records.

The laws about data privacy are complex, and they are intended to protect the privacy of individuals. A good rule of thumb is to remember that almost all information on a student kept by school employees in any form is subject to federal and state data privacy laws. School District employees are bound by data privacy laws regarding student records at all times, including at the employee's work site, other School District sites, and in the community. Violations of data privacy laws may result in criminal penalties, civil penalties, and/or disciplinary action related to employment.

**Good Practice:**

Most of the data school employees know or create about students is private data and includes academic, personal, attendance, medical, disability, special education, and disciplinary information. Logically, it is in these areas where breaches of data privacy occur. To avoid data privacy violations, it is important to remember that most educational data can only be shared with staff members who have a “professional need to know.” Do not discuss a particular student with any other student or with parents/guardians other than their own, or in the presence of other staff members or volunteers who do not have a professional need to know. If you receive a request for student data, consult with your supervisor.

**Policy 533 - Wellness****Key Idea:**

School Board actions and policies ensure a school environment that promotes and protects students’ health, well-being and ability to learn by supporting healthy eating and physical activity.

**Good Practice:**

Do your best to practice and model healthy eating and physical activity. If food or beverages are used as rewards for good behavior or achievement, make sure they are healthy options. Healthy options can include whole grains, fresh fruits, vegetables, and foods low in fat.

**Policy 806 - Health and Safety****Key Idea:**

Osseo Area Schools will provide a safe and healthy environment for staff and students. Safety and health protections are an integral part of all operations. Employees are expected to comply with safety rules/procedures, attend related training, and report any concerns or possible violations immediately to their supervisor.

**Good Practice:**

Make sure you know the appropriate emergency response actions for your work location. Talk with your supervisor about training expectations and where to find [Health and Safety](#) related information. Comprehensive information is available on [my279.org](http://my279.org).

## APPENDIX B

### Employment Laws

**Background Checks:** According to Minn. Stat. §123B.03, the School District will seek a criminal background check for applicants who receive an offer of employment and/or seek to volunteer with the School District. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the School District.

**Equal Opportunity Employer:** Osseo Area Schools prohibits discrimination in any form on the basis of race, color, creed, age, disability, sex, sexual orientation, national origin, marital status, or status with regard to public assistance. This procedure includes but is not limited to the following: employment, promotion, demotion, transfer, layoff, recall, corrective actions, termination, rate of pay, other compensation, and the application of policies and training. Employees who engage in discrimination will be subject to disciplinary action, up to and including, discharge of employment.

**Immigration Law Compliance:** Osseo Area Schools is committed to employing only United States citizens and others who are authorized to work in the United States. As a condition of employment, you must properly complete, sign and date the first section of the US Citizenship and Immigration Services Form I-9.

**Employment of Minors:** No one under eighteen (18) years of age will be employed without providing proper proof of their age in an age certificate, birth certificate, or driver's license. Minors will be employed only in accordance with child labor laws and School Board policies. No one under sixteen (16) years of age will be employed in any capacity.

**Comparable Worth (Pay Equity):** The School Board is committed to equitable compensation for employees without regard to gender. School District job classifications are regularly reviewed to determine the comparable worth of the skills, duties, and responsibilities required in each position.

## INDEX

Absence, 28  
Accidents and Injuries, 11  
Attire, 17  
Background and Reference Checks, 7  
Badges, 9  
Benefits, 32  
Building Access, 9  
Bullying, 20  
Cell Phones, 19  
Children at Work, 13  
COBRA Benefits, 8  
Collective Bargaining Agreements, 7  
Communications, 18  
Compensation, 26  
Conceal and Carry, 38  
Confidentiality, 17  
Conflicts of Interest, 19  
Direct Deposit, 26  
District Vehicles, 22  
Documentation, 17  
Drug and Alcohol Testing, 37  
Drug-Free School, 37  
Drug-Free Workplace, 37  
Email, 18  
Emergency Contact, 24  
Emergency Procedures, 14  
Employee Assistance Program (EAP), 34  
Exit Interviews, 8  
Fair Labor Standards Act, 27  
Gifts, 20  
Gratuities, 20  
Grooming, 17  
Group Dental Insurance, 32  
Group Health Insurance, 32  
Holiday Pay, 28  
Hours and Breaks, 15  
Indoor Air Quality, 12  
Internet, 38  
Job Classification, 7  
Job Postings, 7  
Job Responsibilities, 15  
Job Safety, 11  
Jury Duty, 30  
Layoff, 8  
Leave of Absence Without Pay, 31  
Leaves, 28  
Licenses and Certifications, 7  
Mailboxes, 18  
Maltreatment of Children, 36  
Mandated Reporting, 36  
Meal Period, 15  
Mileage, 23  
Military Leave, 30  
my279, 19  
my279 Message Board, 19  
National Day of Silence, 24  
Open Enrollment, 32  
Overtime, 27  
Paid Time Off (PTO), 28  
Parking, 22  
Payroll, 26  
Personnel File, 23  
Policies, 16  
Political Activity, 24  
Probationary Periods, 16  
Procedures, 16  
Public Pension, 33  
Relationships, 17  
Religious Symbols and Decorations, 24  
Representing our School District, 17  
Resignation/Retirement, 8  
Retirement Plans, 33  
Retirement Savings, 33  
Return of School District Property, 8  
Salary Payments, 26  
School Board Policies, 35  
School Closings, 21  
Separation of Employment and Unrequested Leave, 8  
Sick Leave, 28  
Student Behavior, 14  
Student Injuries, 13  
Subpoena, 25  
Technology, 18  
Tip Line, 19  
Tobacco-Free Environment, 37  
Vacation, 28  
Violence, 21  
Visitors, 9  
Voicemail, 18  
Vulnerable Adults, 36  
Website, 18  
When School Is Closed All Day, 21  
Work Hours and Breaks, 15  
Workers' Compensation, 11  
Workplace Expectations, 15  
Workplace Security, 9