



2020-2021 Employee Handbook

Superintendent: Dr. Jeff Pesta

**Independent School District #317
PO Box 307
Deer River, MN 56636
218.246.2420**

Website: www.isd317.org

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

**Human Resource Department ---- 246-2420 X 60208
Payroll Department ---- 246-2420 X 60240**

The Board of Education does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, marital status, sexual orientation, genetic information or veteran status in employment, education programs or activities, as required by law.

An Equal Opportunity Employer

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Welcome

Welcome to Independent School District #317, Deer River School District.

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

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

Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, ISD #317's Board of Education reserves the right, and has the discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the discretion, to modify or change any portion of this handbook at any time.

Equal Opportunity Employment

ISD 317's Board of Education is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, sexual orientation, marital status, genetic information or veteran status, as required by law.

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

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

Harassment/Discrimination

ISD 317's Board of Education intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of employees or discrimination against employees.

Any employee who believes that he or she, or any other employee or student is being subjected to harassment or discrimination should bring the matter to the attention of his/her principal or immediate supervisor or to the District's Title VII and Title IX Coordinator (Dr. Jeff Pesta, 218-246-2420). The District will investigate any such concerns promptly and confidentially, consistent with Board policy.

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

Hiring

A list of all District job openings is available in the District Office and on the District website.

Pre-employment Paperwork and Criminal Background Check

Prior to beginning work for District 317, each new employee must have completed a series of employment forms. These forms include but may not be limited to:

Tennesen Warning Form W-4, Employee Withholding
Personnel Questionnaire Form I-9, Employment Eligibility Verification
Bloodborne Pathogens Form
Minnesota Statute 123B.03 Informed Consent for Criminal Background Check

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

Confidentiality

The District maintains data relating to staff and students in accordance with current Data Privacy laws. Contact the Human Resource Department with questions relating to Personnel data. All District employees are obligated to maintain student and other staff information as private.

For information concerning District procedures for the protection of the privacy of protected health information, please refer to the HIPAA Privacy Procedures Handbook maintained and available from the Human Resource Department.

Bloodborne Pathogens

Bloodborne pathogens are disease causing microorganisms that may be present in human blood or other body fluids. District 317 has an Exposure Control Plan and provides related training and an opportunity for all employees, especially those at risk, to receive a vaccination series to help prevent diseases caused by bloodborne pathogens.

Complaints

Complaints by employees about other employees will be accepted in writing. Reports should be submitted to your immediate supervisor. Forms can be obtained from your immediate supervisor. Further detail can be found in the School District Policy Manual which is available in the District Office.

Dress Code

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

Drugs and Alcohol

In efforts to maintain a safe and healthful environment for employees and student, District 317 strictly prohibits the use of alcohol and drugs by employees on any school location. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business. All employees are required

to review, sign and abide by the full drug and alcohol policy as provided upon hire. Penalties for violating District Policy can be found in the School District Policy Manual.

Emergency School Closings

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

Employee Conduct

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

Licenses

Some employees of the District are required to be licensed. It is the responsibility of the employee to keep their license current. The District reserves the right to remove an employee from employment if their necessary license is not maintained.

Maltreatment of Minors and Vulnerable Adults

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

Performance Reviews / Evaluations

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

Personnel Files

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

Solicitations

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

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

Tobacco

District 317 is a "Tobacco-Free" District. Use of tobacco, which includes cigarettes, chewing tobacco, e-cigarettes and vapors by staff on District property is prohibited. Penalties for violating this policy can be found in the School District Policy Manual.

Weapons

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

Illness/Injury/Workers' Compensation

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

All work injuries, no matter how minor, should be reported to an employee's supervisor immediately. Employees are required to participate in completing an Accident Investigation with their supervisor to help prevent such accidents from occurring in the future.

District Information

Activities

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

Calendar

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

Community Education

Contact the Community Education Department for current and upcoming class offerings and schedules, to register for classes, or with other related questions. Community Education information is available on the District website or by calling 246-8241.

Computers

Computer hardware and software orders or repair should be directed by filling out a technical support request available on the District website.

Facility Use

All staff use of District facilities must be prearranged. For use during the day or for use of facilities after 3:30 p.m. complete a 'facilities use request' available on the District website.

E-Mail and Internet Use

A full policy outlining acceptable use of the district's email, internet and posting on social media is contained in the School District Policy Manual and provided upon hire which requires each employee to read and abide by the policy(ies). Generally, each employee should have no expectation of privacy when using the District's computers and other technology when using

email and internet. The District has the right to monitor and access all emails and computer usage of employees to ensure various policies are being adhered to (harassment, privacy, unauthorized access, unauthorized downloads, etc.).

With regard to social media, employees should take care to not give the impression that your statements about any aspect of the District represent the District's opinion and clearly state that they are yours alone. Statements must be factual and not irreparably harm the reputation of the District. Statements on social media should never include offensive, defamatory, pornographic, or confidential information that is proprietary to the District, its employees or students.

Violations of either of these policies will result in discipline up to and including termination.

School Board Meetings

School Board meeting dates are adopted each January by the Board. Any person wishing to address the School Board should contact the Superintendent's Office prior to a meeting to be placed on the agenda.

Telephone System

The Technology Department provides telephone service throughout the District. Contact this Department by submitting a Technology Work Order for installation, repair, training and other related questions.

Website

The District has a website with a growing list of information. You can access the website at www.isd317.org. Visit this website for access to a large variety of departmental and building information.

Employee Absences

Absence Reporting

All 317 employees must request approval to be absent during any regular scheduled duty days/shifts. Most employees are required to enter absences on the automated absence reporting/sub calling system which can be accessed either by phone or by internet.

Requests are to be entered prior to the absence in order to be properly processed.

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

Sub-calling System

The School District maintains an automated substitute calling system for teachers, administrators, secretaries, paraprofessionals and custodial staff. The system can be reached by calling 1-800-942-3767. Absences may also be entered on-line at

www.aesoponline.com/LOGIN2.asp. The help desk is staffed from 7:00 a.m. until 10:00 a.m. and can be reached by calling 327-5722. All employees are required to be registered in the system. For detailed information contact your building secretary or the Human Resource Department.

Unpaid Absences (absences beyond available paid leave balance)

The School District recognizes that occasional circumstances warrant the need to be absent above the allowed paid absence days. However, the district has the expectation that each employee will be in attendance for all possible scheduled days. The employee's expertise is needed for the position they were hired to fill. Employees must contact the Human Resource Department for prior approval if a need arises to be absent beyond the available paid absence balance. Unpaid absences (deduct days) will be considered on a case by case basis.

Emergency Leave Days

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

Bereavement Leave Days

Please refer to the contract that pertains to your position for specific language that outlines bereavement leave days.

Holidays - Paid

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

Jury Duty

Employees summoned to jury duty should contact their immediate supervisor as soon as possible. If you are released from work to serve as a juror you have the choice of keeping the juror's fee and taking a pay deduct for that amount or reimbursing the District for the amount of the juror's fee. Contact the Payroll Department. Jurors released from Jury Duty early in the work day are obligated to report to work and complete the work day.

School Conference/Activity Leave of Absence

Eligible employees may take unpaid leave up to a total of sixteen (16) hours during any twelve (12) month period to attend pre-school or school conferences, observations or activities related to the employee's child, if such conferences, observations or activities cannot be scheduled during non-work hours. Employees are eligible for such school conference activity leave if they have worked for an average of twenty (20) hours or more per week.

Parental Leave of Absence

The District offers unpaid Parental Leave of Absence (PLA) leave to eligible employees for the birth or adoption of a child or for prenatal care or incapacity due to pregnancy, childbirth or related health conditions for a female employee. Employees are eligible for up to twelve (12) weeks of PLA leave, if they have worked for at least twelve (12) consecutive months preceding the request for an average of twenty (20) hours per week. Any leave granted under this Parental Leave Policy will run concurrently with any similar qualified leave under the FMLA.

Family and Medical Leave of Absence (FMLA)

Employees shall be granted FMLA leave pursuant to the Family and Medical Leave Act of 1993.

Personal Leave Days

Employees in some units may be granted paid Personal Leave Days. Paid personal days are granted for any reason. Advance notice using the automated absence request system is required. Approval of these absences is contingent upon the securing of a substitute, when required. The absence should be entered in the absence request system as early as possible in order to facilitate this. Refer to your contract for further information. Employees are responsible for staying within their available leave balance for absences. Leave balance information is available by accessing the Employee Self Service Information section of the District website.

Sick Leave Days

In some contracts, paid sick days are granted for personal illness or injury or for the employee to care for the employee's immediate family member due to the injury or illness of the employee's immediate family. Qualified relationships are listed in your contract. Unused sick leave may be carried over to the next year. Refer to your contract for further information. Employees are responsible for staying within their available leave balance for absences. Leave balance information is available by accessing the Employee Self Service Information section of the District website.

Vacation Days

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

Time off to Vote

Employees are encouraged to vote and permitted the necessary time off. You will be allowed a reasonable period of paid time to vote in the case you are unable to vote before or after working hours.

Employee Benefits

403(b)

This is a voluntary, tax-sheltered program allowed by the Internal Revenue Service (IRS) for public employees. They are very similar to the 401(k) programs in private industry. Contact the Human Resource Department for more information.

COBRA

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

Flexible Spending Program

The District provides this tax-free benefit to our employees. By projecting dependent care expenses and those medical expenses not covered by insurance, employees can set aside an amount each payday that is deducted before State, Federal, and Social Security taxes are determined. Employees must be certified to work at least 10.5 hours per week to participate in

the flex plan. An annual enrollment takes place in May; enrollment forms must be submitted to the Payroll Office by June 15th.

When projecting annual expenses, employees should be conservative. Any money that is deducted but not claimed is not returned.

Health insurance premiums for the District health plan are automatically deducted pre-tax. However, health insurance premiums paid through any other plan (such as a spouse's) are not an eligible expense. Any expenses paid with pre-tax dollars may not be claimed as a deduction on your annual tax return.

Medical Insurance

The School District offers health insurance to all eligible employees. Employees must work at least 20 hours per week to participate in the health plan. Open enrollment is offered each August.

Dental Insurance

The School District offers dental insurance to all eligible employees. Employees must work at least 20 hours per week to participate in the dental plan. Open enrollment is offered each August.

Life Insurance

Refer to your unit's contract.

Long-term Disability Insurance

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

Minnesota Extension

A State law that allows employees the opportunity, in certain instances, for a temporary extension of life insurance coverage at group rates when coverage under the plan would otherwise end. Contact the Human Resource Department for more information regarding when Minnesota Extension coverage is available.

Pensions

State laws mandate when employees are covered by public pension funds. All licensed personnel (teachers, substitute teachers, principals) are required to participate in Teachers Retirement (TRA) on their first day of work. Other district employees are generally required to participate in Public Employees' Retirement Association (PERA) when their annual earnings exceed \$3,800 for 9- or 10-month employees, or \$5,100 for 12-month employees. There are certain exceptions for full-time students, temporary employees and coaches.

General Payroll Services

Additional Hours or Overtime

Additional hours and/or overtime must be approved by your building principal *prior* to the work being done. Overtime is paid for any hours worked over 40 in one week at the rate of 1.5 times your rate of pay or as otherwise designated by your unit's contract.

Change of Address and other Payroll Information

A change in address or other payroll changes must be done in writing. Employees who participate in our health insurance or flexible spending program, and those employees who contribute to public pension funds, are reminded to contact those programs directly to change an address.

Changing Tax Withholding

Employees may change their Federal and State tax withholdings at any time by completing a W-4 form. W-4 forms can be found in the payroll office and on the district website.

Direct Deposit

All employees will have their wages directly deposited into their bank account on payday. Instead of receiving a paystub, employees view their pay information by accessing the "Employee Self Service Site." A link is available at www.isd317.org.

Employee Self Service (Electronic Pay and Benefit Information)

Employee Self Service (ESS) is a secure web based application available via the Internet. Once logged in you can view payroll and leave information. You will find the log in screen on the District's home page under Staff, ESS Site, Deer River School Employees.

ESS can be accessed from anywhere Internet is available, any time, day or night, seven days a week. Click on Pay and Personal Information to view My Pay, My Benefits and My Tax Information. Click on TimeOff and you will find your current personal, sick and/or vacation leave balances.

Pay Periods

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

Resignations/Terminations

Employees deciding to resign or retire from their positions should contact their immediate supervisor or the Human Resource Department with as much notice as possible to allow for the district to find a temporary or permanent replacement. Resignations must be in writing.

If you have additional questions, please contact Ashley Evans at 218-246-2420 ext. 60208 or aevans@isd317.org.



ISD 317 EMPLOYEE HANDBOOK ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the ISD 317 Employee Handbook and that I have read, understand and agree to follow these policies, procedures and guidelines.

I am aware that if, at any time, I have questions regarding these policies, procedures and guidelines, I should direct them to my immediate supervisor, building principal, or Human Resource Manager.

I understand that this handbook is not, and should not be interpreted as, a contract and that the ISD 317 Board of Education, as well as the District, reserve the right, and have the discretion, to modify or change any portion of this handbook at any time.

Employee's Signature

Date

Printed Name