



Sartell-St. Stephen School District

Employee Handbook

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Mission of the Sartell-St. Stephen School District

The mission of the Sartell-St. Stephen School District is to:

Develop well-rounded citizens capable of becoming successful and contributing members of society by providing outstanding instruction in a welcoming environment where every student is given the support needed to excel according to their unique abilities, interests, and aspirations.

Welcome from District and Purpose of Handbook

The Sartell-St. Stephen School District (“the District”) is pleased that you have chosen to share your time and talent with the District’s students, families and other employees. This handbook is designed to be a handy reference guide to the District’s policies and practices to help you carry out the District’s mission.

This handbook is a general statement of expectations, directions and instructions to employees based on District policies to be modified and applied by the District at its discretion. Employees are expected to comply with the policies, procedures and guidelines set forth and/or referenced in the handbook, as well as any revisions. The District reserves the right to make changes to this handbook and all policies and procedures at any time, with or without notice, and to interpret the policies and procedures at its discretion. The online version of this handbook found at www.isd748.org shall be considered to be the most current version and shall supersede any other versions of this handbook should there be a discrepancy in terms of content.

Annual Review of Handbook

Each year all District employees are expected to review the handbook and policies referenced herein. An employee who does not understand any policy, procedure or guideline contained in or referenced in the handbook, should consult with the employee’s supervisor, principal, or the Human Resources Department for clarification.

Paper copies of this handbook and all policies are available upon request to the Human Resources Department.

Contract Disclaimer

No provision in this handbook or any policy referenced herein is intended to create a contract between the Sartell-St. Stephen School District and any employee or to limit the rights of the District and its employees to terminate the employment relationship. Where applicable, the terms of a Collective Bargaining Agreement or other contracts will take precedence over information provided in this handbook. In addition, to the extent any provision in this handbook conflicts with a School Board Policy, the School Board Policy shall prevail.

School Board Policies

It is the responsibility of all employees to be aware of and adhere to the policies that govern their employment with the Sartell-St. Stephen School District. All School Board Policies can be found on the District website at www.isd748.org, by selecting “About Us” on the top menu bar and “School Board” on the drop down menu.

The electronic link to all School Board Policies is: <https://www.isd748.org/schoolboard>.

Some of the School Board Policies are summarized below for ease of reference; however all of the School Board Policies should be read in their entirety. Questions about any policy should be directed to the employee’s supervisor, Principal, or Human Resources.

Summary of Equal Employment Opportunity Policy 401

The District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, genetic information, veteran status, and all other protected class statuses in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The District also makes reasonable accommodations for disabled employees and applicants. See Policy 404 for more information about reasonable accommodations.

The District expressly prohibits any form of unlawful harassment based on an employee’s protected class status. Questions concerning this policy are to be directed to the superintendent. For information on how to report a suspected violation of this policy see the Summary of Harassment and Violence Policy 433 below.

Summary of Disability Nondiscrimination Policy 402

The District does not discriminate against qualified individuals with disabilities, because of the disability, with regard to job application procedures, advancement, discharge, compensation, job training or privilege of employment. The District shall make reasonable accommodations to the known physical or mental impairment of an otherwise qualified individual with a disability, whether employee or applicant, unless to do so would cause the District an undue hardship. Employees or applicants seeking an accommodation should contact the superintendent.

Summary of Family and Medical Leave Act (FMLA) Policy 410

The District provides up to twelve weeks of job-protected leave per rolling 12 month period to eligible employees in compliance with the Family and Medical Leave Act for the birth or placement for adoption/foster care of a child; to care for the employee’s spouse, child or parent with a serious health condition; for the employee’s own serious health condition; or for a qualifying exigency related to the employee’s spouse’s, child’s or parent’s military duties. The District also provides up to twenty-six weeks of job-protected leave per 12 month period for an employee to care for the employee’s spouse, child, parent or next-of-kin who is a covered service member. Employees may apply paid sick leave to any such

leave at the option of the employee and in accordance with the provisions of any applicable Collective Bargaining Agreement. The employee may also use accrued vacation or personal leave at the employee's option in accordance with the provisions of any applicable Collective Bargaining Agreement. Otherwise, FMLA leave is unpaid leave. Special rules apply to instructional employees of the District.

Employees who believe they may be eligible for FMLA leave under this policy should consult the Human Resources Department.

Summary of Harassment and Violence Policy 413

The District strives to maintain learning and working environments that are free of illegal harassment and discrimination.

Employees shall not engage in harassment and discrimination. Any employee who engages in harassment or discrimination on the basis of another's protected class status, or who permits employees under his or her supervision to engage in illegal harassment or discrimination, may be subject to progressive discipline, which includes corrective action up to and including termination of employment.

Any employee who believes he or she has been subjected to harassment or discrimination based on a protected class status should immediately report such belief to the principal, building supervisor, superintendent, Human Rights Officers or Human Resources Department. Employees may use the Harassment and Violence Report Form found with the School Board Policies to communicate a claim of harassment or discrimination. The District prohibits retaliation against an employee who in good faith reports suspected harassment or discrimination.

Summary of Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414

It is the policy of the District to fully comply with Minnesota Statute 626.556 requiring mandated reporters, which includes all school personnel, to report suspected child neglect or physical or sexual abuse. Mandated reporters shall immediately report neglect or abuse that is suspected of happening, or has happened in the preceding three years, to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment. It shall be a violation of school policy and the law for any mandated reporter to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being, or has been, neglected or physically or sexually abused.

PLEASE NOTE: The Stearns County Social Service Agency may be reached at 320-656-6000 (ask for Service Entry). The Sartell Police Department may be reached at 320-251-8186. The Stearns County Sheriff's Department dispatch center may be reached at 320-251-4240. Depending upon the student's place of residence, a referral may be made to another city's police department, or county's social service agency or sheriff's department.

The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. After making a report to the Social Service Agency or law enforcement agency of an allegation of child maltreatment in school, the reporter must also provide a report to the MDE within 24 hours. A form for reporting to MDE is available as School Board Policy 414 Form.

Summary of Mandated Reporting of Maltreatment of Vulnerable Adults Policy 415

The policy of the School District is to fully comply with Minn. Stat. 626.557 requiring mandated reporters, which includes all school personnel, to report suspected maltreatment of vulnerable adults. Mandated reporters shall immediately report maltreatment that is suspected of happening to the county sheriff or county agency responsible for assisting or investigating maltreatment. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

PLEASE NOTE: The Stearns County Social Service Agency may be reached at 320-656-6000 (ask for Service Entry). The Stearns County Sheriff's Department dispatch center may be reached at 320-251-4240. Depending upon the student's place of residence, a referral may be made to another city's police department, or county's social service agency or sheriff's department.

Summary of Drug-Free Workplace/Drug-Free School Policies 417, 418 & 419

Use of tobacco, tobacco related devices, electronic cigarettes, controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any school location, is prohibited. No student, teacher, administrator, other school district personnel, or member of the public is permitted to use alcohol, toxic substances, controlled substances, tobacco, tobacco related devices or electronic cigarettes at or in any school location. The District will discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

Summary of Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process Policy 522

It is the policy of the School District to fully comply with Title IX of the Education Amendments Act of 1972 and its implementing regulations, not to discriminate in such a manner. The School District prohibits sexual harassment that occurs within its education programs and activities. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is the Director of Human Resources. This policy outlines reporting of prohibited conduct, initial response, assessment and investigation by the District and resolution of the complaint and determination of responsibility.

All Hazards Plan Policy 806

All educational institutions are vulnerable to threats, hazards and disasters which have the potential to become emergencies or disasters. It is critical for the District to plan for, respond to and recover from these potential incidents. The purpose of the All-Hazards plan is to provide an overview of the School District's approach to emergency operations. It provides information for staff or volunteers to respond to an issue that may arise while in one of our buildings. Each employee should familiarize themselves with the location and contents of this plan which provides sample procedures for the emergency scenarios.

Policy 422 - Policies Incorporated by Reference. It is important for employees to be aware of policies that apply to students as well as employees, and the responsibility such policies place on employees of the District, such as the School Board Policies summarized below:

Policy 102	Equal Educational Opportunity – every District employee has the responsibility to conscientiously comply with the policy that ensures an equal educational opportunity to every student regardless of their protected class status
Policy 103	Complaints – Students, Employees, Parents, Other Persons – complaints may be made to employees of the District, who in turn are to inform the principal or their immediate supervisor of the complaint
Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations – employee rights regarding matters that come before the school board
Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student – employees’ rights regarding actions pending against them
Policy 305	Policy Implementation – responsibility for review and implementation of the employee and student handbooks
Policy 505	Distribution of Non School-Sponsored Unofficial Materials on School Premises by Students and Employees – employee free speech rights concerning distribution of non-school material
Policy 507	Corporal Punishment – prohibition on corporal punishment and use of reasonable force to correct or restrain to prevent bodily harm or death to another
Policy 510	Student Activities – employee responsibility to conduct themselves appropriately during school sponsored activities
Policy 511	Student Fundraising – must be conducted in such a way as to avoid embarrassing individual students, employees or the school
Policy 517	Student Recruiting
Policy 518	DNR-DNI Orders – neither the District nor any employee is to honor any DNR/DNI order, but instead shall provide reasonable emergency care and assistance in the event of a student’s medical emergency
Policy 519	Interviews of Students by Outside Agencies – requests to interview a student shall be directed to the principal
Policy 524	Internet Acceptable Use and Safety Policy – use of the District system and Internet access is a privilege, not a right, and unacceptable use of the District system or the Internet may result in a number of consequences
Policy 525	Violence Prevention – employee responsibility regarding violence and weapons policies
Policy 610	Field Trips – prohibition on use of employee’s personal vehicle to transporting students except for emergency situations or with pre-approval
Policy 710	Extracurricular Transportation - prohibition on use of employee’s personal vehicle to transporting students except for emergency situations or with pre-approval
Policy 711	Video Recording on School Buses – video recordings on school buses may be used in disciplinary actions against employees
Policy 712	Video Surveillance Other than on Buses – video recordings on District property may be used in disciplinary actions against employees
Policy 802	Disposition of Obsolete Equipment and Material – restrictions on sales to employees

Summary of Weapons Policy 501

No one is allowed to possess a firearm or dangerous weapon when in a school building or on school property, including buses or off campus at any school related activity. Exceptions to this policy are very limited, as described in Policy 501. Please see the complete policy for a list of exceptions. Violation of this policy shall result in discipline up to and including discharge, termination and cancelation of contract

for services. In the case of a violation of the weapons prohibition, the violation shall also be reported to school police liaison officer and/or local law enforcement as well as the Minnesota Department of Education.

Summary of Bullying Prohibition Policy 514

An act of bullying, by either an individual student or group of students, is expressly prohibited on school premises, on school district property, at school functions or activities or on school transportation. No teacher, administrator, volunteer, contractor or other employee of the school District shall permit, condone or tolerate bullying. When an employee of the District witnesses, observes, receives a report of or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make every effort to address and resolve the bullying or prohibited conduct. The employee shall immediately inform the building report taker of what occurred. Failure to address or report an incident of bullying or prohibited conduct in a timely manner may result in disciplinary action.

A report of inappropriate student behavior can be made to any teacher or administrator in the District. The administrative designees are as follows:

- DSC Krista Durrwachter, Human Resources Director
- ORELC Julia Bjerke, Principal
- PMPS Sara Nelson, Principal
- RIS Brittany Shoephoerster, Assistant Principal
- SMS Kevin Hillman, Assistant Principal
- SHS Amanda Holstrom, Assistant Principal
Nick Peterson, Assistant Principal

Additional Policies Applicable to all District Employees

Respectful Workplace

In addition to maintaining a work environment free of discrimination, harassment and violence, it is the policy of the District to maintain a work environment where employees treat each other and students, parents and visitors with respect. Employees have the responsibility to conduct themselves in a manner befitting the important work of an educational institution, and in accordance with the District's mission to provide an instructional environment that is caring and supportive. Employees also have the responsibility to conduct themselves in an ethical manner.

Respectful conduct includes, for example, treating others with courtesy and in a professional manner, valuing their perspective and appreciating their contributions. Disrespectful conduct includes, for example, aggressive, intimidating, demeaning, degrading, disruptive or malicious remarks or behavior.

An employee who believes that he or she has been treated in a disrespectful manner, or who witnesses disrespectful or unethical conduct, should contact his or her supervisor, principal, Human Resources Department or the superintendent.

Conflict Resolution

The Sartell-St. Stephen School District encourages employees to discuss any issues you may have with a co-worker directly with that individual. If you are unable to resolve the problem or issue, please contact your supervisor and arrange a meeting to discuss your concerns. It is counterproductive for employees to create or repeat rumors or gossip.

Criminal Background Checks – Employees

In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the School District, the individual must sign a criminal history consent form, which provides permission for the School District to conduct a criminal history background check, and provide payment in an amount equal to the actual cost to the School District of conducting the criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the School District that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the School District. For additional information, please see District policy 404.

Criminal Background Checks – Volunteers, Chaperones, and/or Visitors

The District requires volunteers, chaperones, and/or visitors to submit to a criminal history background check. The opportunity to volunteer or chaperone shall be conditioned upon a determination by the District that an individual's criminal history does not preclude the individual from volunteering with, or provision of services to, the School District.

Volunteers, chaperones, and/or visitors must check in with the Administrative Assistant at the school site. A required background check can be processed by visiting the District website at www.isd748.org and selecting "Community" on the top toolbar and "Volunteer" in the drop down menu or by visiting www.isd748.org/volunteer.

Personnel Files

Upon written request, any employee can review his/her personnel record per collective bargaining agreement or applicable Minnesota Statute. If you would like to review your file, please contact Human Resources.

Medical Record Files

Medical records are kept in a separate confidential file.

Employee Use of Technology/Social Media

The District recognizes the value of inquiry, investigation, and innovation using new technology tools to enhance the learning experience, and the various technologies that make communication by school personnel with students and parents instantaneous and efficient. The District also recognizes its obligation to teach and ensure responsible and safe use of these technologies.

The District takes no position on employees' decision to participate in the use of social media networks for personal use on personal time. However, use of these media for personal use during District time or on District equipment is prohibited. The District also discourages employees from interacting with students using personal email addresses, personal phone numbers, and personal social media networks or accounts. In addition, employees must avoid posting any information or engaging in communication that violates School District policies, rules and regulations, as well as any state or federal law, including but not limited to, the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act. Furthermore, employees must not engage in communications that have an actual or potential negative impact on the School District's educational or work environment.

The line between professional and personal relationships may be blurred within a social media context. When employees choose to join or engage with District students, families or fellow employees in a social media context that exists outside those approved by the District, they are advised to maintain their professionalism as District employees and for maintaining appropriate employee-student relationships at all times, and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting under the Minnesota Maltreatment of Minors Act.

The District provides certain social media tools for communicating about school classrooms, activities, and functions. The list of school sanctioned tools may be obtained from the IT Department. School employees who wish to establish a new social media tool for use in the classroom or for a school activity or function must obtain the superintendent's written approval for it to become a sanctioned tool. The first step toward obtaining such approval is to contact the IT Department. As with other school provided technology, there is no expectation of privacy with respect to what employees post or share via school sanctioned social media tools.

Employees who are responsible for an official school or School District online social media site must be mindful that any non-original content may be subject to copyright protection and that any links to other websites may be viewed as an endorsement of the linked content. Any statements or postings made on an official school or School District website must be objective and factual and are subject to review and revision by the School District administration.

Whether engaging in personal or school-sanctioned social media, employees should remember they are role models to students in this community. Employees should refrain from using language that is obscene, profane or vulgar and should not engage in communication or conduct that is harassing, threatening, bullying, libelous, or defamatory or that encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying. Employees may not disclose information on any social media network that is confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws, including but not limited to images of students.

An employee who is responsible for a social media network posting or site's content that fails to comply with the rules and guidelines set forth in this policy may be subject to discipline, up to and including termination. The District is free to view and monitor an employee's social media activity at any time without consent or previous approval.

Nothing in this policy is intended nor does it restrict any District employee's rights under Section 7 of the National Labor Relations Act.

Change of Personal Data

Employees are expected to notify the Human Resources Department whenever they experience a change in name, address, number of dependents, telephone number, emergency contact person, or marital status, so that District records and files can be updated. An employee may also need to complete another federal and state employee withholding allowance certificate (W-4) as well as various health insurance forms. For most benefits, employees only have 30 calendar days from the date of the event resulting in a change to make adjustments to the insurance plan(s).

Professional Appearance

All District employees are expected to report to work dressed in a manner that reflects positively on the image of the District and consistent with the high standards and professionalism we set for ourselves as a District.

Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to students, parents and the public, District employees represent the District. Inappropriate dress may vary depending on the job and job settings, which includes safety concerns. If, in the judgment of an administrator or supervisor, an employee is not properly dressed, the administrator or supervisor has a responsibility to direct the employee to leave District premises until they are properly dressed.

Emergency School Closings

Sartell-St. Stephen, Sauk Rapids-Rice, and St. Cloud Area School Districts work with one another on weather-related emergencies. In a renewed effort to gather as accurate weather information as is available, the school districts rely on the expertise of St. Cloud State University meteorologists for weather forecasts. Professors at the University localize forecasts and advise the school Districts on closing decisions.

If inclement weather is in the forecast, school closing or late start information is available on the following radio and television stations: WJON (1240 AM), WCCO (830 AM), KNSI (1450 AM), WJJO (98.1 FM), KCLD (104.7 FM), KARE/Channel 11, KMSP/Channel 9, WCCO/Channel 4 and KMSP/Channel 5.

In addition to radio and television outlets, weather alerts are announced to all employees via District email, on the District website, Facebook page, Twitter, the St. Cloud Times website at www.sctimes.com and the Skylert System. Any updates to the Skylert System should be made in Skyward.

Absences

All District employees anticipating a need to be absent must submit a request to be absent for any regular scheduled duty days/shifts prior to the absence occurring. Employees are required to enter absences on the automated absence reporting/sub calling system, which can be accessed either by phone or internet.

The procedure is as follows:

1. Employee enters a request to be absent prior to the occurrence in accordance with union contract timelines.
2. Supervisor electronically approves/denies the request.
3. Absence occurs, if approved.
4. Information is uploaded into the payroll system for processing of leave time and substitute payments (when a sub has been employed to fill the vacancy).

Absences can be entered either by phone or by computer, up to the end of the workday, on the day of the actual absence. If an employee forgets to enter it prior to the day of the absence, he/she may go in at any time within 48 hours of the start of absence to enter it. Employees will need to contact the Human Resources Department if they forget to enter an absence.

For unexpected but non-emergency absences, employees must notify their supervisor or designee in a timely fashion (before work starts). If the employee fails to call in, the employee may be placed on unauthorized leave without pay and subject to other corrective action. If the absence is due to an accident/illness/injury, a medical note may be required prior to returning to work. In emergency situations, employees are expected to call their supervisor and report the absence, or in extreme cases have a family member call the supervisor as soon as practical.

Each employee is required to take responsibility for reporting their own absence by following the proper procedure. Recurring failure to follow the absence procedure will be considered a deficiency.

Recording Hours Worked

Non-exempt, hourly employees are required to complete an electronic timecard through True Time or timesheet for all hours worked. Timecards/time sheets should be submitted to the employee's supervisor or building administrator by the last day of the payroll to ensure timely processing. The payroll week is Monday through Sunday and time sheets must be signed off on by the supervisor. Any time sheets that do not arrive in the business office by the Tuesday following the end of the pay cycle may not be processed until the next scheduled payroll.

Dependability

All employees are expected to maintain satisfactory attendance and report to work on time every day. Absences and tardiness create an unfair burden to co-workers and should be avoided. Absences, late arrivals and early departures must be kept to a minimum. All leaves, whether paid or unpaid, must be scheduled in accordance with District procedures and with current applicable collective bargaining agreements.

Paychecks

The District issues paychecks through direct deposit or paper check on a bi-weekly basis. Employees will receive payment for work performed during the pay period that ended two weeks prior to the date of the check. Employees enrolled in direct deposit are solely responsible for updating and changing bank account information as needed.

Employees are responsible for reviewing their payroll check information for proper deductions, benefits and wages. An employee who believes there is a mistake with respect to his or her paycheck, or who believes an improper deduction was made from their salary, should contact the Payroll Department.

Wages

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or 1-800-342-5354.

Jury Duty

Employees who receive a summons for jury duty are to notify their principal or immediate supervisor as soon as possible after receipt of the summons. Should employees be selected as jurors, they will be allowed time off which should be entered into the automated absence system. Collective bargaining unit members who qualify for jury duty pay should contact the Payroll Specialist for reimbursement. If employees serving on jury duty are excused during the workday and schedule permits, they should return to their respective building to complete their normal assignment. This leave policy applies only when the employee's work hours conflict with jury duty.

Expense Reimbursement from District Funds

Requests for reimbursement must be pre-approved by the employee's Supervisor or Building Administrator, must be itemized using the District's check request form and signed by the designated administrator, and be accompanied by proper documentation of the expense (except with respect to mileage reimbursement request). Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary District business-related expenses.

Acceptable forms of documentation evidencing a reimbursable expense include:

- An itemized receipt with company name, date and dollar amount paid. Credit card slips showing total dollar amount and signature will not be accepted.
- A copy of the front and back of the canceled check or copy of the check before it is sent plus a copy of the bank statement showing that the check has cleared employee's bank.
- Certificate of completion plus registration material showing cost of workshop.

When ordering online, a printed copy of the order from the vendor confirming the placement of the order and showing the payment transaction will be accepted. The District cannot accept an order confirmation or screen printed copy of your order that does not show payment.

Automobile travel shall be reimbursed at the current mileage rate set by the IRS. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip. Hotel reimbursement shall not include incidental charges such as phone calls. For questions about reimbursement, please contact the Business Office Assistant.

After Hours Building Use

Employees should refrain from working in buildings at night, summer breaks or school breaks when buildings are vacant. Working alone or in isolation may be unsafe and requires special arrangements to minimize potential risks of injury. By protecting our employees, we are also protecting their friends, families, fellow workers, management, the public, and the environment from the serious effects that result from incidents. The employer may not be able to anticipate and prevent every incident, injury, or illness, but they should take all necessary precautions that a reasonable and efficient person would take in the situation.

Employees who wish to utilize the school building(s)/facilities for purposes such as tutoring, music lessons, exercise classes or other non-work related use need to follow the District's facility use guidelines. They can be found on the District website under Community Education/Facilities Scheduling.

Employee Assistance Program (EAP)

Employees and their family members have access 24 hours a day, 365 days a year, to confidential phone consultation with counselors in the areas of work concerns, personal and family issues, legal concerns, financial issues and community resources. Help is available for employees and their family members to get the information, support and/or skills needed to address issues and concerns. The service is available through TELUS and the phone number is 866.451.5465. Some services may also be accessed through their website at www.login.lifeworks.com or download the Lifeworks app from the App Store.

Login ID: NISEAP
Password: EAP

Security Badges

Security Badges must be worn at all times when an employee is in any part of a school building. Any employee who sees anyone in a school building who is wearing neither a security badge nor a visitor's pass shall direct that person to the main office. If the person does not proceed to the main office, the staff member shall alert the main office immediately. If the person presents an imminent threat, the staff member should take immediate action to implement the building's emergency procedures.

Employees who misplace or lose their security badge should notify the Technology HelpDesk immediately. The lost badge will be deactivated and a new one issued.

Safety & Workplace Injuries

The safety of employees is a vital concern to the Sartell-St. Stephen School District, and therefore the District has adopted policies and implemented systems and infrastructure to provide safe working conditions and equipment. In addition, employees are expected to observe safety rules to protect their own safety and the safety of others at the District. Any employee, who comes upon an unsafe condition, must immediately notify the head custodian or building principal as soon as possible.

When someone is injured at work.....

- If it is an **emergency, CALL 911**
- Otherwise, the employee **AND** supervisor should call **(855) 675-3501** together. (If no supervisor is available, the employee can call alone.) Do this as soon as possible.
- The registered nurse who answers will ask what happened and recommend what to do next, whether it's self-care, urgent care or even the emergency room.
- The nurse will report the injury to SFM (our workers comp insurance company). You don't need to fill out an accident report.



Frequently Asked Questions

Who do I contact to:

1. Change the number of allowances on my W-4, my 403(b) contribution or my direct deposit?
2. Find information on a reimbursement payment for covered work expenses?
3. Make changes to insurance for marital status, children or family changes?
4. Know how many credits I have towards my next lane change or inquire about courses that I have already submitted
5. Receive a copy of my pay stubs or to obtain an employment verification form?
6. Help me log into my work computer or email?
7. Fix something that is broken in my work area or classroom?
8. Provide a step stool or ladder to safely put up/take down/move something?
9. Remind me of my PIN for the AESOP System?
10. Inform I've lost my access badge?
11. Let me know the procedure to have volunteers in my classroom or building?

Please contact:

Payroll	320-656-3722
Business Office Assistant	320-656-3723
Human Resources	320-656-3701
You only have 30 calendar days to make changes to your benefits following a qualifying event.	
Human Resources	320-656-3701
Payroll	320-656-3722
Technology HelpDesk	help@isd748.org or call x4357
Work Request	isd748.org/WorkRequest
The work request system is designed to provide an electronic work order for the Head Custodian in your building when you need repairs or other services from the custodial or grounds department.	
Please see above for details	
Human Resources	320-656-3701
Technology HelpDesk	help@isd748.org or call x4357
Please have volunteers check in with the Administrative Assistant at your building to ensure they have a current background check on file. A volunteer background check can be processed by visiting the District website at www.isd748.org and selecting "Community" on the top toolbar and "volunteer" in the dropdown menu. Please contact Community Education for questions.	