

Minnesota Transitions Charter School

Employee Handbook

Revised November 2017



K-12 Academic Community

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WELCOME

Welcome to Minnesota Transitions Charter School (MTCS)! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of all the opportunities we offer to further your career.

MTCS has a long history in the Charter School movement and we have an excellent reputation for providing a quality education to our students with an individual touch. Our employees use teamwork and their many talents to meet the demands of 21st century learning. With your active involvement, creativity, and support, MTCS will continue to achieve its goal of educating today's youth. We sincerely hope you will take pride in being an important part of our school's mission and we look forward to an exciting year!

PURPOSE

This handbook provides information to you, an employee of Minnesota Transitions Charter School (MTCS) about certain terms and conditions of your employment.

IT IS NOT AND SHOULD NOT BE CONSIDERED AN EMPLOYMENT CONTRACT. Your continued employment and the conditions of that employment are solely within the discretion of MTCS. This handbook summarizes certain policies and programs related to your employment. Please take advantage of this resource so that you are fully aware of your rights and responsibilities as an employee of MTCS.

While MTCS will make every effort to keep the Employee Handbook current, the information and policies described in this handbook may be changed in any way and at any time at the sole discretion of the MTCS Board of Directors. In addition to the policies addressed in this handbook, MTCS has other rules and policies that you are expected to follow. Copies of all Board Policies are available on the MTCS website. Staff members are expected to read and become familiar with Board Policies and rules, and the Board Policies will govern to the extent there is any conflicting information in this handbook.

You are responsible to comply with current MTCS policies at all times. These policies apply to all employees of MTCS. Except where otherwise noted, the Human Resources Director or his or her designee is responsible for ensuring compliance with these policies.

SECTION I: GENERAL INFORMATION

1. Equal Employment Opportunity

MTCS provides equal employment opportunities to all employees and applicants for employment. MTCS does not unlawfully discriminate on the basis of race, color, creed, age,

physical or mental disability, religion, sex, gender, sexual orientation, national origin, marital status, family care status, veteran status, or status with regard to public assistance. MTCS also makes reasonable accommodations for disabled employees. MTCS prohibits the harassment of any individual for any of the categories listed above. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment. Every MTCS employee shall be responsible for following this policy. Any person having a question regarding this policy should discuss it with the Human Resources Director.

2. Commitment to Diversity

MTCS is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the school, and are valued for their skills, experience, and unique perspectives. This commitment is embodied in MTCS policy and is an important principle for our schools.

3. At-Will Employment Status

MTCS does not offer tenured or guaranteed employment. Except as MTCS has otherwise expressly agreed to in writing, employment is at will and may be terminated by MTCS at any time, for any reason, with or without notice. Nothing in this handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

MTCS has the following types of employees:

1. Full time employees: Employees who are scheduled to work 32-40 hours per week.
2. Part time employees: Employees who are scheduled to work fewer than 32 hours per week.
3. Temporary employees: Employees hired for a specific project or a specific period of time. Temporary employees are not eligible for benefits or vacation time. Temporary employees are, however, eligible for Sick and Safe Time Leave if they work at least eighty (80) hours in a given year within the geographic boundaries of the cities of Minneapolis or St. Paul.
4. Non-exempt employees (hourly): Employees who are hourly employees and subject to the minimum wage and overtime compensation provisions of the Federal Labor Standards Act (FLSA).
5. Exempt employees (salaried): Employees who are salaried employees and meet certain requirements of the FLSA are exempt from the minimum wage and overtime compensation provisions of the FLSA.

Job Classification: You will be given a job classification at the time you are hired. Your job classification will determine whether you are an exempt or a non-exempt employee. Your compensation will be based on job performance and job classification, in accordance with the salary schedule established and maintained by MTCS.

Authorized hours: Authorized hours are the hours that you are hired to work. Your actual work schedule will be determined by your immediate supervisor.

Work week: The standard work week is Sunday at 12:00 a.m. to Saturday at 11:59 p.m.

Pay periods: Each pay period is one-half month. Pay day is on the 15th and the last day of each month. If either of these days fall on a weekend or holiday, the pay day will be on the business day prior to the scheduled pay day.

Direct Deposit: Employees may sign up for direct deposit during their first month of employment. Any employee wishing to make a change to or cancel direct deposit must request it in writing and submit it to the Director of Human Resources.

4. Complaints

You should discuss any complaints or issues related to your job duties with your immediate supervisor. If you feel that your immediate supervisor cannot or does not resolve the issue, you may present your problem in writing to the Director of Human Resources or the Superintendent if the issue is with MTCS personnel. The decision of the Director of Human Resources or Superintendent is considered final unless the Director of Human Resources or Superintendent refers the matter to the Personnel Committee. In this case, the decision of the Personnel Committee will be the final decision.

5. Tobacco-Free Environment

All MTCS buildings, vehicles, and property surrounding MTCS buildings shall be free from smoking or using tobacco, tobacco-related products, or electronic cigarettes.

6. Anti-Nepotism

You will not be assigned to a position in which you would directly or indirectly supervise or be supervised by a close family member. A close family member includes a parent, spouse, child (including adopted child), sibling, grandmother, grandfather, grandchildren, niece, nephew, aunt, uncle, first cousin, all step relatives including stepchild, stepmother, stepfather, stepsister and stepbrother, in-law relationships including father- and mother-in-law, daughter- and son-in-law, brother- and sister-in-law, ward of the employee or employee's spouse, or person cohabitating in the employee's household regardless of the degree of relationship. If a change in an employee's job assignment or organization structure results in a conflict with this policy, the Superintendent and/or Director of Human Resources will reassign one of the employees.

7. Overtime

Full time, non-exempt employees are expected to work as scheduled per week and will be paid according to the time reported on their timesheet. Non-exempt employees will receive one and one-half hours compensation for each hour worked in excess of 40 hours in a work week. Prior

to incurring any overtime hours, a non-exempt employee must receive approval from the Director of Human Resources for those hours.

Full time, exempt employees will be paid on a salary basis under the FLSA, which means that their pay will not be increased or decreased as a result of hours worked that pay period unless they have an absence that is not covered by an authorized leave or their employment ends during the middle of a pay period.

8. Comp Time

MTCS typically does not offer comp time to employees. In special circumstances, comp time may be offered to staff who perform extra duties. Comp time must be approved in writing by both the Building Administrator and the Director of Human Resources.

Staff who participate in overnight field trips will be given one day (8 hours) of comp time for each night of the overnight trip. Staff must submit a written request to the Director of Human Resources for comp time before participating in the overnight field trip. Requests submitted after the field trip may not be approved.

Staff who receive additional pay to chaperone the field trip are not eligible for comp time.

Staff who receive a coaching stipend and who attend an overnight field trip as part of their coaching duties are also not eligible for comp time.

SECTION II: BENEFITS

1. Insurance

MTCS will contribute a monthly amount toward group health and dental benefits for each eligible employee and his/her dependents. This amount will be decided annually by the Board of Directors. MTCS will also provide life, short term disability, and long term disability insurance for all eligible employees. The amount and type of coverage will be approved by the Board of Directors each year.

Any employee who is scheduled to work 30 hours or more per week is eligible to receive benefits. For information about coverage and eligibility, please contact the Director of Human Resources.

MTCS will continue to pay its share of the insurance premiums if you are on FMLA leave for up to 12 weeks. MTCS will also continue to provide insurance coverage to you if you are on an authorized leave of absence for the duration of the leave of absence, as long as you pay the full premiums. If you are no longer employed by MTCS, the school will offer COBRA continuation coverage, to the extent required by law.

2. Vacation

Vacation time is only available for employees who work twelve (12) months a year. The amount of vacation will be communicated in an employee's individual contract, and the use of vacation

time must be approved in advance by the Director of Human Resources. MTCS reserves the right to refuse vacation date and time requests based on staffing needs.

3. Sick and Safe Time Leave

Sick and Safe Time Leave for employees is governed by this policy, as well as the Sick and Safe Time Ordinances enacted by the City of Minneapolis and City of St. Paul, depending on your work location. In general, Sick and Safe Time Leave may be used by employees for a personal medical issue; for the care of a family member; for absences related to domestic abuse, sexual assault, or stalking; or for absences caused by the closure of MTCS or a family member's school or place of care in certain emergency circumstances, such as the closure of a family member's school or place of care due to inclement weather. Specific permissive uses of Sick and Safe Time leave are defined in Section 40.220 of the Minneapolis Ordinance and in Section 233.04 of the St. Paul Ordinance. *Sick and Safe Time Leave may only be used for the purposes outlined in the Ordinances and the Employee Handbook, and may not be used as additional personal days.*

For purposes of this policy, "family members" are defined as an employee's child, step-child, adopted child, foster child, adult child, spouse, sibling, parent, step-parent, mother-in-law, father-in-law, grandchild, grandparent, guardian, ward, members of the employee's household, or registered domestic partner. This definition shall automatically include any and all future revisions to the definition of "family members" in the Minneapolis or St. Paul Ordinances.

Every year on July 1st, exempt employees will receive eighty (80) hours of Sick and Safe Time Leave to be used during the school year. Immediately upon the commencement of employment, non-exempt employees will receive one (1) hour of Sick and Safe Time Leave for every thirty (30) hours they are expected to work between July 1 and June 30, up to a maximum of eighty (80) hours. In the event employment should end for any reason, no amount of forwarded sick and safe time will be paid to the employee, as it carries no cash value, however, employees may be required to pay MTCS for Sick and Safe Time Leave that has been used, but not yet earned. Exempt and non-exempt employees who start mid-year will receive a pro-rated amount of Sick and Safe Time Leave. Absent special permission granted by the Human Resources Director, an employee must use at least four (4) hours of Sick and Safe Time Leave in any single instance.

All employees are permitted to carry over Sick and Safe Time Leave into subsequent years. However, an employee's total amount of accrued Sick and Safe Time Leave may not exceed 520 hours (65 days) at any time. An employee may only use accrued Sick and Safe Time Leave beyond the annual eighty (80) hours in a single school year if they receive approval from the Superintendent or the Director of Human Resources.

If the need for Sick and Safe Time Leave is foreseeable, an employee **MUST** notify his or her supervisor and the Staff Absence Hotline at least fourteen (14) days in advance of the absence, or as soon as the need for such leave is foreseeable. If the need for Sick and Safe Time Leave is not foreseeable, an employee **MUST** notify his or her supervisor and the Staff Absence Hotline by **6:00 a.m.** on the day of the absence. The phone number for absences is (612) 328-3618, and you may call or text message that number. Violations of this policy may result in disciplinary action.

In the event that an employee's use of Sick and Safe Time Leave exceeds three (3) consecutive calendar days, an employee must provide documentation, if requested by the Human Resources Director, to demonstrate the need for the use of Sick and Safe Time Leave.

At any time, an employee may ask to review the amount of Sick and Safe Time Leave used and his or her remaining balance.

Unused and/or accrued Sick and Safe Time Leave has no cash value upon termination, retirement or the end of an employee's contract, and will not be paid out.

If an employee suspects MTCS has violated any provision of the Minneapolis Sick and Safe Time Ordinance, MTCS encourages that employee to bring the suspected violation to the attention of the Human Resources Director. MTCS will investigate and attempt to remedy any suspected violation. Alternatively, an employee may report suspected violations to the Minneapolis Department of Civil Rights or the St. Paul Department of Human Rights and Equal Economic Opportunity within 365 days of the suspected violation. The Departments have the discretion to investigate alleged violations and may order appropriate relief. Please see the Ordinances if you have further questions about your rights or remedies under the Ordinances.

4. Personal Days

Employees may designate up to five (5) days each school year as Personal Days. Unless there is good cause for a delay, employees must request the personal day(s) at least two weeks in advance of the personal day. Employees should complete a Time Off request form that is approved by their Building Administrator and Director of Human Resources. The Building Administrator and Director of Human Resources will review the requests at the time they are received and may deny the request if adequate coverage for the building is unavailable. No more than two (2) consecutive days of Personal Days may be used without prior written approval of the Superintendent. All Personal Days will be deducted from an employee's available sick and safe time.

5. Bereavement Leave

Up to three (3) days of bereavement leave may be used per occurrence by the employee upon the death of an immediate family member. For purposes of this section, immediate family member means the employee's spouse, child, parent, sibling, grandparent, grandchild, or the death of a spouse's parent, grandparent, grandchildren or sibling. Bereavement leave may also be taken in the event of the death of other persons living in the employee's household, regardless of the employee's relationship with that person.

Employees may use one (1) day of bereavement leave for the death of an uncle, aunt, cousin or for the death of a spouse's uncle, aunt or cousin.

An additional two (2) days of bereavement leave may be granted by the Superintendent or the Director of Human Resources depending upon the individual circumstances (such as distance to the funeral, the closeness of your relationship with the deceased, etc.). Such requests should be made in writing.

6. Early Leave Request

It is expected that all MTCS employees will honor their commitment to the students of MTCS, and therefore, must work all of their scheduled hours. All employees who request to leave before the end of their regularly scheduled day must submit a written request to their Building Administrator and the Director of Human Resources. The Building Administrator and the Director of Human Resources will discuss the request and will respond to the employee in a timely manner. MTCS reserves the right to deny all requests concerning early leave, for any reason or no reason.

Any employee who has been given permission to leave early may have time deducted from their sick and safe time. If the employee has no sick and safe time days available, then the employee may receive a payroll deduction.

7. Family and Medical Leave

In accordance with the requirements of the Family and Medical Leave Act (“FMLA”), MTCS provides up to 12 weeks of unpaid, job-protected leave to eligible staff members for the following reasons: your incapacity due to pregnancy, prenatal medical care, or child birth; to care for your child after birth, or placement for adoption or foster care; to care for your spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes you unable to perform your job. You may take any or all of your FMLA leave with pay by using available sick and safe time days. You may also take your FMLA leave as unpaid leave.

The maximum length of FMLA leave, whether paid, unpaid, or a combination of paid/unpaid, shall not exceed 12 weeks.

If you take FMLA leave due to your own serious health condition, prior to returning to work, you will be required to provide certification from a physician stating that you are able to resume your work activities.

During the time that you are on FMLA leave, MTCS will continue to pay its share of the premiums for your health and dental insurance. MTCS may seek to recover any insurance premiums paid on your behalf if you do not return to work.

8. Military Leave

If you are called up for military duty, MTCS will grant you military leave in accordance with State and federal law. Pursuant to Minnesota Statutes section 192.26, as amended, any employee who qualifies for leave under that provision shall be granted up to fifteen (15) days of paid military leave in each calendar year. MTCS requests that employees attempt to minimize disruption to the school environment in the scheduling of such leave, when possible.

9. Jury Duty

If you perform jury duty, are subpoenaed, or a prosecutor requests to call you as a witness in court, you will receive compensation from MTCS equal to the difference between your regular pay and the amount received as a juror or witness, minus mileage reimbursement.

Any notice an employee receives for jury duty or a subpoena to testify as a witness must be turned in to the Director of Human Resources as soon as possible so that arrangements for substitutes may be put in place.

10. Voting Leave

MTCS encourages all employees to vote. It is the policy of MTCS to comply with all state election law requirements with respect to providing employees, when necessary, with time off to vote.

If an employee has four consecutive hours either between the opening of the polls in his or her community and the beginning of the workday or between the end of the workday and the closing of the polls, it will be deemed that the employee has sufficient time outside his or her normal working hours within which to vote in a qualifying election, as defined in state law.

If an employee has less than four consecutive hours as described above, he or she may take off as much working time as will, when added to his or her available voting time outside normal working hours, enable him or her to vote in a qualifying election, as defined in state law. No penalty or deduction from salary or wages will be enforced.

11. School Conferences & Activity Leave

As per Minnesota Statute 181.9412, as amended, employees are allowed up to sixteen hours of unpaid leave during any twelve-month period to attend school conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during non-work hours. This leave also applies to attendance at conferences and activities for an employee's child who receives child care services as defined in Minnesota Statutes section 119B.011, subdivision 7, as amended, or attends a pre-kindergarten regular or special education program.

12. Workers' Compensation

If you are absent from work due to an injury or illness from which you are eligible to receive workers' compensation benefits, you may use your accrued sick and safe time days to balance the difference between your MTCS pay and the workers' compensation benefits.

13. Emergency Leave

The Superintendent may grant paid time off to employees in the event of natural or man-made event if such circumstances would threaten the health and/or safety of employees, e.g., a "snow day." The closing of MTCS due to such emergency circumstances will be determined by the Superintendent and will be announced on local television news channels and other outlets. MTCS will generally close school on such days the Minneapolis Public Schools are closed. Non-exempt employees will not be paid on school closure days if they are not required to report to work and will instead be paid for their work on any scheduled make-up days.

14. Travel and Related Expenses

If you use your own vehicle for pre-approved MTCS business, you will be reimbursed at the then-current Internal Revenue Service reimbursement rate for mileage. Parking, tolls, and related costs will also be reimbursed.

If you incur any lodging or transportation costs in the course of conducting pre-approved MTCS business, you may be reimbursed as documented by receipts for such expenses. Any lodging expense must be approved in writing by the Superintendent prior to incurring the expense. MTCS may reimburse you for the cost of meals when you are conducting MTCS business outside of the school building.

15. Conferences

MTCS will allow employees to attend approved conferences for staff development. Conferences must be approved by your immediate supervisor, the Director of Curriculum, and the Director of Human Resources in advance of the conference date. Requests to attend a conference must be submitted at least sixty (60) days prior to the conference's scheduled date. MTCS will pay reasonable conference fees for the approved conferences. Attendance at approved conferences will not count against your sick and safe days. Employees who request to attend conferences during their vacation time will not earn comp days.

SECTION III: ETHICS AND PERSONAL CONDUCT

1. Conflicts of Interest

MTCS expects all employees to avoid activities that create conflicts of interest with their responsibilities to MTCS. Each employee has an obligation to refrain from activities that conflict or interfere with MTCS operations or with others with whom MTCS does business. As an employee, you are required to report any potential conflict of interest to the Superintendent.

Conflicts of Interest include, but are not limited to:

1. **Outside employment:** Outside employment or business interests that interfere with scheduled school hours and/or events.
2. **Gifts and Entertainment:** Employees shall not accept gifts of more than nominal value from individuals or businesses which do or seek to do business with MTCS. This includes travel, living, or entertainment expenses.
3. **Legal Requirements:** Employees must not do anything in the conduct of business that would violate any local, state, or federal law.
4. **Political Activities:** All support of political candidates or issues must be on the employee's own time, with no use of MTCS facilities and vehicles, and the employee must not represent himself/herself as acting on behalf of MTCS.

2. Removal of Property

No employee will remove MTCS property from MTCS premises without first obtaining written permission from the supervisor responsible for the property in question. Removing or attempting to remove MTCS property without permission may be grounds for disciplinary action.

MTCS property includes, but is not limited to:

1. Materials, equipment, tools, and computer parts.
2. Property owned by MTCS or other employees.
3. Confidential literature including technical, sales, and quality control documents.
4. Computers, software, software manuals, tapes, and other storage materials.
5. Information identified as proprietary or a trade secret.

3. Personal Conduct

1. Employees must take no action or work in any manner that may cause injury to themselves or their fellow employees or students.
2. Employees must not do anything to interfere with other employees' abilities to perform their own work.
3. Fighting (verbal or physical) between employees is prohibited.
4. Abusive language and threatening gestures towards other employees, students, or parents will not be tolerated.
5. Gambling or any kind of bookmaking on MTCS property is prohibited.
6. Drinking alcoholic beverages, the use of illegal drugs, and/or the unauthorized use of prescription drugs on MTCS property is prohibited.
7. Posting or showing obscene drawings or photographs or using inappropriate sexual language is prohibited.
8. Any other illegal or inappropriate actions, or any violations of these personal conduct rules, may lead to disciplinary action.

SECTION IV: SCHOOL OPERATIONS

1. Supervision

Students must have adult supervision at all times while at MTCS, and may not be left unattended. In an emergency situation, the supervising employee shall continue to supervise the students under his or her direction until relieved by a school administrator.

2. Mandatory Reporting

MTCS policy and accompanying procedures are designed to ensure compliance with the state law that requires mandatory reporting of neglect or physical or sexual abuse of minors and vulnerable adults. MTCS policy requires any employee who knows or has reason to believe that a child or vulnerable adult is being neglected or physically or sexually abused, or has been neglected or physical or sexually abused within the preceding three years, to immediately report such information to the appropriate local welfare agency.

3. Visitors

All visitors (children or adults) must report to the front office upon entering a school building, sign-in, and wear their name tag at all times. The office staff will locate the person whom the visitor has requested to see. The office staff will either escort the visitor to the proper office/classroom or the visitor will wait for the person to come meet them in the front office.

If any employee notices an unidentified person in a school area, the employee should ask that person to return to the front office or the employee should notify their Building Administrator of the situation. No unidentified individuals will be allowed in any instructional area.

4. Cellular and Personal Phone Calls

Except in an emergency, an employee's personal and/or non-MTCS business phone calls shall not be made during their scheduled working hours. Messages may be taken and will be placed in staff mailboxes or will be transferred to voicemail.

Staff must keep their personal use of cell phones to a minimum during their contracted duty day. All teachers must refrain from using their cell phones during student contact time.

5. Technology and Use of Technology

All Employees are required to review and abide by School Board Policy 524; Internet Acceptable Use and Safety Policy.

Only software purchased by MTCS may be installed on MTCS computers and/or servers. Staff and students are prohibited from bringing software from home to install on the computer system. Staff and students are also prohibited from downloading software from the internet without pre-approval from the Building Administrator and the technology department. No personal electronics may be attached to the MTCS computers.

Staff are required to monitor the websites that are accessed by students. Staff should report all inappropriate use to the Building Administrator for possible disciplinary action.

Staff are also prohibited from accessing inappropriate material from the internet. Viewing inappropriate material may lead to disciplinary action, up to and including the termination of employment.

Staff must keep their personal use of the internet to a minimum during their contracted duty day.

All staff will be issued an “emailmtcs.org” email. The email system is for business use and should not be used to send personal emails or to conduct personal business. MTCS emails are the property of Minnesota Transitions Charter School, and may be accessible to the general public. Auto-forwarding of MTCS emails to an outside source, such as Gmail or Yahoo Mail, is prohibited.

6. Technology and Use of Technology

All Employees are required to review and abide by School Board Policy 524; Internet Acceptable Use and Safety Policy.

MTCS employees should refrain from becoming “friends” or “followers” or forming any online relationship with a student that involves linking or providing the student access to the employee’s personal social media accounts (e.g. Facebook, Twitter, Instagram, YouTube, etc.).

MTCS employees should refrain from becoming “friends” or “followers” or forming any online relationship with a former student that involves linking or providing the student access to the employee’s personal social media accounts, unless that former student is 18 years of age and has graduated from high school.

MTCS educators who would like to use social media accounts to instruct or communicate with students for academic purposes may set up a school account. School accounts must be designed for educational or communication purposes only and may not contain any personal posts, photos, or information. Before creating the account, the MTCS educator must receive approval for the account from administration. The account must use the school’s name and the department’s name (ex. MTCS Social Studies Department). A member of administration must be given editing privileges for these types of accounts.

MTCS staff members may use social media accounts as a promotional tool for certain programs. Before creating or using any account for promotional purposes, the staff member must receive approval from administration. The promotional account must use the school’s name and the program’s name (ex. MTCS City as a School). A member of administration must be given editing privileges for these types of accounts.

7. Confidential Information

Data maintained on students or other employees may be classified as private or confidential pursuant to the Minnesota Government Data Practices Act (MGDPA), and/or the Family Educational Rights and Privacy Act (FERPA). It is the responsibility of all employees to follow those laws and avoid disclosing any private or confidential information to individuals who are not authorized to receive such information. Employees should refrain from sending confidential information on students to a personal email account of a parent or guardian unless permission is first granted by a student’s parent or guardian.

8. Children at Work

In general, employees may not bring their children to work, except in special or emergency circumstances. Exceptions to this policy may be made by the Building Director on a case-by-

case basis for any such special or emergency circumstances, and all requests must be preapproved by the employee's supervisor.

9. Fire, Tornado, and Severe Weather

All staff and students must follow the building procedures for emergencies. Teachers are responsible for the students in their classroom or under their control at the time of an emergency. If a student is unaccounted for, the teacher responsible for the student must immediately notify the Building Administrator.

10. Medical Emergencies

In the event that a MTCS student or staff member has a medical emergency, paramedics shall be called immediately. The Building Administrator must also be notified as soon as possible.

11. Housekeeping

All employees are expected to keep their classrooms and work areas clean and safe. In order to maintain the safety of students and staff, windows in the doors of all classrooms shall remain uncovered to allow for an unobstructed view of the classroom from the hallway.

12. Lunch and Bus Duty

Employees may be scheduled for lunch and/or bus duty by their Building Administrator. These employees will receive a lunch/bus duty schedule from their Building Administrator.

13. Attendance and Punctuality

All employees, both Exempt and Non-exempt, are expected to work their scheduled work hours as defined by their Building Administrator. A normal work day for a full-time employee is eight hours. The lunch period is designated by the Building Administrator and is typically 30 minutes.

Any employee who arrives late or leaves early must have written permission from their Building Administrator. This time may be deducted from the employee's sick and safe time days.

Any employee who is habitually late or who habitually leaves early may be subject to disciplinary action.

14. Arriving Late

All employees are expected to arrive at their scheduled work time. When an employee anticipates that they will arrive late, the employee should call the Staff Absence Hotline, at (612) 328-3618, as soon as possible. Failure to report a late arrival may result in disciplinary action.

15. Absence

Absence is the failure to report to work as scheduled. All employees must call the Staff Absence Hotline, at (612) 328-3618, prior to being absent from work. Failure to call in an absence is considered to be an unreported absence. An employee who has two consecutive days of unreported absences shall be considered to have voluntarily resigned from employment with MTCS.

Upon returning to work from an unreported absence, the employee must report to the Director of Human Resources and disclose the reasons for the absence. If the Director of Human Resources determines that the stated reason is unacceptable or not legitimate, the employee may be subject to disciplinary action, and may have time deducted from their sick and safe leave days.

Employees with above average absenteeism, as determined solely by the Director of Human Resources, may be required to document the reasons for their absences, including providing a doctor's note.

16. Change of Address

Any employee who changes their home address should notify the Director of Human Resources as soon as possible. This will help keep the employee's personnel file current.

17. Performance Evaluation

All employees will receive a written evaluation from their Building Administrator each contract year, unless covered by the Q-Comp plan, in which case, the employee will receive evaluations as required by that plan. The evaluation will be shared with the employee. The performance evaluation will become a part of the employee's personnel file.

Any employee whose performance is not satisfactory and/or who is found to have violated MTCS policies may be subject to disciplinary action or may have their contract non-renewed. Disciplinary action may, but is not required to, include written warnings, suspensions, or termination.

18. Drug-Free Workplace

All MTCS administration and employees are responsible for maintaining a safe and healthy working environment. For that reason, MTCS has adopted the following policies:

1. The possession, use, or sale of alcohol, illegal drugs, or unauthorized prescription drugs on MTCS property or while conducting MTCS business is prohibited and may result in disciplinary action, up to and including termination.
2. Any employee under the influence of drugs or alcohol while on MTCS property or while conducting MTCS business may be subject to disciplinary action, up to and including termination.
3. MTCS may require drug testing if an employee is suspected of using drugs or alcohol. Any employee who refuses to take a drug test will be subject to disciplinary action, up to and including termination.
4. Each employee is responsible for reporting to the Director of Human Resources any use of prescription drugs that may affect the employee's judgment, performance, or behavior.

MTCS strongly urges employees to use community health and counseling facilities for help with alcohol or drug problems. It is each employee's responsibility to seek assistance before the problem affects their judgment, performance, or behavior at work.

SECTION V: DISCIPLINE

Every employee has the duty and responsibility to be aware of and abide by existing MTCS rules and policies. Employees have the responsibility to perform their duties to the best of their ability and to the standards set forth in their job description, or as otherwise established.

MTCS supports the use of progressive discipline to address issues such as poor work performance or misconduct. Outlined below are the steps of the progressive discipline policy. MTCS reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching or counseling; the employee's work record; and the impact of the conduct and performance issues on MTCS. In some circumstances, the following progressive disciplinary procedures will be followed:

Verbal Warning: The building Administrator may meet with the employee to issue a verbal warning. This warning will be documented and placed in the employee's personal file.

Written Reprimand: The Building Administrator and/or the Director of Human Resources may meet with the employee and issue a written reprimand to the employee. The written reprimand will be placed in the employee's personnel file. Performance improvement plans may be issued as a part of this meeting or at a separate meeting, depending upon the circumstances.

Unpaid Suspension: The employee may be placed on suspension without pay for up to five days. The employee may be placed on probation for up to 90 days following the suspension. A written reprimand and discussion of the conduct that led to the suspension may also be placed in the personnel file.

Termination: The employee may be recommended for termination by the Director of Human Resources to the Superintendent and/or MTCS Board of Directors.

As all employment in MTCS is at will, employee may be discharged at any time without regard to the preceding steps if the employee engaged in conduct for which immediate termination is appropriate, or if it is the judgment of the Superintendent that the employee's continued presence would be contrary to the wellbeing of MTCS or any of its employees. MTCS also reserves the right to implement a formal performance improvement plan, in its sole discretion.

As an example, the following types of offenses are considered very serious, and immediate termination will generally be implemented. This list is not intended to be inclusive of all possible offenses, and MTCS reserves the right to impose any level of discipline for any level of

offense: theft of school property or property of other employees; insubordination or refusing to follow instructions; drug or alcohol use on the job; intoxication (including the effects of illegal drugs) during working hours or while representing MTCS; deliberate destruction of school property; deliberate injury to another person; the intentional release of confidential information; other offenses that threaten the wellbeing of MTCS; inappropriate sexual conduct towards staff and/or students; and/or any other conduct deemed worthy of termination in the sole discretion of MTCS.

SECTION VI: HARASSMENT/VIOLENCE

All Employees are required to review and abide by School Board Policy 413; Harassment and Violence.

It is the policy of MTCS to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

A violation of this policy occurs when any student, teacher, administrator, or other MTCS personnel harasses a student, teacher, administrator, or other MTCS personnel or group of students, teachers, administrators, or other MTCS personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Harassment is defined as physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

- A. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- B. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- C. otherwise adversely affects an individual's employment or academic opportunities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
- B. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

MTCS prohibits all forms of harassment/violence. MTCS enforces a "Zero Tolerance" policy with regard to such behavior and will abide by all state and federal laws that prohibit harassment.

Any employee or student who feels that he/she has been a victim of harassment or violence or has witnessed an act of harassment or violence by an employee or student should immediately report the incident to his/her supervisor or teacher. If the employee or student is uncomfortable reporting such an incident to their immediate supervisor or teacher then he/she should report the incident to the Director of Human Resources or the Superintendent.

Upon receiving a report or complaint alleging harassment or violence, MTCS will undertake or authorize a fair, prompt, and thorough investigation, giving careful consideration to protect the rights and dignity of all people involved. Upon completion of its investigation, MTCS will take appropriate disciplinary action against individuals who are found to have violated this policy.

MTCS will discipline or take appropriate action against any student, teacher, administrator, or other MTCS personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence.

ACKNOWLEDGEMENT

Name _____ Job Title _____

I acknowledge that I have read the MTCS Employee Handbook, understand its contents, and agree to abide by the policies and procedures set forth therein. I understand that this employee handbook is not intended to nor should it be interpreted to be a contract or to otherwise create a property right in continued employment.

Signature: _____

Date: _____

For office use only:

Date received: _____