



DISTRICT 4240

Employee Handbook

2025-2026

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INTRODUCTION

District 4240 is a STEM based public charter school district that is located in the Twin Cities. District 4240 will reach students in the primary grades where learning foundational skills are critical to future achievement. Students will benefit from a rigorous, well-rounded STEM curriculum with an inquiry-based, multi-disciplinary instructional approach. Our goal is to create a successful program that prepares students for educational, personal and professional success.

SUMMARY OF HANDBOOK

This handbook is intended as a general guide to District 4240's policies and procedures. It covers essential personnel policies and procedures. District 4240 reserves the right to apply any or all these policies in whole or in part at its discretion as it deems appropriate based on individual circumstances. Any such exception or deviation from a policy shall not be construed to constitute precedent that would affect any future action, nor shall any such deviation alter the employment at-will relationship. Should any applicable local, state, or federal law or judicial decision render any of District 4240's policies or practices invalid or inoperative, it shall not invalidate any other of District 4240's personnel policies or practices. Nothing within this handbook is intended to imply or guarantee any specified or minimum term of employment. This handbook is the only personnel policy handbook with any force or effect for District 4240. Nothing else written or verbal, previously distributed to, made available to, or applied to employees serves as policy.

PURPOSE

This handbook and the policies are established and recorded to:

- Provide guidelines, policies and procedures for all employees
- Provide guidelines for Administrators, to consider in their decision-making regarding employment practices
- Ensure compliance with applicable local, state, and federal law

Every employee is provided with a copy of this manual as approved by the Director. These guidelines may be revised from time to time with or without notice.

CHANGES TO POLICY

This Employee Handbook supersedes and replaces all written personnel policies, handbooks, guides and manuals previously distributed to, made available to, or applied to employees of District 4240 and is the only Employee Manual with any force or effect. All prior personnel policies and handbooks are hereby rescinded and revoked.

District 4240 reserves the right to apply any or all these policies in whole or in part at its discretion as it deems appropriate

depending on individual circumstances. District 4240 can deviate from this Employee Manual as it deems appropriate. The application or non-application of any or all these policies does not alter or change District 4240's right to apply these policies in whole or in part as it deems appropriate.

District 4240 reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this Employee Manual, at any time. District 4240 may notify you of such changes via email, posting on District 4240's Intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this Employee Manual but may, in its discretion, make such changes at any time, with or without notice.

Changes will be effective on the dates determined by District 4240, and after those dates all superseded policies will be null. No individual supervisor or Administrators has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

NATURE OF THE EMPLOYMENT RELATIONSHIP

Employment with District 4240 is at-will. You enter employment voluntarily, and you are free to resign at any time with or without any reason. Similarly, District 4240 is free to conclude its relationship with any employee at any time with or without any reason. Nothing contained in this Employee Manual should be construed as creating a contract guaranteeing employment for any specific duration. Unless you have entered into an Employment Agreement that supersedes this document, either you or District 4240 may terminate the employment relationship at any time, with or without cause. The Employee may resign at any time by providing the school's director two weeks written notice of his/her resignation

Note that no administrator, employee or representative of District 4240 other than the Director, is authorized to enter into any oral or written agreements inconsistent with the foregoing and no such agreement shall be enforceable unless it is in writing and signed by the Director and the employee.

District 4240 reserves the right to change, correct, modify, add or delete sections in this handbook as deemed necessary and will provide each employee with a copy of the same to enable the employee to keep his/her handbook current. It is the responsibility of each employee to read and abide by the policies and procedures of District 4240 and to keep his/her handbook current.

This handbook will remain in the employee's possession throughout employment with District 4240 but remains the property of the school and must be returned in the event the employee is no longer employed with the School. If you have any questions after reading this handbook or are unclear as to the meaning of any section of the handbook, it is your responsibility to ask the Director for further clarification. All employees will be required to sign a statement indicating they have received and read this handbook.

ABOUT District 4240

VISION

Create a STEM-based curriculum model that provides an education that is vibrant and alive and acknowledges and maintains our students' backgrounds while preparing them for their lives as successful members of our diverse and technologically advancing society.

MISSION

Provide a high-quality education to nurture and inspire a community of learners through an innovative, holistic approach to education that embeds science and technology.

SCHOOL HISTORY

The school came into existence after several years of research, meetings and planning. As a Pre-K-11 program, the school has been developed to provide STEM opportunities for students. The school is authorized as a charter school. The design team of the school included professional educators, school leaders, parents and community members.

BOARD OF DIRECTORS

The Board for District 4240 is the governing entity for our state and federally funded public-school program. All the meetings must be open to the public. We will set the dates of our meetings and assure that they are on our website and posted at school. A book containing board-meeting minutes is available in the office and the minutes will also be posted on our website. Board members include a teacher, parent, and experts in a variety of fields.

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

District 4240 does not and will not discriminate against employees, prospective employees, parents, children, or vendors, and will make all employment and business decisions in accordance with all federal, state and local laws prohibiting discrimination.

It is the policy of District 4240 to provide equal opportunity regardless of race, creed, religion, color, national origin, gender, age, marital status, familial status, disability, sexual orientation, veteran status membership or activity in a local commission, status with regard to public assistance or any other protected class status defined by applicable law. This policy applies to all aspects of the application process and employment relationship including but not limited to hiring, promotion, transfer, demotion, termination, discipline, benefits and other terms and conditions of employment. Any employee who believes s/he may have been a victim of discrimination should report the situation immediately to the Director or the Board Chair.

RECRUITMENT AND SELECTION

In filling vacancies or new positions, first preference is generally given to qualified employees from within, according to the Organization's discretion. Recruitment of employees is based on a job description and current organizational requirements. Prospective employees must submit a written application and successfully pass a background check. These screenings are conducted in compliance with the Fair Credit Reporting Act and other applicable laws.

Falsification of any employment information may be considered grounds for discharge. Existing employees who wish to secure a new position within the Organization are invited to submit a resume and cover letter to the school administration. Each new employee will be asked to provide proof of identify and eligibility to work in the United States, as required by the Immigration Reform and Control Act of 1980.

During the first six months of employment, all new employees are required to complete an orientation period. During this period, the employee's abilities and work habits are examined to determine whether the employee is adequately suited for the position. The period may be shortened or lengthened at the discretion of District 4240. Satisfactory completion of the orientation period does not alter the at-will relationship. Employees must continue to perform satisfactorily even after the orientation period is completed.

Malicious and Sadistic Conduct Policy

Malicious and Sadistic Conduct Policy establishes the school's commitment to fostering a safe, respectful, and inclusive educational environment in which every individual's dignity and equality are protected. It does so by prohibiting any form of

malicious or sadistic behavior—whether physical, verbal, or psychological—and explicitly barring sexual exploitation. These protections extend to all members of the school community, including students, staff, contractors, volunteers, and visitors. Under the policy’s general statement, conduct motivated by any protected characteristic—race, color, creed, national origin, sex, age, marital status, status regarding public assistance, disability, religion, sexual orientation, or gender identity—is strictly forbidden, in alignment with Minnesota’s Human Rights Statute (Chapter 363A).

The policy also makes clear that sexual exploitation in any form—coercion, blackmail, manipulation, nonconsensual sharing of explicit content, or abuse of power dynamics (such as in teacher-student or supervisor-subordinate relationships)—is categorically impermissible. To comply with state law and collective bargaining agreements, the school integrates the requirements of the Pupil Fair Dismissal Act (Minn. Stat. §§ 121A.41–56) into its disciplinary framework.

Any violation of the policy may trigger a range of sanctions, from corrective measures to suspension or expulsion of students, and up to termination of staff employment or referral for legal prosecution, depending on the severity and circumstances of the offense. In recognition of Minnesota’s School Bullying Law (Minn. Stat. § 121A.031, subd. 4(a)), the policy also codifies clear definitions of bullying, establishes reporting procedures, and outlines the process for investigating and resolving reported incidents. This integration ensures that any bullying behavior—malicious, sadistic, or otherwise—is addressed promptly and effectively, reinforcing the school’s overarching goal of maintaining a secure and nurturing learning environment.

For more information, review the Malicious and Sadistic Conduct Policy on the school website.

EMPLOYMENT QUALIFICATIONS

Staff members are employed based on their personal and professional qualifications and the ability to meet the job requirements. All employment practices will be in accordance with the Fair Employment Laws and regulations. All laws governing minimum wages, overtime, workshops, and training will be adhered to.

No person shall be hired or retained as a staff member, paid or volunteer, who has been convicted of, or admitted to, or been the subject of substantial evidence of, an act of child battering, child abuse, or child molesting; used drugs or alcohol such that their effects are apparent during working hours when children are in care; been convicted of, or admitted to, any felony or any offense involving moral turpitude.

LICENSING - DEPARTMENT OF EDUCATION

All teachers are responsible for making sure that their licenses are up to date. A copy of your current license should be on file in the office. District 4240 will provide clock hour certificates for all professional development activities offered by the school. Teachers are responsible for renewing their licenses with support of the Director.

WORKPLACE DISABILITY

District 4240 makes every effort to ensure that qualified individuals with a physical or mental disability are not discriminated against in any terms, conditions, or privileges of employment. The American with Disabilities Act requires employers to provide reasonable accommodations to qualified individuals with known disabilities in all aspects of employment unless the accommodation would cause an undue hardship to District 4240.

District 4240 is committed to providing equal opportunity to qualified individuals with disabilities. Employees or job applicants in need of accommodation should make a request to the Director of his/her designee, and the department will consult with you concerning the type of accommodation you require. To determine the appropriate accommodation, we may need to obtain additional information from your physician or other medical professional. We are committed to providing a reasonable accommodation to such individuals so they can perform the essential functions of a job unless the accommodation would create undue hardship to District 4240.

PREGNANCY AND NURSING ACCOMMODATIONS

District 4240 makes every effort to accommodate female employees for health conditions related to pregnancy and childbirth if requested and upon the advice of her health care provider. Employees are encouraged to talk to their supervisor, or the school Director, regarding requested accommodations.

A pregnant employee does not need a doctor's note when requesting the following accommodations: (1) more frequent restroom, food, and water breaks; (2) seating; and (3) limits on lifting over 20 pounds. District 4240 will work with an employee and their doctor to provide additional reasonable accommodations necessary for health conditions related to pregnancy or childbirth if the accommodation does not impose an undue hardship on the operations of the business. District 4240 will not require an employee to take a leave of absence or accept an accommodation that is not medically necessary.

ACCESS TO PERSONNEL RECORDS

All employees should notify the Director of any changes in status, i.e. marital status, exemptions, dependents, address, telephone number, beneficiaries, emergency contact, etc.

Personnel files are the property of District 4240. Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews and recognition.

Only those with direct need-to-know status are allowed access to individual personnel records. Access will normally be limited to Human Resources, the supervisor and members of the leadership team with a need to know.

In the state of Minnesota, employees have various legal rights and remedies related to the contents of their personnel files. As an employee, these rights extend to you and include:

- The opportunity to review the contents of your personnel file, upon written request to the Director once every six months as an active employee and once each year after termination of your employment for as long as the record(s) are maintained. Requests will be honored within five (5) business days.
- The opportunity to receive a copy of the contents of your personnel file, upon written request and,
- The opportunity for you to dispute information that is contained in your file and request that the information be removed. If we do not agree with your request to have the information removed, you can include a statement that outlines your position.

District 4240 also has obligations associated with this law and may not:

- use information from your personnel file that was intentionally omitted during your review in a civil or administrative proceeding and,
- Retaliate against you for exercising your rights with respect to your personnel file.

The Minnesota Department of Labor and Industry enforces this law. If it is determined that the Organization has not acted in good faith in complying with the provisions of this law, various remedies for violations and retaliation may be available to you.

PERFORMANCE EVALUATIONS

All employees will be evaluated annually in a process to include the following components:

- Formal self-reflection process including goal setting and professional development plan.
- Evaluation by immediate supervisor based on job description criteria.
- Teacher evaluation process compliant with statutes and MDE standards (for licensed teachers only).
- The director's evaluation will be led by a board committee. This evaluation should include information gathered from staff, board members, parents, academic achievement, and meeting of school goals.

Employees who fail to meet acceptable standards as outlined in their job description will be subject to disciplinary action ranging from reprimand, improvement plan, or termination.

A copy of the performance review will be placed in your personnel file and employees will also receive a copy. All employees can discuss the judgment made of their performance with the Director. At District 4240, if you are not satisfied with the action taken, a hearing with the Director and then the Board of Directors at District 4240 may be requested.

CORRECTIVE ACTION

There may be times when the School chooses to take corrective action as a result of unacceptable behavior or performance on the part of an employee. Although the School has the right to terminate any employee at any time for any or no reason, it also reserves the right to take corrective action or require performance improvement, as it deems appropriate. If the employee chooses not to respond to corrective action or performance improvement requirements, employment will be terminated. Corrective actions may be taken in any number of forms and any of these actions may be taken in any order or concurrently. Possible corrective action may include, but is not limited to: written warning, improvement of performance requirements, suspension with or without pay, or termination of employment.

TERMINATION OF EMPLOYMENT

At Will Employment. All employees of District 4240 are at-will employees and may be terminated at any time with or without cause.

Resignation. The Employee may resign at any time by providing the school's director two weeks written notice of his/her resignation

Paid Time Off (PTO): Any employee, whose employment is terminated, whether voluntarily or involuntarily, will not be entitled to payment in lieu of unused and accrued vacation or personal leave.

COMPENSATION & WORK SCHEDULE

CALENDAR

The Director and staff create a calendar each year. Employees will perform services on such days as determined by the Director. However, the Director may modify the school calendar as deemed necessary. Calendar is approved by the Board.

SCHOOL HOURS

School hours are from 7:00 a.m. to 3:30 p.m., Monday through Friday. All employees shall work such hours as set by the Director.

PLACE OF DUTY

No employee will be away from the place of duty during the hours assigned for work purposes or additional activities without prior approval.

EMPLOYMENT CLASSIFICATIONS & DEFINITIONS

Exempt: An employee who is paid a regular salary and is not paid for any hours worked over 40. Teachers and school administration generally fall into this category

Non-exempt: An employee who is paid overtime for hours worked over 40. Holiday, sick and PTO hours do not count as time worked.

Regular Full-Time: Employee who is employed for an indefinite period and works at least 35 hours per week. Regular full-time employees are paid for actual hours worked.

Regular Part-Time: Employee who is employed for an indefinite period and works less than 35 hours per week. Regular part-time employees are paid for actual hours worked and are not generally qualified for benefit plans.

Temporary Employee: Employee who is employed for a defined period or for a defined project regardless of the number of hours worked. Temporary employees are not eligible for School sponsored benefit plans.

WORK TIME/PAY PROCEDURE

Each employee's hours are scheduled by the Director or other designated person. All non-exempt employees must record work hours each day. All employees will be at work and ready to perform their duties at their scheduled start time. A non-exempt employee may not work over and above their scheduled hours without

written approval from the Director. Non-exempt employees may not take any work home without prior written approval from the School Director. Any requests to take work home must also be in writing.

PAY PERIOD

District 4240 workweek starts on Sunday at 12:01 a.m. and ends on Saturday at 11:59 pm. There are 24 pay periods per year.

COMPENSATION

Compensation within a range of pay for the employee's job is based on experience, education, and merit. Increases in pay are not necessarily given annually. Raises will be based on merit and the finances of District 4240 for its employees.

Staff Reassignment

As we navigate the ever-evolving needs of our students, our staff's dedication to fostering student success remains paramount. Periodically, the dynamic needs of our school community may necessitate staff reassignment, a strategic measure aimed at enhancing the precise alignment of expertise and support. This practice empowers us to uphold our unwavering commitment to providing exceptional education across all our school locations. Your unwavering commitment to our students' growth and educational journey is deeply valued as we collaboratively navigate these necessary adaptations.

CHANGE IN EMPLOYEE INFORMATION

District 4240 requests that you keep us informed of any changes in address, telephone number, marital status, name, dependents, and person to notify in case of emergency or any other information that may affect your employment or benefits. This information is only used in an emergency, for payroll, or benefits purposes.

EXPENSE REIMBURSEMENTS

All expenses incurred by employees must be approved by the Director prior to such expenditure, in order to qualify for reimbursement. Receipts must be turned in within two weeks of purchase in order to be eligible for reimbursement. Receipts turned in after two weeks will not be reimbursed by District 4240.

CONDUCT STANDARDS

ETHICS

High ethical standards are expected in the care of our children and families. All employees play an important part in maintaining this standard, for their conduct can significantly affect District 4240's reputation. Accordingly, we expect each employee to maintain high ethical standards while at work and while representing the School.

PROHIBITION OF HARASSMENT OR VIOLENCE

The purpose of this policy is to help maintain a positive, safe learning and working environment for students and staff that is free from harassment and violence based upon their actual or perceived sex/gender, sexual

orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age (protected class).

Purpose

- A. It will be a violation of this policy for any employee to harass a student or employee through conduct (e.g., physical, verbal, graphic or written) that is based upon that student or employee's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age (protected class) as defined by this policy. For purposes of this policy, an employee includes Board of Directors members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the organization.
- B. It will be a violation of this policy for any employee to inflict, threaten to inflict, or attempt to inflict violence based upon a student or employee's actual or perceived protected class as defined by this policy.
- C. The District 4240 will investigate all complaints, formal or informal, verbal or written, of harassment and/or violence based upon a student or employee's perceived or actual protected class and to discipline or take appropriate action against any student employee who is found to have violated this policy.

Definitions

- A. Disability. "'Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment." This includes students with an IFSP, IEP, and students who qualify for special education and related aids and services under Section 504 of the Rehabilitation Act.
- B. Discriminate. "The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment."
- C. Educational Institution. "Educational institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing, professional, secretarial, technical, vocational school, and includes an agent of an educational institution."
- D. National Origin. "'National origin" means the place of birth of an individual or of any of the individual's lineal ancestors." This includes harassment of students born in the United States who have relatives that are from other countries.
- E. Sexual Harassment. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
 - (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, ... or education...;
 - (2) 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
 - (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, ...or education..., or creating an intimidating, hostile, or offensive employment, ...or educational... environment."
- F. Sexual Orientation. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.

Harassment and Violence General Applicability

- A. The antidiscrimination laws apply to all the academic and nonacademic (e.g. athletic, and extracurricular) programs of the organization, whether conducted in school facilities or elsewhere.
- B. For purposes of this policy, any student who is harassed or discriminated against, including subject to violence, by peers or employees based upon that student's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age [protected class] may file a complaint as described more fully in section IV below.
- C. For purposes of this policy, any employee who is harassed or discriminated against, including violence, by students or other employees based upon that employee's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age may file a complaint as described more fully in section IV below.
- D. The alleged harassment/violence consists of harassing conduct (e.g. physical, verbal, graphic, or written verbal or physical) based upon that student's actual or perceived protected class that interferes or limits the ability of that student to participate in, enjoy, or benefit from the education program, including athletics and extracurricular activities.
- E. The alleged harassment/violence may not be directed at a particular person, but may instead consist of harassing conduct (e.g. physical, verbal, graphic, or written) that creates a hostile environment for students based upon actual or perceived protected class that interferes with or limits the student's ability to participate in, enjoy, or benefit from the academic and nonacademic programs, including athletics and extracurricular activities.

Description of Harassment based upon a Person's Perceived or Actual Protected Class

- A. Harassment is unwelcome conduct that is based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.
 - (1) Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.
 - (2) It is unwelcomed if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.
 - (3) The conduct is considered harassment if it creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the organization's programs.
- B. Sexual harassment based upon sex/gender and/or sexual orientation
 - (1) Sexual conduct that is unwelcome.
 - a. It is unwelcomed if the student or employee did not request or invite it and considered the conduct undesirable or offensive.
 - b. A student's submission or failure to complain does not mean that the conduct was welcome – look at circumstances.
- C. Sexual Violence: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
 - (1) Sexual violence includes rape, sexual assault, and dating violence. This includes coerced sexual intercourse or other sexual acts. The physical act is considered nonconsensual if a person is incapable of giving consent due to alcohol or drug use or due to an intellectual or other disability.
 - (2) Sexual violence includes touching, patting, grabbing, or pinching another student's or employee's intimate parts of the clothing covering the intimate parts.

- (3) Sexual violence includes coercing or forcing or attempting to coerce or force a student or employee to touch anyone's intimate parts.
- (4) A police report does not relieve the school of its responsibilities under Title IX.
- D. Assault: Assault, as defined in state statute is:
 - (1) an act done with intent to cause fear in another of immediate bodily harm or death; or
 - (2) the intentional infliction of or attempt to inflict bodily harm upon another.
- E. Racial, color, creed or national origin harassment/violence
 - (1) Intimidation or abusive behavior toward a student, based on perceived or actual race, color, creed or national origin, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the organization's programs.
 - (2) Racial violence: Racial violence is a physical act of aggression or force, or the threat thereof, which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin.
- F. Religious harassment/violence
 - (1) Intimidation or abusive behavior toward a student based on perceived or actual religious beliefs that create a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the organization's programs.
 - (2) Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.
- G. Disability harassment
 - (1) Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the organization's programs.
 - (2) Disability harassment also may deny a student with a disability a free and appropriate public education (FAPE). Harassment of a student based on disability may decrease the student's ability to benefit from his or her education and amount to a denial of FAPE.

Reporting Procedures

The Board of Directors designates the Director to receive reports or complaints of harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. If the complaint involves the director, the complaint will be filed directly with the Chair of the Board of Directors.

These reporting procedures are not intended to prevent a person from reporting harassment or violence incident(s) to another school official.

- (1) The school official must immediately notify the Director who is then responsible to submit the oral or written complaint/report.
- (2) If the report was given verbally, the Director will personally reduce it to written form within 24 hours.
 - a. If the Director fails to act upon any harassment or violence report or complaint (written or verbal) within 24 hours, the Director will be subject to disciplinary action.
- (3) If the complaint involves the building Director, the complaint will be made or filed directly with the Chair of the Board of Directors.

The organization encourages the reporting party to complete the complaint form for written complaints. It is available from the Director or the office. Alternative means of filing a complaint, such as through a personal interview or by tape recording, will be made available upon request for qualified persons with a disability. The complaint (verbal or written) should be reported to a school Director immediately, or within 30 calendar days whenever possible, of the alleged violation. District 4240 will accept reports of alleged incidents that are older than

30 calendar days; however, delays between the date of the alleged incident and the reporting date may make investigations more difficult.

Investigation

- A. The Director, upon receipt of a complaint alleging discrimination or harassment toward an employee or student, will promptly undertake an investigation if deemed appropriate. The director may designate a neutral third party to conduct the investigation. The investigation will be completed within 30 calendar days from receipt of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, District 4240 will consider the facts and the surrounding circumstances, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- D. District 4240 may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination or harassment of an employee or student.
 - (1) Upon completion of the investigation, the organization or neutral third party designated investigator will make a written report to the Director. If the complaint involves the Director, the report must be filed directly with the Chair of the Board of Directors. The report will include the facts, a determination of whether the allegations have been substantiated and whether a violation of this policy has occurred, as well as a description of any proposed resolution which may include alternate dispute resolution.
 - (2) Upon completion of the investigation, the Director will inform the complainant/reporter of his or her right to review the written report at the school building where the complainant/reporter is employed or enrolled, in accordance with state and federal law regarding data or records privacy.
 - (3) If the complainant/reporter is a student, the Director will inform the parent/guardian of his or her right to review the written report at the school building where the student reporter is enrolled, in accordance with state and federal law regarding data or records privacy.
 - (4) The school will comply with federal and state law pertaining to retention of records.

Appeal

If the grievance has not been resolved to the satisfaction of the complainant/reporter, s/he may appeal to the Director within ten (10) school days of receipt of the findings of the investigation. The investigator will conduct a review of the appeal and, within ten (10) school days of receipt of the appeal, will affirm, reverse, or modify the findings of the report. The decision of the investigator is final, and action will occur as addressed below.

School Action

- A. Upon conclusion of the investigation and receipt of the findings, District 4240 will take appropriate and effective action. If the investigator determined that a violation of this policy has occurred, such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Actions may also include alternative dispute resolution, including restorative justice programs or school wide training, counseling, and class transfer. District 4240's action taken for violation of this policy will be consistent with the requirements of applicable state and federal law, and school policies.

- B. The result of District 4240's investigation of each complaint filed under these procedures will be reported in writing to the complainant by District 4240 in accordance with state and federal law regarding data or records privacy.

Reprisal

District 4240 will take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful harassment toward an employee or student or any person who testifies, assists, participates in an investigation or hearing related to alleged unlawful harassment covered by this policy. Reprisal also includes retaliation against a student or employee who associates with a person or group or persons who are disabled or who are of different race, color, creed, religion, sexual orientation, or national origin. Retaliation includes, but is not limited to, any form of intimidation or harassment. Reprisal is also prohibited based upon a request for a religious or disability accommodation.

Conflict of Interest

If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a neutral third-party investigator to conduct the investigation, or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

Harassment or Violence as Abuse

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, section 626.556 may be applicable.
- B. Nothing in this policy will prohibit District 4240 from taking immediate action to protect victims of alleged harassment, violence, or abuse.

Dissemination of Policy and Training

This policy is posted in the following way:

- (1) Posted in the school building accessible to students and staff members.
- (2) Given to each employee and independent contractor at the time of entering into the person's employment contract.
- (3) Included in each school's student handbook on school policies.
- (4) Posted on the school website for parents and community members.

School will discuss the school's harassment and violence policy with students and employees on an annual basis. The Board of Directors will review this policy annually for compliance with state and federal law.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the agencies below, filing a report with a law enforcement agency, or initiating action in state or federal court.

CONFIDENTIALITY

Discussion of business matters (such as salary, personnel matters, and specific children), internally or externally, with persons not working for District 4240 is inappropriate and unprofessional and is prohibited under District 4240 confidentiality rules.

Employees may have access to confidential information concerning District 4240, its families and suppliers during employment. This information would not normally be known by or be available to non-

employees. The employee may not share confidential information, nor may it be obtained as a result of the employment relationship. Such information includes, but is not limited to family lists, children's files, financial records, supplier information, pricing, strategic business plans, personnel records, contracts or other agreements whether verbal or written, information relevant to the systems and operating procedures of District 4240, employee compensation, and other records or documents relative to the operation of the school.

Confidential information must never be released verbally, copied, removed from school premises, or in any other way used by employees for any purpose outside the scope of their employment or revealed to non-school personnel without the express written consent of the Director.

Employees with confidential information on their desks, or in areas for which they are responsible, are required to limit public access as appropriate and to keep this information locked and secured as needed. In the event of termination of your employment with District 4240, you are required to return all proprietary and confidential information obtained during your employment.

TOBACCO AND SMOKE-FREE WORKPLACE

District 4240 provides a tobacco-free and smoke-free environment. Smoking is not permitted within the facility. This includes e-cigarettes and other forms of smokeless tobacco. Designated smoking areas are located outside at the side or rear of the building only. Smoking is not allowed in the front of the building. Smoking by employees is limited to normal breaks and lunch periods.

DRUGS AND ALCOHOL FREE WORKPLACE

It is the policy of District 4240 to create a drug and alcohol-free workplace. The use of controlled substances (including legalized marijuana), alcohol, or the misuse of other drugs, (including prescribed medications which adversely affect an employee's ability to perform their job duties), is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facility to unacceptable safety risks, and undermines District 4240's ability to operate effectively and efficiently.

Therefore, all use, possession, manufacture, sale, solicitation, distribution, dispensation, or transfer of controlled substances (including legalized marijuana) or alcohol while an employee is on company premises, including parking lots or while operating company machinery, equipment, vehicles, or while engaged in company business off premises, are strictly prohibited. Additionally, whenever appropriate, illegal substances found on District 4240 premises, including company parking lots, machinery, equipment, or vehicles, will be turned over to the Local law enforcement agency for further investigation and follow-up, including criminal prosecution.

District 4240 further requires that employees report to work fit for duty and free of any adverse effects of controlled substances (including legalized marijuana), alcohol, or prescribed medications. Employees in "safety sensitive positions" must report to their Manager when they are taking any prescription or over the counter medication known to cause an adverse side effect that could interfere with the employees' ability to safely perform their job (e.g., motor ability, judgment, reflexes, etc.). A "safety sensitive position" is a job in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person. Employees may be required to provide medical verification from a healthcare provider of their ability to perform job duties while taking the prescribed medication. Employees taking prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

Weapons Prohibition

The School is committed to providing a work environment that is free of hazardous or potentially dangerous situations. For this reason, the School expressly forbids the possession of firearms on School property. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

A “weapon” is defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury.

It is also unacceptable for a person to possess, use or distribute any object, device or instrument having the appearance of a weapon. This may include, but are not limited to, broken or non-functional weapons, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. Other articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon and will not be tolerated.

Employees are also prohibited from keeping, storing, carrying and/or possessing handguns or other weapons at any time during the course and scope of their employment with the School. This means that employees may not carry handguns or weapons of any other type, on or off School premises while they are on-the-job, whether or not the employee is licensed to do so, unless a specific legal exemption applies. Merely having a handgun permit or license is not a legal exemption to these policy requirements. These on-the-job activities include but are not limited to: driving school vehicles at any time; driving privately-owned vehicles used in the course of conducting School business, and participating in any School-sponsored activity, whether education-related or not.

Any employee who violates the above will be subject to immediate disciplinary action, up to and including termination.

Maltreatment of a Student

It is the policy of the School to fully comply with Minnesota Statutes 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. All school personnel who become aware of an instance of child neglect or of any physical or sexual abuse to a child, either occurring now or in the last three years, are required to immediately (within a maximum of 24 hours) report that abuse to child protective services or the police department.

Types of Abuse

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- **Neglect** - Neglect includes failure by a person responsible for the child’s care to supply a child with necessary food, clothing, shelter or medical care when reasonable to do so; failure to protect a child from conditions or actions that imminently and seriously endanger the child’s physical or mental health when reasonably able to do so; failure to provide medical treatment to the child; or failure to take steps to ensure that the child is educated in accordance with the law.
- **Physical Abuse** - Physical Abuse includes any physical or mental injury or threatened injury inflicted by a person responsible for the child’s care, on a child other than by accidental means, or any physical injury that cannot be reasonably explained by the child’s history of injuries. (Mental injury is defined as an injury to the psychological capacity or emotional stability of the child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.)
- **Sexual Abuse** - Sexual Abuse includes the subjection of a child by a person responsible for the child’s care, or by a person in a position of authority to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes threatened

sexual abuse as well (a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury.)

Reporting Procedures

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1. Anyone in a school building who has reason to believe a child is being neglected or is physically or sexually abused or has been neglected or abused within the last three years, becomes a “mandated reporter” under the state statutes and is required by law to report this information to child protective services or the police department within 24 hours of learning of the neglect or abuse.
2. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekend and holidays) to the appropriate police department or child protective services agency. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect, and the name and address of the reporter.

A person, mandated by Minnesota law and this policy to report, who knows or has reason to believe that a child is neglected or physically or sexually abused, as defined by Minnesota law and this policy, or has been neglected or physically or sexually abused within the preceding three years, and fails to report is guilty of a misdemeanor, and such a failure to report in disciplinary action within the School.

Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter’s employment, or the child’s access to the School.

Any persons who knowingly or recklessly make a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in disciplinary action within the school.

Investigation

The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate welfare agencies. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child’s care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

When the alleged perpetrator is believed to be a school official or employee, the Minnesota Department of Education will conduct an investigation into the incident.

Email and Internet Usage

Access to the Internet has been provided to staff members and students for the benefit of the School. It allows employees and students to connect to information resources around the world. Every staff member and student has a responsibility to maintain and enhance the School's public image and to use the Internet in a productive manner. To ensure that all staff and students are responsible and productive Internet users, the following guidelines have been established for using the Internet.

Acceptable Use of the Internet

Employees and students accessing the Internet are representing the School. Employees and students are expected to be courteous to other users of the system and always to conduct themselves in a professional manner.

Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on School letterhead.

Unacceptable Use of the Internet

- School Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. Transmission of messages that contain derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference will not be tolerated. Harassment of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon the School or be contrary to Schools' best interests; and any illegal activities -- including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail -- are forbidden.
- Copyrighted materials belonging to entities other than the School may not be transmitted by employees on the school's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If an employee finds something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his or her own.
- The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through the technology representative. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, downloading such plug-ins is not permitted.
- Each employee is responsible for the content of all text, audio or images that he or she places or sends over the School's Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that School's name is attached to all messages so use discretion in formulating messages.
- E-mail is not guaranteed to be private or confidential. All electronic communications are the School's property. Therefore, School reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read -- or possibly alter -- employee messages.
- Internal and external e-mail messages are considered school records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the school.

School's Right to Monitor and Consequences

All School-supplied technology, including computer systems and company-related work records, belong to School and not the employee. The School routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the vast resources available on the Internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail and Internet connection, are School-owned, all School policies are in

effect at all times. Any employee who abuses the privilege of the School's facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

Questions Regarding the Use of the Internet or E-mail

Any questions regarding the appropriate use of the Internet or email should be directed to the technology representative.

ATTIRE & PROFESSIONALISM

District 4240 is not only a school but also a place of business. Appearance and business professionalism are required. Professional attitudes and actions are always expected. You are expected to dress in a manner that is appropriate for the teaching environment and to present a clean, neat, and professional appearance on the job. In general, men's shirts should have sleeves, either long or short; women's shirts/dresses may be sleeveless but may not be camisole style. All portions of undergarments i.e. straps and waistbands, etc., must be concealed by outer layers of clothing. Clothing should be in good repair. Shoes must be close-toed. The Director shall be the final arbiter of the suitability of attire and has the authority to send someone who is inappropriately dressed home to change. It is recommended that employees not wear jeans to school unless it is a day of a picnic or school event in which jeans would be considered appropriate. Employees will be notified, by the Director, of the days on which jeans may be worn. Good grooming and hygiene are equally important and contribute to a professional appearance. Hair must be clean and well groomed.

NON-SOLICITATION

District 4240 limits solicitation and distribution on its premises because such activities can interfere with the normal operations of the organization, can be detrimental to employee efficiency, can be annoying to customers and can pose a threat to security.

Persons who are not employed by District 4240 are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services or engaging in any other solicitation or similar activity on District 4240 premises.

Employees must obtain management approval prior to engaging in solicitation or distribution of literature for any group or organization, including charities.

District 4240 maintains bulletin boards to communicate information to employees and to post notices required by law. These bulletin boards are for the posting of District 4240 information and notices only, and only persons designated by the Director may place notices on or take down material from the bulletin boards.

Complaint Resolution Procedure

To foster sound employee-employer relations through communication and reconciliation of work-related problems, the School provides employees with an established procedure for expressing employment-related concerns. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, in situations where employees feel a complaint is in order, the following steps should be taken:

1. If an employee believes that he or she has a legitimate work-related complaint, the employee is encouraged to first attempt to resolve the issue(s) through discussions with his or her immediate supervisor or Human Resource Officer.
2. If the situation is not resolved within five working days from the time the complaint is discussed with the employee's immediate supervisor, barring extenuating circumstances, it should be brought to the attention of the School Director or Human Resource Officer with written documentation.

The School will attempt to resolve the complaint within a reasonable period of time while preserving the

confidentiality and privacy of those involved to the extent feasible.

The School does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the School from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the School deems disciplinary action appropriate.

Disciplinary Action

Where appropriate, employee discipline other than termination may be applied by supervisors. Examples of employee discipline include:

- **Verbal Reprimand** – A verbal warning to an employee that his or her conduct is unacceptable, and that repeated or continued failure to conform conduct or performance to the School standards will result in more severe disciplinary action. A record of the notice of the verbal reprimand may be made and retained in the employee's personnel file.
- **Written Reprimand** – A written documentation of the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written reprimand generally will be retained in the employee's personnel file.
- **Suspension** – Suspension of the employee's employment may, at the sole discretion of the School, be used prior to termination. The length of the suspension will vary based upon such factors as the severity of the offense, the employee's performance, and the employee's disciplinary record. An employee may be suspended for repeated instances of minor misconduct, failure to conform his or her conduct or performance to the standards of his position, or for a single serious offense. A record of the suspension generally will be retained in the employee's personnel file.
- **Termination** – If an employee fails to conform his or her conduct or performance to the standards required by the School, the School may, in its sole discretion, terminate the employee's employment.

Notwithstanding the potential for less severe discipline before termination, the School reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, terminate an employee without prior discipline.

Professional Boundaries Staff/Student Interaction

This policy refers to any current student, or recent alumni college-age or younger.

Professional Boundaries

This policy is intended to guide all faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff. Healthy, supportive relationships are a pillar of the District 4240 community. Trespassing the boundaries of a student/District 4240 employee relationship and violation of this policy can lead to disciplinary consequences up to and including termination of employment. In addition, criminal penalties and sanctions against an educator's certificate may result for certain conduct with students.

All staff must carefully review this policy along with each of the examples given in the policy related to acceptable and unacceptable employee behavior (see examples section below). Although this policy gives specific, clear direction, it is each

staff member's obligation to avoid situations, whether or not explicitly listed, that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "*Would I be engaged in this conduct if my family or colleagues were standing next to me?*"

Some activities may seem innocent from a staff member's perspective but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of providing the examples of acceptable and unacceptable behaviors listed below is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff members must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities.

Duty to Report

When any employee becomes aware of another staff member or adult on campus having engaged in unacceptable behaviors as specified in this policy or behaviors regarding professional boundaries otherwise causing suspicion, he or she must immediately report the matter to the Director of Human Resources and their school leader. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrators to investigate and thoroughly report the matter. Beyond boundary violations, known or suspected abuse must be reported to police or protective services. Such a report to the administrator does not relieve the employee of his/her duty to report suspected child abuse to local authorities.

Failure to Follow this Policy

Failure to follow this policy, either intentionally or unintentionally, is subject to disciplinary action, up to and including termination, depending on the severity of the violation. Additionally, the violation may be reported to the appropriate law enforcement agency, as required by law. Any questions regarding this policy should be directed to the Director of HR.

Examples of acceptable and recommended behaviors:

- Getting school and parental written consent for any after-school activity.
- Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- E-mails, texts, phone, and instant messages to students that are professional and pertain to school activities or classes.
- Giving gifts to groups of students if other staff know about it
- Stopping and correcting students if they cross your own personal boundaries.

- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- Involving your supervisor if a conflict arises with a student.
- Informing your principal about situations that have the potential to become more severe.
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- Giving students praise and recognition without touching them.
- Pats on the back, high fives and handshakes.

SCHOOL PROPERTY AND WORKPLACE PRIVACY

Employees do not have a right to privacy in their workspaces or in any other property belonging to District 4240. District 4240 reserves the right to monitor and search District 4240 property at any time without warning to ensure compliance with our policies including those that cover employee safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. District 4240 property includes but is not limited to lockers, desks, file cabinets, storage areas and workspaces, electronic devices.

WHISTLEBLOWER POLICY

The school requires board members, directors, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the school, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the school can address and correct inappropriate conduct and actions. It is the responsibility of all board members, directors, and employees to report concerns about violations of the school's code of ethics or suspected violations of law or regulations that govern the school's operations.

It is contrary to the values of the school for anyone to retaliate against any board member, director, or employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the school. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

The school has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Director. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Director who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Director or the Board Chair.

The Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are

investigated and resolved. The Director will advise the Board of Directors of all complaints and their resolution.

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

ATTENDANCE AND TIME AWAY FROM WORK

ATTENDANCE & PUNCTUALITY

As in any business, it is imperative that you are at work on time every day as expected and complete your shift. If you are late, sick, absent from work, or leave before your work is complete, the school and its students are greatly affected. Unplanned absences without a proper substitute and tardiness will be reflected in your performance appraisal, compensation, and future opportunities.

In the event that you are going to be late or absent, you must contact the Director and a colleague in your grade level no later than 6:30 a.m. Text messaging is preferred for absence notification prior to 6 a.m. Failure to communicate may result in disciplinary action up to, and possibly including termination of employment.

State labor law requires us to have documentation from you regarding your work hours. Thus, all hourly non-exempt employees are required to maintain accurate and current time records, noting paid and unpaid days off. The time records are due to the Director or assigned representative on the last day of a pay period.

CALENDAR AND HOLIDAYS

District 4240 operates on an 11-month calendar and the school also has planned closures throughout the year. All employees are off duty during recognized federal and religious holidays. Instructional Staff are also off-duty during Winter Break and Spring Break.

Instructional Staff and others with instructional-related responsibilities are on duty from the first day of workshops in August through the last day of staff duties in June. Administrative and office staff are on duty from August 1 through June 30th.

PAID TIME OFF

Paid Time Off (PTO) may be used at the staff member's discretion for Earned Safe and Sick Time purposes, unscheduled events, such as personal and qualified family member family illness or injury, as well as scheduled events such as personal appointments.

Paid Time Off may also be used to care for yourself or a relative to provide or receive assistance. A qualified family member includes a child, adult child, stepchild, foster child, spouse, sibling, parent, stepparent, mother-in-law, father-in-law, grandchild, step-grandchild, adopted grandchild, foster grandchild or grandparent. The Organization may require you to use any unused PTO during disability or family medical leave, or any other leave of absence.

Monthly PTO Earnings Schedule

Employee Type	35 + hours	Less than 35 hours	Max Carry Over	Max Balance
Teachers and Instructional Staff	Accrual of 4 hours per pay period August – May (20 pay periods)	Prorated hours accrued at a minimum of 1 hour per every 30 hours worked.	80 hours	80 hours
Administrative and Office Staff	Accrual of 8 hours per pay period (24 pay periods)	Prorated hours accrued at a minimum of 1 hour per every 30 hours worked.	80 hours	80 hours

Unscheduled PTO: In the event of emergencies such as illness, PTO's may be used without being scheduled. However, these must follow the illness protocols outlined in this section. Unplanned absences of three or more days require medical certification. The Director has the authority to request doctors' notification in the event of continued, repeated, or chronic absence due to illness.

Scheduled PTO: must be pre-approved by the director at least two weeks prior to occurrence. The Director reserves the authority to deny scheduled PTO requests. Scheduled PTO requests will not be approved on what are deemed by the director as critical days. Some critical days include workshop days and the last days of school preceding a holiday.

Reimbursement of Unused PTO Days: At the end of the school year teachers, administration and office staff will not be reimbursed for unused PTO days.

UNPAID TIME OFF

If an employee has exhausted paid time off, the employee may be granted additional unpaid time off at the discretion of the Director.

PERSONAL LEAVE OF ABSENCE

Each Employee plays a vital role in District 4240's ability to serve its students. Therefore, it is important that all Employees be available and present when scheduled to work. However, District 4240 recognizes that Employees occasionally need time away from work to attend to personal matters. In these cases, Employees may apply for a personal leave of absence.

Leaves will be granted on a case-by-case basis and are subject to the Directors approval. If you wish to take a personal leave of absence, you must apply in writing to the Director. If possible, your request should be submitted at least 30 days before the intended start date for your requested leave.

Personal leave shall be without pay and without benefits, except that available accrued vacation or PTO pay must be taken to replace regular pay during a personal leave of absence. District 4240 will continue its contribution toward the individual's insurance premium payments during the paid portion of a leave. To continue your insurance benefits during any unpaid portion of the personal leave of absence, you will need to regularly submit a check for the entire premium payment to the Organization. **COBRA may apply to unpaid portions of personal leaves; see your supervisor with questions.**

District 4240 is not required to grant a leave of absence or to reinstate Employees to former positions unless otherwise required by State or Federal law.

Safe and Sick Time

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse.

Pursuant to Minneapolis ordinance, employees who work at least 80 hours in a year are entitled to earn sick and safe leave at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours accrued per year. This includes temporary and part-time employees. The year starts on date of hire. The terms under which employees are permitted to use this leave are set forth.

Employees do not receive Safe and Sick time hours in addition to their PTO. The school district's PTO policy is compliant with this policy.

Employees can use their earned sick and safe time for reasons such as:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and

- when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Employees may use earned sick and safe time for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

PARENTAL LEAVE

All employees are eligible for and are entitled to 12 weeks of unpaid parental leave, regardless of the amount of time they have worked for the school. This leave is provided to a natural or adoptive parent for the birth or adoption of a child.

Provide advance notice of the start of leave and your anticipated date of return. Leave may be taken at any time within 12 months after the birth or adoption of the child. However, the leave may begin at a later date if the child remains hospitalized longer than the mother. This leave must begin within six weeks of the child's release from the hospital.

If the leave is more than one month, employees must notify the School Director at least two weeks prior to returning from such leave.

Employees are entitled to employment in their former position or one with comparable duties, hours and pay. Employees are also entitled

to the same benefits and seniority they had before the leave. Employees may return to part-time work during the leave without forfeiting the right to return to full-time work at the end of the leave. The school requires the employee to cover their medical benefits while on leave.

The parental leave runs concurrently with any period of Wellness Leave and paid disability leave. Any leave taken under this policy runs concurrently with, not in addition to, any leave taken for the birth of placement of a child under the Family and Medical Leave Policy, in accordance with applicable law. Female employees may also use this time for prenatal care.

BEREAVEMENT

Leave with pay because of death in the immediate family may be granted for up to five (paid or unpaid) days per occurrence for all regular full-time employees. Immediate family includes spouse, unmarried partner, children, parents, grandparents, siblings, stepfamily, parents' in-law, siblings' in-law.

SCHOOL CONFERENCES AND ACTIVITIES LEAVE

The School grants employees up to a total of 16 hours unpaid leave per year to attend their children's school conferences, classroom activities, childcare or other early childhood program. Employees may use PTO.

REASONABLE ACCOMMODATION

NCS provides reasonable accommodation to known physical or mental limitations of a qualified employee with a disability unless the accommodation would impose an undue hardship on District 4240. Reasonable accommodation may be, depending on all the circumstances, modification or adjustment to a job, the work environment, or the way things usually are done that enables an employee with a disability to perform the essential functions of a job and to enjoy equal benefits and privileges of employment.

If an employee requests reasonable accommodation, he/she should do so in writing. District 4240 will engage in an interactive process with respect to the employee's request for reasonable accommodation. District 4240 may request a physician's statement regarding the requested accommodation (except for pregnancy accommodations listed below). All requests for reasonable accommodation should be submitted to the employee's direct Manager.

NURSING MOTHERS, LACTATING EMPLOYEES, AND PREGNANCY ACCOMMODATIONS EMPLOYEE NOTICE MINNESOTA

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. District 4240 will provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk. District 4240 will not retaliate, or take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

JURY DUTY

District 4240 encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. We request that you bring in a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement.

Jury Duty can last from several days to several months or more. During this time, you will be considered on an unpaid leave of absence (available PTI may be used for time off of work) and will be entitled to continue to participate in insurance and other benefits (if applicable) as if you were working. While serving on Jury Duty, you are expected to call in to your supervisor periodically to keep him/her apprised of your status.

WITNESS LEAVE

An Employee called to appear as a witness will be permitted time off to appear, but without pay. Employees will be permitted to use PTO when appearing as witnesses.

VOTING LEAVE

Employees are encouraged to vote. Most polling facilities for elections for public office are scheduled to accommodate working voters. The School requests that employees schedule their voting for before or after their work shift. An employee who expects a conflict, however, should notify his/her supervisor in advance so that schedules can be adjusted if necessary and appropriate. Employees are allowed time off for the purposes of voting in an election in compliance with applicable law.

Family and Medical Leave Act (FMLA)

FMLA enables eligible employees to take unpaid leaves of absence for certain family and medical events. The law provides these eligible employees with up to 12 weeks of unpaid leave and allows them to return to their job or an equivalent position after the leave has expired.

Eligibility

Eligible employees are those who have been employed with the School at least 12 months, and have worked at least 1250 hours during the 12-month period immediately preceding the commencement of leave, with the exception of birth or adoption of a child where the employee qualifies immediately under MN Parental Leave(see Parental Leave policy).

Situations Covered by FMLA

The following situations are covered by FMLA:

- **Family Leave** – Used for the birth of a child, to care for the newborn child, or the placement with the employee of a child for adoption or state-approved foster care. The School may require a statement of family relationship to verify legitimacy.
- **Medical Leave** – Used for serious health conditions; either an employee's own serious health condition that makes it impossible to perform the functions of the job or to care for a spouse, child, or parent with a serious

medical condition. The School will require a certification be issued by the health provider for the serious health condition and potentially a statement of family relationship to verify legitimacy.

- **Active-Duty Family Leave** – Used by an employee whose spouse, child or parent is on active military duty, or has been notified of an impending call to active military duty to deal with any “qualifying exigency” arising from the call to active military duty. Qualifying exigencies are the need to make necessary arrangements related to the departure of the service person. The School may require that a request for the Active-Duty Leave be supported by a certification stating the call to active duty.
- **Injured Service Member Family Leave** – Used by the spouse, child, parent, or “next of kin” (defined as “nearest blood relative”) of a member of the Armed Forces (including a member of the National Guard or Reserves) so the employee can care of the service member who is undergoing inpatient or outpatient medical treatment, recuperation, therapy, or otherwise on the temporary disability retired list, because of a “serious illness or injury” incurred during active duty. The School may require that a certification be issued by the health provider of the service member. Qualifying employees are entitled to a combined total of 26 weeks of (12 weeks of traditional FMLA leave and an additional 14 weeks for injured service member family leave) in a 12-month period, as opposed to the usual 12 weeks.

Length of Leave

An employee may take up to 12 weeks of FMLA leave per 12-month period (with the exception of an Injured Service Member Family Leave which is up to 26 weeks) in the following forms:

- As twelve (12) consecutive weeks.
- On an intermittent basis when medically necessary. While not required by law, the School may allow an employee to take FMLA leave on an intermittent basis for the birth, adoption or placement of a child. The employee must attempt to schedule intermittent leave so as to not disrupt normal School operations.
- On a part-time work schedule when medically necessary or when mutually agreed upon by the School and the employee.
- An employee on an FMLA leave will not have time counted against their FMLA allowance when the employer’s activities temporarily cease for one or more weeks and employees are generally not expected to report for work.

Employee Notification Requirements

If an employee expects to take FMLA leave, the employee must notify the School Director or human resources representative of the intention to take leave at least 30 days in advance of the expected leave. Following proper notification, the employee must complete the Leave of absence Request form and provide any required medical certification.

If the need for leave is not foreseeable, the employee must provide notification of leave to the School Director or human resources representative as soon as is practicable under the circumstances. An employee's failure to provide 30 days advance notification for foreseeable leave may result in a delay of leave.

Concurrent Leave and Benefits

- **Concurrent Leave** - An employee taking FMLA leave must substitute all accrued leave banks before continuing leave on an unpaid basis. All leaves run concurrently. Once all paid leave banks have been exhausted, the remainder of the leave will be unpaid. Any family and medical leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12-week leave entitlement.
- **Benefits** – The same health care benefits coverage provided to an employee on the day prior to taking FMLA leave will be maintained for up to the 12-weeks or as required by law, provided the employee continues to pay any required contribution for benefits. Employees who are on leave are responsible for making their periodic payment of the required contribution to the School Director or Human Resources Representative.

Upon completion of the 12-week leave, or if an employee fails to return to work at the end of the leave, a loss of coverage will occur, and continuation of health care coverage would be offered through COBRA. An employee who does not return from leave may be required, under certain circumstances provided by the Act, to reimburse the School for any employee contributions paid by the School while the employee was on unpaid leave.

While on leave, an employee must continue to pay the employee's contributions or loan payments for any applicable benefits which would otherwise be automatically deducted from the employee's wages. Contact the School Director or human resources representative for details regarding employee contributions and/or loan repayments.

- **Workers' Compensation** – With some exceptions, an absence related to a workers' compensation injury is not counted against an employee's FMLA entitlement. If an employee, who was injured on the job and as a result suffered a "serious health condition," declines the offer of a medically approved "light duty" position, the employee should notify the School Director or human resources representative that he or she chooses to exercise his or her FMLA rights, if eligible. If the employee accepts the "light duty" position in lieu of any FMLA leave or returns to work within 12 weeks after the date of the injury, the employee will retain his or her right to be restored to the same or an equivalent position until 12 weeks have passed, unless a decision or event not related to the employee's leave of absence occurs which results in the termination of the employee or the elimination of the job position.

Job Restoration

The School will comply with FMLA requirements regarding an employee's reinstatement either to the same position held when FMLA leave began or to a position with equivalent pay, benefits and other terms and conditions of employment. Under this FMLA policy, the School cannot guarantee that the employee will be returned to the original job. In cases where the employee cannot be returned to the former position, the determination as to whether a position is an "equivalent position" will be made by the School.

An employee who does not return to work at the end of an authorized leave is subject to termination of employment. In the event an employee's position is affected by a decision or event not related to the employee's leave of absence (example – job elimination due to a reduction in force), the employee will be affected to the same extent as if he or she was not on leave.

Certain "key employees" as defined under the FMLA may not be eligible to be restored to the same or an equivalent position after leave if doing so would cause substantial and grievous economic injury to the operations of the School. The School will notify such employees of their "key employee" status and the conditions under which job restoration will be denied, if applicable.

MILITARY-RELATED LEAVES OF ABSENCE

Military Service Leave - Employees serving in the reserve or National Guard may take unpaid military leave, as needed, to enable them to fulfill their obligations as reservists or Guard members. Employees may use PTO for this purpose.

Military Leave – District 4240 will grant an unpaid Military Leave to employees who are absent from work because they are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You are required to give the Director notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

When you return from Military Leave, you will be reinstated to your previous position or a position of like seniority, status and pay you would have attained if you had remained continuously employed. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

FAMILY MILITARY LEAVE

The School will grant an unpaid leave of absence of up to 10 working days to qualified employees under the following conditions: the employee's immediate family member must be a member of the armed forces and has been injured or killed while engaged in active service, or

- The employee's immediate family member has been ordered into active service in support of a war or other national emergency.
- Immediate family member includes parent, child, grandparents, spouse or siblings.

The employee should give as much notice as practicable to take a leave under this policy.

BONE MARROW DONATION

Employees who seek to undergo a medical procedure to donate bone marrow are allowed a paid leave of absence of up to 40 work hours. A doctor's statement verifying the purpose and length of the leave is required. If there is a medical determination that the employee does not qualify as a bone marrow donor, paid leave granted prior to the medical determination is not forfeited.

EMPLOYEE BENEFITS

Full time employees scheduled 32 hours or more per week are eligible for health and welfare benefits. Part time employees may be eligible for some of the benefits described below.

HEALTH AND WELFARE BENEFITS

A variety of group insurance benefits, such as group health/disability insurance are available to employees scheduled 32 or more hours per week. Eligibility requirements may vary from benefit to benefit as employees may share the cost of some of these insurance benefits. Documentation of this program is provided to each employee at the start of employment and when plans change.

SOCIAL SECURITY / MEDICARE

District 4240 withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding, and matching programs as required by law.

UNEMPLOYMENT COMPENSATION

Unemployment compensation insurance is paid for by District 4240 as required by applicable law.

RETIREMENT BENEFITS

Employees may be eligible to participate in TRA (for licensed staff) or PERA (for non-licenses staff) as required by state law.

WORKERS COMPENSATION

District 4240 maintains Worker's Compensation insurance as required by law. Contact the School Director if any information is needed regarding what claims may be covered and the way claims may be made. All employees should promptly report to the School Director all injuries suffered as a result of employment activity at or on behalf of the School. Failure to report any injury promptly may result in loss of benefits.

SCHOOL AUTHORIZER

VOLUNTEERS OF AMERICA-MN

EMPLOYEE ACKNOWLEDGEMENT

I, _____ received the Employee Handbook on _____, 20_____.

I acknowledge that I have received a copy of the District 4240 Employee Manual. It is my responsibility to read and familiarize myself with the Manual. I agree that if there is any information in this Employee Manual that I do not understand, I will seek clarification from the Director.

I understand that District 4240 is an “at will” employer and that either District 4240 or the employee can terminate the employment relationship at any time, with or without cause. It also is understood that neither party has an obligation to base a decision to terminate the employment relationship on any reason other than the decision not to continue the relationship. It is further understood that nothing contained in this Manual is intended to create nor shall be construed as creating a contract of employment, express or implied, or a guarantee of employment for a definite or indefinite term.

In addition, I understand that this Employee Manual states District 4240's policies, practices and procedure in effect on the date of publication. I understand that nothing contained in this Employee Manual may be construed as creating a promise of future benefits or a binding contract with District 4240 for benefits or for any other purpose. I also understand that these policies, practices and procedures are continually evaluated and may be amended, modified or rescinded at any time. My signature on this page serves as an acknowledgement of my responsibility to keep this Employee Manual current as changes are issued.

Attached to this Acknowledgment is the Table of Contents summarizing all policies found in this Employee Handbook Please sign and date this receipt and return it to the office.

Date: _____

Signature: _____

Printed Name: _____

