



Employee Handbook

2023-24

**FIT Academy Charter School
7200 147th Street West
Apple Valley, MN 55124**

www.fitacademymn.org

(updated 2/5/2024)

INTRODUCTION.....	1
MISSION AND VISION.....	1
BOARD OF DIRECTORS.....	1
OPERATING PHILOSOPHY.....	1
EMPLOYMENT POLICIES.....	2
AT WILL EMPLOYMENT.....	2
EQUAL EMPLOYMENT OPPORTUNITY	2
REASONABLE ACCOMMODATION	3
NURSING MOTHERS, LACTATING EMPLOYEES AND PREGNANCY ACCOMMODATION EMPLOYEE NOTICE.....	3
OPEN DOOR POLICY.....	3
PRIVACY OF EMPLOYEE INFORMATION.....	4
TENNESSEN WARNING NOTICE (PRIVACY NOTICE.....	4
HARASSMENT AND VIOLENCE PROHIBITION POLICY	5
STUDENT DISABILITY NONDISCRIMINATION.....	11
BULLYING AND HAZING.....	11
COMPENSATION PROGRAM GOALS AND OBJECTIVES.....	12
EMPLOYEE CLASSIFICATIONS	12
WORKDAY EXPECTATIONS	13
WORK TIME/PAY PROCEDURE.....	13
TIMESHEETS.....	14
OVERTIME.....	14
PAYDAYS AND PAYMENT METHODS	14
CHANGE IN EMPLOYEE INFORMATION	14
EXPENSE REIMBURSEMENTS	14
BENEFITS.....	15
BENEFIT CONTINUATION (COBRA)/MINNESOTA CONTINUATION COVERAGE.....	15
ATTENDANCE AND TIME AWAY FROM WORK.....	16
ATTENDANCE.....	16
APPOINTMENTS	16
BEREAVEMENT.....	16
FEDERAL AND STATE LEAVES	17
BONE MARROW DONATION LEAVE	17
FAMILY AND MEDICAL LEAVE POLICY	17
FAMILY MILITARY LEAVE.....	17
PARENTAL LEAVE.....	18
SCHOOL CANCELLATION POLICY	19
SCHOOL RELATED ACTIVITIES LEAVE	19
PERSONAL LEAVE POLICY.....	20
JURY DUTY	20
MILITARY LEAVE USERRA	21
VOTING LEAVE	21
SCHOOL CLOSING.....	21

HOLIDAYS	21
VACATIONS	22
PAID TIME OFF (PTO)	23
GENERAL WORKPLACE GUIDELINES	26
ATTIRE AND PROFESSIONALISM	26
BACKGROUND CLEARANCE CHECK	26
EMPLOYEE CONDUCT	26
MINIMUM EXPECTATIONS	27
ACCESS TO PERSONNEL FILES	28
COMMUNICATIONS	28
COPYRIGHT/TRADEMARKS	29
DEPARTMENT OF EDUCATION - LICENSES	29
DRUGS, ALCOHOL AND TOBACCO USE	30
EQUIPMENT/E-MAIL/VOICE MAIL/COMPUTER	30
FOOD/DRINK IN THE ENVIRONMENTS	31
HOUSEKEEPING	31
INTERNET ACCEPTABLE USE AND SAFETY POLICY	32
SOCIAL MEDIA POLICY	36
MOBILE DEVICE POLICY	36
NO SOLICITATION - NO DISTRIBUTION	37
PERFORMANCE EVALUATIONS	37
PROFESSIONAL DEVELOPMENT & ACADEMIC PLANNING	38
RECYCLING	38
REFERENCE CHECKS	38
TUITION REIMBURSEMENT	38
WHISTLEBLOWER POLICY	39
WORKPLACE SAFETY	40
SAFETY	40
ACCIDENTS/REPORTING INJURIES	40
ADMISSION OF VISITORS – SCHOOL SAFETY	40
EMERGENCY PROCEDURES	41
DRIVER SAFETY POLICY	41
MALTREATMENT OF MINORS ACT REPORTING REQUIREMENTS FOR MANDATED REPORTERS	43
VIOLENCE IN THE WORKPLACE	44
TERMINATION	45
CORRECTIVE ACTION	45
PAY AT TERMINATION	45
ACKNOWLEDGMENT	46
ACKNOWLEDGMENT OF RECEIPT AND REVIEW	46
ACKNOWLEDGMENT: EMPLOYEE HANDBOOK POLICY SUMMARY	47

2023-24

This Employee Handbook is the property of FIT Academy (“the Organization”) and is provided to our Employees for their use while they are in our employ. **This Employee Handbook must be returned to the Organization upon termination of employment.**

This Employee Handbook contains valuable information that will answer many specific questions you may have and help you understand some of the personnel policies and procedures.

This Employee Handbook is intended to provide you with general information about the Organization, Employee benefits, and office procedures and policies. This Employee Handbook is not intended to be and does not constitute a contract of employment, either express or implied, between the Organization and its Employees.

The Organization may modify or cancel any provisions of this Employee Handbook or any other policies and procedures at any time without prior notice. The provisions of this Employee Handbook replace and supersede any and all previous handbooks or statements of policy or procedure, whether written or oral. Only an authorized officer of the Organization has the authority to enter into individual contracts of employment and does so only by a written agreement signed by the individual Employee and an authorized officer of the Organization.

MISSION AND VISION

2023-24

FIT Academy believes children must have a healthy foundation in order to achieve academic excellence. Our mission is to prepare Students by providing a balanced approach to the mental, physical, and emotional development of children.

BOARD OF DIRECTORS

2023-24

The Board of Directors (BOD) for FIT Academy is the governing entity for our state and federally funded public school program. All regular school board meetings are open to the public. A binder containing board-meeting minutes is available in the office and the minutes will also be posted on our website. Board members include teachers, parents, and community members.

OPERATING PHILOSOPHY

2023-24

It is important that the staff work together to achieve the FIT’s mission in serving Students and families. With this in mind, staff must work to reflect the mission and vision of the school while promoting a respectful and collaborative professional community.

At Will Employment

2023-24

Employees of the Organization are employed “at will”. This means that you have the option of resigning from your employment at any time, for any reason or no reason, with or without prior notice. This also means the Organization has the same option to terminate your employment at any time, for any reason or no reason, with or without prior notice. Nothing in the Employee Handbook or any other Organization document should be understood as creating a guarantee of continued employment, a right to termination only for specific reasons or pursuant to specific procedures, or of any other guarantee of continued benefits.

Equal Employment Opportunity

2023-24

FIT Academy is an Equal Employment Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Organization will be based on merit, qualifications and abilities. The Organization does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information, marital status, membership or activity in a local human rights commission, status with regard to public assistance, sexual orientation, familial status, or any other characteristic protected by law (referred to as “protected status”). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Organization facilities, participation in all Organization-sponsored activities, and all employment actions such as hiring, transfers, recruitment, promotions, compensation, demotions, layoff, discipline, benefits and termination of employment. The Organization will provide reasonable accommodation to applicants and Employees with disabilities.

The Organization will evaluate the performance of its Management and Supervisory personnel on the basis of their involvement in achieving equal employment opportunity for all. In addition, all other Employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Supervisor. Employees can raise concerns and make reports without fear of reprisal. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible and the Organization will take appropriate action in response to these investigations. Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

Reasonable Accommodation

2023-24

The company 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 the company. 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. The company will engage in an interactive process with respect to the employee's request for reasonable accommodation. The company 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

2023-24

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. The company 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. I

The company 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.

Open Door Policy

2023-24

Sometimes we will encounter problems or difficulties at work, whether it deals with our workload, our co-workers, supervisor, vendors, parents, Students, or any other persons or entities related to the Organization. We may sometimes disagree with how things are done and may have suggestions to make things operate more smoothly. Recognizing that open communication can often solve problems and that we all have much to share with one another, the Organization has adopted an "open door" policy. The Organization wants you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if necessary, to the Superintendent. To help manage conflict resolution we have instituted the following problem-solving procedure:

Please try to approach your Supervisor at a time and place that will allow the Supervisor to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Supervisor. If you have discussed this matter with your Supervisor before and do not believe you have received a sufficient response, or if you believe your Supervisor is the source of the problem, we request you present your concerns to

Superintendent. Please indicate what the problem is, the people involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

Privacy of Employee Information

2023-24

Access to the Personnel File information is restricted to those who need to know such information in order to perform their jobs. Non-Personnel File documents containing private Employee information (e.g., consumer reports, I-9 forms, wage garnishment documents, credit card information, mortgage application inquiries, reference check results, and pre-employment or drug testing results) are kept in confidential files separate from Personnel Files.

If the Organization collects information on a medical condition or disability, it is collected and maintained in separate files and treated in a confidential manner. The Organization will only disclose such information to (1) Supervisors who need to be informed regarding necessary work restrictions and necessary accommodations; (2) first-aid and safety personnel who need to be informed about emergency treatment; (3) government officials who are investigating compliance-related issues and (4) as required by insurers pursuant to contract requirements or in the course of handling work-related claims (e.g., worker's compensation claims). Information may also be released for purposes mandated by Local, State, or Federal law.

Employees should notify their Supervisor whenever there is a change of information required for Personnel Files or related to information provided for receipt of benefits (e.g., address, telephone number, marital status, emergency contact, number of dependents, or beneficiary).

Tennessee Warning Notice (Privacy Notice)

2023-24

The Charter School must give individuals notice when collecting private or confidential information from them unless a legal exception applies. The notice must include the following provisions and a signed acknowledgment should be obtained from the individual providing the data:

1. The reason the Charter School is collecting the data;
2. How the Charter School will use the data;
3. Whether the disclosure is mandatory or voluntary;
4. Consequences of supplying or refusing to supply the requested data;
5. The identities of the people and entities that have access to the data by law.

No notice is required when the data is volunteered, is not about the individual from whom it is requested, the information is already public, or in certain criminal investigative data requested by law enforcement.

Note, certain special notices and restrictions may apply to information collected from minors. Please consult Minn. Rules 1205.0500 and other provisions of this handbook for rules regarding educational data and requests for information from students.

Harassment and Violence Prohibition Policy

2023-24

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 Student or 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 school board 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 Student or 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 organization 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 of 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 unwelcome 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:
- An employee conditioning an individual's receipt of aid, benefit, or service on that individual's participation in unwelcome sexual conduct;
 - Unwelcome conduct that a reasonable person would find "so severe, pervasive, and objectively offensive" that it effectively denies a person equal access to the school's education program or activity; or
 - Sexual assault, dating violence, domestic violence, or stalking, as those terms are defined by federal law.
- 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 school board hereby designates the Superintendent as FIT Academy Charter School human rights officer(s) and Title IX Coordinator 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 one of the designated human rights officers, the complaint will be filed directly with the school board chair or other board member. Employees may also consult Krause-Anderson employment services for additional information. Complaints of sexual harassments will be investigated according to guidance from the US. Dept. of Employment to include:

Written notice of complaint to both parties, opportunity for each party to provide written response, issuing of written decision, and opportunity for parties to appeal decision.

To Report or File a Complaint:

Title IX Coordinator / Decision maker & Human Rights Officer, Claud Allaire, 952-847-3798, callaire@fitacademymn.org.

Title IX Investigator, Molly Hunholz, 952-847-3798, mhunholz@fitacademymn.org

Title IX Appeals Officer, Board Chair, Jan Markison, 612-240-5236, jmarkison@fitacademymn.org

Additional Information:

Kraus-Anderson Insurance, Human Resources, 952-707-8253, premierhr@kainsurance.com

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 principal, who is then responsible to submit the oral or written complaint/report to the human rights officer without screening or investigating the credibility of the report. If the school principal is not available on the date of the report, then the school official must forward the oral or written report/complaint directly to the human rights officer.
- (2) If the report was given verbally, the principal will personally reduce it to written form within 24 hours and forward it to the human rights officer.
 - a. If the school principal fails to forward any harassment or violence report or complaint (written or verbal) to the human rights officer within 24 hours, the principal will be subject to disciplinary action.
- (3) If the complaint involves the building principal, the complaint will be made or filed directly with the superintendent or the FIT Academy Charter School human rights officer by the school official or reporting party or complainant.

The human rights officer may request, but not insist, upon a written complaint. The organization encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building 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 official immediately, or within 30 calendar days whenever possible, of the alleged violation. The organization 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 human rights officer, upon receipt of a complaint alleging discrimination or harassment toward an employee or Student, will promptly undertake an investigation if deemed appropriate. The human rights officer 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, the organization 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. The organization 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 human rights officer. If the complaint involves the human rights officer, the report must be filed directly with the superintendent. If the complaint involves the superintendent, the report must be filed directly with the school board. 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 human rights officer 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 human rights officer 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 human rights officer 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.

FIT Academy Charter School Action

- A. Upon conclusion of the investigation and receipt of the findings, the organization 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. The organization'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 the organization's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the organization in accordance with state and federal law regarding data or records privacy.

Reprisal

FIT Academy Charter School 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 the organization 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 both Students and staff members.
- (2) Given to each employee and independent contractor at the beginning of the person's employment.
- (3) Included in each school's Student handbook on school policies.
- (4) Posted on the school website for parents and community members.

FIT Academy Charter School will discuss the school's harassment and violence policy with Students and employees. The school board 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.

Student Disability Nondiscrimination

2023-24

Disabled Students must be protected from discrimination on the basis of disability and must be identified and evaluated, within the intent of Section 504 of the Rehabilitation Act of 1973, as to their need for special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

- Disabled Students are protected from discrimination on the basis of a disability.
- It is the responsibility of the school to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- A learner who is protected under Section 504 is one who: 1) has a physical or mental impairment that substantially limits one or more major life activities, including learning; or 2) has a record of such impairment; or 3) is regarded as having such impairment.
- Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

Persons who have questions, comments, or complaints should contact the Director of Special Education regarding grievances or hearing requests regarding disability issues.

Bullying and Hazing

2023-24

Bullying and hazing are not allowed at FIT Academy. Any employee who is aware of a bullying or hazing situation must immediately notify the administration. Failure to properly report may result in disciplinary action including termination.

Compensation Program Goals and Objectives

2023-24

The goal of the compensation program is to provide compensation and benefits that will attract, motivate, and retain quality Employees. Employees will be informed individually of the placement of their position within the compensation system so that they understand the manner in which their pay rate is established and form realistic expectations of any future adjustments to their compensation. The Organization will not prohibit Employees from disclosing their wages as a condition of employment or take adverse action against an Employee for discussing their wages. Future adjustments are not guaranteed unless stated in an employment agreement separate from this handbook and will be made solely at the discretion of Organization Management. At times, the board of director may approve additional compensation in the form of incentives or bonuses. These should not be construed as continuing or contracted pay.

Employee Classifications

2023-24

Various methods are used to classify Employees. Some methods define Employee status in terms set by law. Other methods classify Employees according to title and job description.

All Employees are considered either exempt or non-exempt. Exempt Employees are paid a salary and non-exempt Employees generally are paid by the hour. Exempt workers are exempt from the standards that ensure hourly workers overtime pay and the minimum wage. These broad categories are defined and governed by State and Federal wage and hour laws.

Our Employees are further defined as below:

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

Instructional Staff: Staff who are responsible for instruction including teachers, teaching specialists, and paraprofessionals who work directly with children.

Professional: Staff who are exempt, including teachers and administrative staff who meet the legal definition of exempt.

Administrative: Staff who are non-instructional but are non-exempt and paid hourly.

Non-Instructional Staff: All administrative, support, clerical, and maintenance staff.

Full-time: Full-time Staff are generally entitled to the full range of Employee benefits. Full-time Employees include those Employees whose regular schedule includes working at least 28 hours per week.

Part-time: Part-time Employees generally work less than 32 hours per week and may receive some benefits on a scale adjusted to their schedules, as set forth in this Employee Handbook and in applicable plan documents.

10 Month Employees: All teachers and instructional educational assistants are considered 10 month employees

11 Month Employees: Select positions as defined in work agreements are considered 11 month employees

12 Month Employees: Select non-instructional positions as defined in work agreements are considered 12 month employees

All Employees are Employees at-will.

The Organization is required to keep an accurate record of the hours worked by those Employees covered by Federal wage and hour laws.

Workday Expectations

2023-24

Calendar

The school board shall approve an employment and school calendar each year. Employees will perform services on such days as determined by the calendar. However, the Superintendent may make modifications to the work calendar as necessary.

School Hours

School hours are set as part of the board approved calendar. The Superintendent will set work hours for those days on which the school is closed.

Duty Calendar

Instructional Staff are on duty from the first day of workshops in August through the last day of staff duties in early June. These dates will vary slightly with each year's school calendar

Place of Duty

Employees will be at their place of duty during the hours assigned for work purposes and other activities. Prior approval from the work supervisor is required to be away from the assigned work space.

Assigned Work Hours

Professional and Administrative: Must generally be onsite during the school day beginning at least 30 minutes prior to the beginning of the school day until at least 15 minutes following completion of the school day. Professional and administrative staff must inform the Superintendent if they are not going to be on school site during school hours. For the purpose of calculating hourly rates for salaried employees, a standard workday is considered to be 8 hours.

Teachers: Must arrive by 7:20am and stay until at least 15 minutes past the end of the school day. Teachers must also attend meetings that may begin or end outside of the school day and must also attend required events scheduled outside of the school day. The standard teacher day is 8:00 hours.

Educational Assistants (EA): Must arrive 25 minutes prior to the start of the school day (7:20am arrival) and stay until at least 15 minutes past the end of the school day. EA's may be asked to attend professional development times that may begin or end outside of the school day and must also attend required events scheduled outside of the school day and will receive their hourly rate of pay accordingly. The standard EA day is 7.5 hours.

Work Time/Pay Procedure

2023-24

Each employee's hours are scheduled by the Superintendent or other designated person. All non-exempt employees must record work hours on their time sheet each day. All employees will be at work and ready to perform their duties at their scheduled start time. All non-exempt employees may not work over and above their scheduled hours without prior written approval from the Superintendent. Non-exempt employees may not take any work home without prior written approval from the Superintendent. Non-exempt Employees are expected to track their working hours according to Payroll guidelines. Non-exempt Employees who leave the premises during unpaid breaks must appropriately reflect those times as non-worked minutes/hours in the Payroll system.

When not on the premises during the work shift, except for their unpaid lunch period, Employees must notify their Supervisor as to their whereabouts and anticipated return time and track their time according to Payroll guidelines.

Timesheets

2023-24

Federal and State laws require the Organization to keep accurate records of hours worked by non-exempt Employees. Every non-exempt Employee of the Organization is required to record his or her hours worked accurately, including all lunch periods and any rest periods of more than 10 minutes. Timesheets are to be completed each day with actual hours worked, time in training, and paid time off. Each employee must ensure the timesheet is completed properly and turned in at the end of scheduled hours on the last day of each pay period, or at the time designated, in order to meet payroll deadlines. Employees are required to notify the Organization of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntary missed meal or break periods.

You are not allowed to complete a time record for any other Employee or request that they do so for you. Please be sure to accurately record your days off. Any changes to your time record must be approved by your Supervisor.

Anyone found to have falsified time records or recorded time for another Employee will be subject to disciplinary action, up to and including termination of employment.

Overtime

2023-24

Overtime may be requested during heavy work periods. Non-exempt Employees will be paid one and one-half times their regular rate for all actual time worked in excess of 40 hours each week. For example, time attributable to vacations, sick leave, and holiday pay will not be counted as "hours worked" for purposes of computing overtime.

Non-exempt Employees must obtain their Supervisor's written approval prior to working any overtime. Non-exempt Employees should not access job related emails or conduct other business outside of approved working hours. Exempt Employees are not eligible for overtime pay.

Paydays and Payment Methods

2023-24

Paychecks will be issued twice per month (24 pay periods in one year). Non-exempt employees will be paid for hours worked in the previous pay period. Salaried (exempt) employees will be paid on a 12 month schedule (i.e. they will receive 1/24 of their salary each pay period in the year). Employees may have pay directly deposited into their bank accounts on payday if they provide advanced written authorization to Payroll. It is the Employee's responsibility to verify their check or direct deposit is correct. Employees will receive an itemized statement of wages when direct deposits are active. In the unlikely event that there is an error in the amount of pay, the Employee should promptly bring the discrepancy to the attention of Payroll so that corrections can be made as quickly as possible. Payroll will make good faith efforts to correct mistakes when alerted to them.

Change in Employee Information

2023-24

FIT Academy requests that Employees 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 employment or benefits. This information is only used in an emergency, for payroll, or benefits purposes.

Expense Reimbursements

2023-24

All expenses incurred by employees must be approved by the Superintendent, via purchase order, prior to such expenditure, in order to qualify for reimbursement. All documentation, including receipts, must be turned in within two weeks of purchase to be eligible for reimbursement. Receipts turned in after two weeks will not be reimbursed by FIT Academy. The school cannot reimburse for state sales tax. Please make sure a tax-exempt form is used when shopping for reimbursable items.

Benefits

2023-24

Only full-time employees are eligible for benefits. Part-time employees are not eligible for benefits. Full-time, non-exempt employees are those scheduled for 24 hours or more per week throughout the school year. Full-time, exempt employees are those on at least an 80% full-time salaried position. Benefits begin on the first of the month following the beginning of assignment. Employees who are not paid through the Summer but wish to receive benefits through the Summer will be required to have all of their summer employee contributions deducted from their last paycheck in June. Coverage for continuing employees who wish to enroll for benefits after June 1 will take effect beginning on September 1. Employees in leadership positions may be eligible for additional benefits contributions. Please refer to School Board Policy 428 for additional information or talk to your benefits administrator. The benefits of non-exempt hourly employees will end on their termination date. The benefits of exempt employees will end on their termination date with the exception of teachers. Teachers benefits will end on their termination date if that date occurs prior to the last day of school. Teachers who are still employed on the last day of school will have their benefits extended through the end of August.

All employees are subject to state law with regards to eligibility for, and contribution to, the state retirement programs such as TRA and PERA. See the Superintendent for current benefit offerings and eligibility. See benefit books for coverage and summary information. Should your position with the Organization terminate, you may be able to continue some of the benefits at your discretion and expense, subject to COBRA law and coverage contract.

Impact of Unpaid Days On Benefits: Any days of unpaid leave exceeding 5 days that are not pre-approved and do not qualify under FMLA will result in a prorated deduction of school contribution towards the benefits paid to full-time employees. The calculation for the reduction shall be provided to the employee and shall come in the form of a payroll deductions. The calculation will consist of a per day contribution dividing the yearly school contribution to that employee's benefits divided by the number of workdays to provide a daily rate of contribution.

Benefit Continuation (COBRA)/Minnesota Continuation Coverage

2023-24

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives Employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Organization's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an Employee; a reduction in an Employee's hours or a leave of absence; an Employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the Employee or beneficiary pays the full cost of the coverage plus an administration fee. The Organization will provide a written notice describing rights granted under COBRA when the individual becomes eligible for COBRA. This notice contains important information about the Employee's rights and obligations.

Attendance

2023-24

Your presence is needed each day to ensure effective operation of your department. Regular, reliable attendance is an essential function of your job. Absences not only create additional workload on your fellow workers, but also affect your performance record and are one of the considerations for salary increases and promotions.

Excused absences are those approved in advance by your Supervisor. These are occasions when certain absences are unavoidable and except as otherwise provided, will normally be without pay.

If your absence is due to illness or injury, you are encouraged to consult a physician. The Organization may require you to submit a physician's excuse or verification to substantiate that the absence was caused by illness, or the absences may be considered unexcused.

You are expected to arrive at work promptly each day, unless you have made other arrangements with your Supervisor. Unexcused or excessive absences and tardiness will not be tolerated.

In the event that a teacher is going to be late or absent, the teacher must contact the designated person and a colleague in the appropriate grade level with sufficient time to provide for coverage. **Text messaging Molly at 218-349-8518 for unplanned absences is preferred for absence notification ASAP.** Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.

Employees who do not call in or show up for work for three consecutive days will be considered to have voluntarily terminated.

State labor law requires us to have documentation for all non-exempt employees regarding work hours. As a result, all non-exempt employees are required to maintain accurate and current timesheets, noting paid and unpaid days off. The timesheets are due to the Office Manager on the last day of a pay period.

Appointments

2023-24

Brief absences for medical, dental and other personal appointments should be scheduled to avoid conflict with work. When this is not possible, you must obtain prior approval from your Supervisor for your appointments schedule during work hours.

Bereavement

2023-24

Full-time Employees are entitled to 3 paid bereavement leave days for deaths in the immediate family. Part-time Employees may take an unpaid bereavement leave for deaths in the immediate family. Immediate family is defined to include: spouse, domestic partner, child, stepchild, parent, stepparent, mother or father-in-law, siblings, grandparents and grandchildren. The length of the leave will depend on the circumstances (such as need to travel and business needs). Employees in need of additional time off may make a request to their Supervisor. Management will determine if further leave is available. Employees may be required to use available paid time off for additional time off.

Requests for bereavement leave for deaths that are not in the immediate family will be considered by the Superintendent. You will be required to use vacation/PTO pay for requested, non-family bereavement leave.

Federal and State Leaves

2023-24

The Organization complies with all Federal and State Leave laws. See Management if you have questions to a specific situation.

Bone Marrow Donation Leave

2023-24

Individuals who work 20 or more hours per week are entitled to paid leaves of absence to donate bone marrow. The length of the leave is determined by the Employee, but may not exceed 40 work hours, except with the employer's agreement. The Organization may require physician verification of the purpose and length of each leave. If there is a medical determination that the Employee does not qualify as a bone marrow donor, the paid leave of absence granted to the Employee prior to that medical determination is not forfeited. The Organization shall not retaliate against an Employee for requesting or obtaining a leave of absence.

Family and Medical Leave Policy

2023-24

Employers with 50 or more Employees must comply with Federal Family and Medical Leave Policy. Educational institutions are covered by FMLA and the Act's 50-employee coverage test does not apply. The usual requirements for employees to be eligible do apply, however, including employment at a worksite where at least 50 employees are employed within 75 miles.

Employees of FIT Academy are not eligible for FMLA leave because the school has fewer than 50 employees and there are no other schools under the jurisdiction of the same employer within 75 miles. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or Local law or collective bargaining agreement which provides greater family or medical leave rights.

Family Military Leave

2023-24

The Company 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.

Employees may be required to use any available paid time off, such as vacation and PTO during the time away.

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

Parental Leave

2023-24

If you are not eligible for leave under the Organization's FMLA policy, you may still be eligible for parenting leave under this policy for the birth or adoption of a child. You are eligible for parenting leave of up to 12 weeks under this policy if: (1) you have been employed by the Organization for at least 12 months preceding your request and (2) during those 12 months you worked an average of 20 hours per week. If you are also eligible for parenting leave under the Organization's FMLA policy, then your rights are governed solely by that policy.

Under this policy, you will be entitled to an unpaid leave of absence for 12 weeks. Employees are required to use any available paid time off, such as vacation or PTO during the 12-week period.

Your parenting leave may run concurrently with another type of leave of absence. During any unpaid portion of your parenting leave, you will not accrue any benefits such as vacation or PTO.

While on parenting leave you are eligible to continue your insurance benefits, but you must pay your portion of the premium. The Superintendent will provide information about the cost and procedure for continuing insurance during unpaid leave.

At the end of your parenting leave, you will be reinstated to your same position or if that position is unavailable, to a comparable position. You must notify your Supervisor of your intent to return to work at least two weeks prior to returning.

Failure to return to work will be considered voluntary resignation.

School Cancellation Policy

2023-24

FIT Academy will offer e-learning for the first 5 weather related closure days in 2023-24. Teachers are expected to work on e-learning days, including checking their email by 8am and being responsive to staff and student / parent emails throughout the academic day. Educational assistants are not required to report and would not be receiving pay of e-learning days unless specifically requested to do so by the special education coordinator.

General policy: When school is canceled, non-operational staff are not required to report to school unless specifically instructed otherwise. The administration may under reasonable circumstances require staff to report to school for work. In the case of school cancellation where staff are not reporting to school, salaried staff are required to monitor and respond to email during the hours of 8am to 3pm and provide or support student instruction as directed by the administration.

FIT Academy follows the closure schedule of district 196 due to inclement weather. when district 196 closes, FIT Academy closes and all after school or evening school related activities are canceled. Only essential operational staff are required to report to school. Staff are not to report expressly informed to do so. In the case that district 196 rescheduled days, FIT Academy will reschedule accordingly and staff will be expected to report to work for rescheduled days.

Impact of school Cancellation on Pay: School cancellation in no way impacts or adjusts the pay of salaried staff unless the state adjusts school funding due to school cancellations. The school may as directed by the state, authorizer, or board of director reschedule cancellation days and salaried staff would be required to work such days. Hourly Employees: For the first school cancellation day of the school year, hourly employees will receive pay for their regular hours. For subsequent school cancellation days, hourly employees will be allowed to schedule up to three days of make-up work time at a time and assignment to be approved by the Superintendent. Pay for such make-up days shall occur after the work has taken place. Hourly employees may also use PTO days to make-up for lost workdays.

Impact of School Cancellation on PTO: Pre-arranged PTO days approved on school days that are canceled will remain in place, meaning that the staff person will not be required to participate in any activities and the PTO day will be deducted from the staff person's PTO allowance as scheduled. PTO illness called in the day of for a day that is canceled will not be considered a PTO day provided that the staff person is able to participate in any required staff activities including email activity

School Related Activities Leave

2023-24

Employees who work an average of 20 h12-month week may use up to 16 hours each 12 month period to attend a child's school related activities, or early child hood programs, if those activities cannot be scheduled outside the Employee's work schedule. Employees may take this time unpaid or may use earned vacation or PTO. The Employee must give the Supervisor reasonable notice of the upcoming absence and make a reasonable effort to schedule the time off so as not to disrupt work.

Personal Leave Policy

2023-24

Each Employee plays a vital role in the Organization's ability to serve its customers. Therefore, it is important that all Employees be available and present at the Organization when scheduled to work. However, the Organization 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 approval by Administration. If you wish to take a personal leave of absence, you must apply in writing to the Superintendent and a meeting must be scheduled to discuss the request. If possible, your request should be submitted at least 30 days before the intended start date of your requested leave. Requests for unpaid leave will not be considered until all PTO and Vacation times have expired.

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. The Organization 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.

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

Jury Duty

2023-24

Employees are encouraged to fulfill their civic responsibilities and the Organization will abide by all Federal, State, and Local laws regarding jury duty. Regular, full-time Employees will be allowed up to one week (40 hours) paid time off for jury duty but should report to work when not at jury duty. The Employee shall have the option of retaining any per diem or other remuneration in lieu of salary paid or retain their current salary and submitting all other payments received from Jury Duty to the Organization. This policy does not apply to Employees who volunteer for jury duty.

Employees should notify their Supervisor immediately of a Jury Duty Summons. If summoned for jury or other judicial duty and subsequently released from duty, e.g., not selected for a sitting jury, the Employee is expected to return to work until recalled.

Military Leave USERRA

2023-24

The Organization complies with applicable Federal and State law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the Uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 and all amendments thereto and all applicable State law. Appropriate documentation is required to be turned in to Superintendent prior to the necessary leave unless military necessity makes this impossible. Employees who complete a military leave of absence will be reinstated to the Employee's previous or similar job in accordance with State and Federal law. You must notify your Supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, please contact Superintendent.

Minnesota Voting Leave

2023-24

Employees generally will have sufficient time to vote before or after their regular workday. However, if necessary, you may be absent from work to vote during Election Day without reduction in pay.

School Closing

2023-24

All staff will be notified by the Superintendent or other designated person of any unscheduled school closing. The Superintendent will determine the procedures necessary to notify the families and may assign staff duties to aid in family notification. **The school will follow the ISD 196 weather closure schedule and will not post an individual closure statement with local media.** The first five (5) weather related school closings will be e-learning instructional days.

Holidays

2023-24

All employees are off-duty during federal and religious holidays as designated on the employment and school calendar. Non-exempt, hourly employees will not be paid for holidays.

Full-time non-exempt administrative employees will be paid for the following holidays:

- New Year's Day
- Memorial Day
- July 4th (12-month agreements only)
- Labor Day
- Thanksgiving Day
- Christmas Day

Non-exempt employees may use available vacation or PTO during other off-duty days that are listed in the school calendar.

Time attributable to holiday pay will not be counted as "hours worked" for purposes of computing overtime.

Vacations

2023-24

Instructional staff are off duty during Winter Break, Spring Break, and Summer Break. These breaks are work periods for non-instructional staff.

Teachers and instructional staff are not assigned vacation time.

Full-time 12-month non-instructional staff receive one vacation day for each month of employment. Part-time, non-instruction Staff will receive a prorated amount of vacation based on their regular working hours. Full-time for the purpose of eligibility for vacation time means 12 months or at least 225 contract days. For non-exempt employees, vacation days are accumulated in hours based on the average hours the employee works per day in that month. For exempt employees, these accumulate as 8 hours per day.

Up to five days (40 Hours) of vacation pay may be carried over into the following year. Available vacation above the allowed carry over amount will be forfeited and not paid out on the employee's anniversary date of hire. Returning employees who qualify for vacation time and have at least 6 months of employment history at FIT Academy will be front-loaded 5 vacation days beginning July 1. These represent the first 5 vacation days to be accrued beginning in July.

During the month of July, only essential operational staff will be scheduled to work. The Superintendent will establish a July work calendar.

Professional staff are expected to work in July to fulfill the responsibilities of their assignment. Other staff scheduled to work in July for essential duties, or any other duties as assigned by the Superintendent, will receive compensation. For non-exempt employees, this compensation will be in the form of their regular hourly pay. For exempt employees, compensation may be in the form of a negotiated stipend or flex-time in the form of additional vacation time to be used in the following school year.

Instructional staff, assigned by the director to work while off-duty, will be compensated in the form of a negotiated stipend or in flex-time in the form of additional days off.

The Organization may require non-instructional staff to use any unused vacation during disability, family medical leave, or any other leave of absence.

Every effort will be made to grant vacation time requests. However, vacations cannot interfere with Organization operations and therefore must be approved by you the Superintendent at least two weeks in advance. If any conflicts arise in requests for vacation time, Administration will grant time off based on the needs of the Organization. Vacation pay will not be paid in advance, and employees must take time off to receive vacation pay. Vacation must be used within the year it is earned; any vacation time (beyond the five rollover days) not used will be forfeited.

Unused vacation is not paid out at the time for termination with cause. This vacation policy does not create a contract.

Paid Time Off

2023-24

Paid Time Off provides all employees with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

Employees are responsible for managing the distribution of paid time off throughout the year. It is important that you plan ahead regarding how you will use it. This means developing a plan for taking your vacations, scheduling doctor's appointments, and unanticipated personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

It is up to the employee to allocate how you will use this time.

This paid leave can be used for personal reasons and also for reasons that qualify for the following Minnesota Earned Sick and Safe Time (ESST) Leave reasons:

1. An employee's own:
 - i. mental or physical illness, injury, or other health condition;
 - ii. need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
 - iii. need for preventive medical or health care.
2. Care of a "family member" (defined below):
 - i. with a mental or physical illness, injury, or other health condition;
 - ii. who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or
 - iii. who needs preventive medical or health care.
3. Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
 - i. seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 - ii. obtain services from a victim service organization;
 - iii. obtain psychological or other counseling;
 - iv. seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
 - v. seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.
5. The employee's inability to work or telework because the employee is:
 - i. prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - ii. seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis.
6. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a

communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

A “qualified family member” means:

1. an employee’s:
 - i. child, 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;
 - ii. spouse or registered domestic partner; or health condition;
 - iii. sibling, stepsibling, or foster sibling;
 - iv. biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
 - v. grandchild, foster grandchild, or step grandchild;
 - vi. grandparent or step grandparent;
 - vii. a child of a sibling of the employee;
 - viii. a sibling of the parents of the employee; or
 - ix. a child-in-law or sibling-in-law;
2. any of the family members listed in clause (1) of a spouse or registered domestic partner of the employee;
3. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
4. up to one individual annually designated by the employee.

Guidelines:

- Employees will be front loaded 3 PTO Days. Employees will then earn 1 day of PTO per month beginning November through May to add a total of 7 additional PTO days.
- A PTO “day” is prorated to the employees weekly/daily average hours worked. For example, a-teacher day is considered 8 hours, an educational assistant (EA) or non-exempt employee day is 7.5 hours and other part-time seasonal or temporary employees will earn PTO based on number of hours worked per week or day depending on schedule.
- Scheduled PTO absences for personal reasons that do not qualify as ESST must be requested at least two weeks ahead of the absence for teachers and at least one week ahead of the absence for educational assistants. Teachers may apply for up to two “Personal Time Off” PTO days per year without providing reason, provided that they make the request at least one week prior to the date of requested absence.
- PTO for ESST qualifying reasons that are day-of emergencies do not require a form. Appointments that qualify as ESST must be requested using the PTO form at least one week ahead of the appointment.
- When an employee uses PTO for more than three consecutive days for ESST reasons, the school may require reasonable documentation.
- The school is required to track absences for illness, work related illness/injury, or the attendance of school related activities for legal compliance reasons. You will be instructed how to report earned sick and safe time leave use in Payroll reporting.
- Planned PTO days can be used for any other reasons as long as they meet the 2-week notice, blackout days, and limit number of days as outlined below.
- Taking unpaid days is not an option unless approved as a formal leave request

- PTO requests will be rounded up to the nearest hour
- PTO remaining at the end of the year:
 - Up to 80 hours of remaining PTO will be carried forward into the next year.
 - Any additional remaining PTO above 80 hours will be cashed out for exempt employees at the below rates.
- PTO Payout: Exempt employees: \$180, Hourly employees \$120
- The maximum amount of PTO available at any time is 15 days. PTO accrual above 15 days will be forfeited until the employee has used PTO.

Instructional staff are encouraged to limit the use of PTO time during school times to emergencies and illness related absences or ESST reasons. The Superintendent reserves the right to deny scheduled (non ESST) PTO requests and will provide the employee with a written reason for doing so. Scheduled PTO must be presented to the Superintendent at least two weeks prior to the occurrence but not prior to initial approval of the school year calendar. Requests turned in with less than 2 weeks' notice will not be approved unless approved by the superintendent. Blackout days will consist of the fourth or subsequent request for a specific date or the third subsequent request for the last day prior to Thanksgiving, Winter, and Spring Breaks, and will only be approved AFTER substitute coverage has been confirmed. Pre-approved absences will not be approved on the first day of school.

While employees may apply for unpaid leave through FMLA or requests for a Personal Leave, employees may not take any unpaid days without meeting with the Superintendent and submitting a written request as outlined in the Personal Leave Policy.

PTO is not paid out at the time of termination or in the case of an employee leaving during the school year or terminated with cause. If an employee is rehired within 180 days, any remaining PTO will be reinstated at that time. This PTO policy does not create a contract.

Attire and Professionalism

2023-24

All employees are expected to dress in a manner that is appropriate for the educational and professional environment and to present a clean, neat, business casual 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/waistbands/etc.) must be completely concealed by outer-layers of clothing. Clothing should be in good condition. Footwear must be clean and appropriate for the workplace. Flip-flops are not allowed. Employees are not to wear torn or ripped jeans. Shorts are not allowed unless it is a day of special events or school event in which shorts would be considered appropriate. The Superintendent has discretion to make final determination on appropriate clothing. Our professional community is defined by respect and collaboration and all staff interactions are expected to reflect this expectation. Instructionally, our expectation is that our focus is primarily on academic content and we expect staff to demonstrate professional restraint when it comes to anything that would detract from that focus or from making all of our students and families feel welcomed, accepted, and respected. This includes exercising relevant judgement when dealing with or addressing topics that may be sensitive or controversial.

Background Clearance Check

2023-24

The Organization recognizes the importance of maintain a safe place for our Students and staff. To ensure that applicants are qualified and meet our safety criteria, background checks are conducted on all job candidates and potential contractors, and volunteers. Background checks are subsequently run for all current employees and contractors approximately once every three years.

Employees must notify the Superintendent of any criminal conviction. The Organization will determine whether any employment action is warranted as a result.

Employee Conduct

2023-24

The Organization hires people because it believes employees want a job and want to work. Also, the Organization does not believe in strict and formal disciplinary policies. However, employees are expected to adhere to the following:

- A. To be mature, reasonable and behave in a professional manner appropriate to the workplace
- B. To be punctual and present at work when scheduled
- C. To perform their duties in a safe, competent, and professional manner
- D. To be courteous and respectful toward supervisors, co-workers, customers, and any other persons in the workplace
- E. To be honest and careful regarding equipment and property
- F. To give their best efforts in performing their jobs and to treat their jobs as an important part of their lives

While it is impossible to list every type of conduct that may result in discipline, the following are examples of unacceptable conduct that may result in disciplinary action, up to and including immediate termination:

- 1. Poor job performance
- 2. Absence without appropriate notice; tardiness
- 3. Engaging in conduct that violates the Organization's sexual harassment and offensive behavior/workplace harassment policy
- 4. Violation of safety practices or rules (school, local, state, or federal)

5. Reporting to work under the influence of alcohol or illegal drugs
6. Use, possession, manufacture, sale, solicitation, distribution, dispensation, or transfer of a controlled substance or alcohol while on Organization premises, including parking lots or while operating Organization machinery, equipment, or vehicles. This also applies while engaged in Organization business off premises
7. Fighting or threatening another employee
8. Dishonesty, theft, unauthorized removal of Organization/employee property, fraudulent or illegal conduct
9. Possession, sale, or use of a firearm or other weapon while on Organization premises, or while operating Organization machinery, equipment or vehicles, or while engaged in Organization business off premises
10. Engaging in conduct that violates the Organization's workplace violence policy
11. Falsification of information on an employment application
12. Destruction of or damage to Organization property or another employee's property
13. Breach of confidentiality
14. Falsification of time record
15. Engaging in criminal conduct that could negatively affect or reflect adversely upon the Organization
16. Smoking in non-smoking areas

The above list is by no means exclusive or exhaustive.

Occasionally, employees fail to meet or have difficulty meeting their obligations, including those specifically identified above. The handling of a situation, including the disciplinary action to be taken, up to and including termination of employment, will be determined at the sole discretion of the Organization.

Minimum Expectations

2023-24

All employees should have received and reviewed a job description. The job description outlines the minimum expectations of each employee's position. Exempt employees including teachers are also expected to attend a minimum number of events throughout the year. Non-exempt or hourly employees are not required to attend these events but may be offered to work for hourly pay.

Recruitment and connecting with the community are extremely important to our school. Employees will receive two additional hours of PTO for every director approved recruiting event they attend. The following is the minimum expectation for exempt employees including teachers:

- Parent teacher conferences twice a year
- Fall Parents night and Spring Academic Night
- At least one seasonal school Fair or Carnival
- All afternoon or evening events directly related to their roles (example: Graduation)
- At least two Open Houses between November and June
- At least one Summer event (July or August)

Access to Personnel Files Minnesota

2023-24

Personnel files are the property of the Organization, and access to the information they contain is restricted to those who need to know such information in order to perform their jobs. Employees should notify the Superintendent whenever there is a change of address, telephone number, marital status, emergency contact, number of dependents, or beneficiary.

If an Employee wishes to view their Employee/Personnel File, they must request this in writing. A meeting will be set with the Employee and the Superintendent will be in attendance when the Employee reviews their file.

After the review takes place, an Employee has the right to make a written request for a copy of those records. The Organization will comply with this request within 5 business days.

Employees have the right to dispute information contained in their personnel file. If an Employee has a dispute, they are to contact the Superintendent in writing as to the nature of their dispute. Within 10 business days, a meeting will be held with the Employee, Employee's Supervisor, and Superintendent to discuss the information disputed by the Employee. An attempt to resolve the dispute will be made at that meeting. If no resolve is made, the information will be sent to the Board of Directors and within 10 business days, the Board of Directors will make a decision on the dispute. This decision will be final.

Communications

2023-24

Media Relations

Employees should not speak to the media on the Organization's behalf without contacting Superintendent. All media inquiries should be directed to the Superintendent.

Official Memoranda

All memoranda regarding FIT Academy procedures and administration or which affect FIT Academy personnel as a whole will either originate from the Superintendent or be approved by the Superintendent prior to circulation.

Confidentiality/Proprietary Information

2023-24

Employees must: (i) treat as confidential all Proprietary Information (as hereinafter defined) that may be made known or become available to them; (ii) not disclose any Proprietary Information to any competitor, customer, supplier, Parent, or Student of the Organization or to any other person for any purpose without the proper written consent of the Organization; (iii) use all Proprietary Information only in connection with the duties of the employee pursuant to employee's relationship with the Organization and not for the purpose of competing with the Organization or soliciting the Organization's customers or potential customers or for any other purpose; and, (iv) will prevent disclosure of any Proprietary Information by, or to, any future client, employer, co-worker, employee, partner, agent, or representative of employee to others and assume liability for any breach of this agreement and for any disclosure, or use, of Proprietary Information by employee or any of employee's future clients, employers, employees, co-workers, partners, agents, or representatives. It is the employee's unconditional obligation to maintain the confidentiality of, and not wrongfully use Proprietary Information. This obligation shall survive the termination of employee's relationship with the Organization, last for two years after termination, and shall not be excused whether or not employee continues employee's relationship with the Organization.

- "Proprietary Information" means any information or compilation of information related to the Organization which is not generally known to, and readily ascertainable by proper means by, other individuals or entities.

Examples of Proprietary Information, not to be disclosed or used except as permitted by the Organization, includes, but is not limited to:

- Information concerning the Organization's and the Organization's clients' operations, products, technology, designs, drawings, patents, ideas, procedures, practices, finances, accounting, and legal matters;
- Information concerning the Organization's sales, marketing, service, bidding, leasing, pricing and cost activities/strategies, and strategic business planning activities;
- Information concerning the Organization's past, present or potential clients, and their employees and/or dependents (hereafter referred to in this paragraph as "Clients"), including the names, addresses and telephone numbers of Clients; the Clients' financial, medical and personal information; the identity of the individuals responsible for purchasing services on behalf of Clients; the needs and buying tendencies of Clients; contract negotiations between the Organization and Clients; the contents of contracts and agreements between the Organization and Clients; and identity, quantity, and price of products or services purchased from the Organization by Clients;
- Vendor and supplier information including the names, addresses, email addresses and telephone numbers of the Organization's vendors and suppliers; information regarding the Organization's relationship with its vendors and suppliers; the contents of contracts and agreements between the Organization and its vendors and suppliers; financial information concerning its vendors and suppliers; and identity, quantity and prices of products purchased by Organization from its vendors and suppliers;
- Anything marked or stamped "confidential" and/or similar marking;
- Any information that the Organization is required by law or contract to keep confidential.

Employee agrees that all documents and other tangible property of any nature pertaining to activities of Organization or to any Proprietary Information, in the employee's possession now or at any time during the period of employee's relationship with Organization, including, without limitation, memoranda, notebooks, notes, data sheets, records, blueprints, and electronic or mechanical data storage devices, and records, are and shall be the property of the Organization and that they and all copies of them shall be surrendered to the Organization whenever requested by the Organization from time to time and immediately following termination of employee's employment for any reason. Violation of this policy could lead to discipline, up to and including termination.

Copyright/Trademarks

2023-24

Respect all copyright and other intellectual property laws. For the Organization's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Organization's own copyrights, trademarks and brands.

Department of Education - Licenses

2023-24

All teachers are responsible for making sure that their licenses are up to date. A copy of each teacher's current license should be on file in the office. FIT Academy will provide clock hour certificates for all professional development activities offered by the school. Teachers will receive support from the school in the process of renewing professional licenses. However, it is the teachers' responsibility to establish a timely plan and fulfilling requirements for completing the renewal process.

Drugs, Alcohol and Tobacco Use

2023-24

FIT Academy provides a drug free, safe environment for all. Possession, transfer, sale, use or being under the influence of alcohol, cannabis or illegal drugs while on FIT Academy premises, during work hours or breaks, and when specifically responsible for the care and safety of Students regardless of location is strictly prohibited. Failure to meet the drug and alcohol usage guidelines will result in immediate disciplinary action up to and including termination.

FIT provides a tobacco free campus. This includes, but is not limited to, any type of tobacco related devices or electronic cigarettes. Staff are required to leave campus, on scheduled breaks, if they choose to use tobacco.

Equipment/E-Mail/Voice Mail/Computer

2023-24

The Organization provides Employees with many resources so that they can perform their jobs, including computers, telephones, copy machines, fax machines, email, etc. These resources, including the information and data transmitted by or stored therein, are the property of the Organization and are intended for business use only. Additionally, the Organization furnishes such things, copy services, postal service, word processing, supplies, and support staff personnel, for the Organization's business. These resources must not be used for personal needs.

Employees should not under any circumstances use Organization computers, telephones, copy machines, fax machines, voice mail, e-mail, etc., to engage in any conduct that violates the law, or is prohibited by the Organization's Sexual Harassment and Offensive Behavior/Workplace Harassment policy and violence in the workplace policy.

No individual should have any expectation of privacy in any communication over these systems. The Organization reserves the right to inspect, monitor, review, retain, and/or use voice mail messages, documents, e-mail messages (both incoming and outgoing), files (both computer and paper), Employee working space, and packages and containers found or brought onto the Organization's premises.

Inspection, monitoring, and reviewing may include, but is not necessarily limited to, accessing e-mail, voice mail, and other computer information in order to:

1. Maintain the system,
2. Verify the system is operational,
3. Continue the ongoing tasks and duties of an Employee in the Employee's absence for any reason,
4. Conduct the Organization's regular business activities, or
5. Ensure that the Organization's equipment is not being used for an improper purpose.

Any information or material retrieved by the Organization during an inspection, monitoring, or review may be disclosed and/or used as necessary by the Organization.

Software Use:

Employees shall not install any software on any Organization equipment without prior authorization by the Organization. If an Employee receives prior authorization to install software, the Employee must provide the Superintendent with original software media or documentation of the appropriate licenses to use the software. At no time shall the Employee install or use any software in violation of the terms of its license. Employees are prohibited from sending or accepting any software, whether via the Internet, e-mail or otherwise, without prior authorization from your immediate Supervisor.

Password Use:

Your Employee password is confidential. Employees shall not share their password with any other Employee. Employees are not allowed to log into the system using any password other than the one assigned to them from the Organization. Employees are not allowed to try to access restricted programs on the system.

Violation:

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

Food/Drink in the Environments

2023-24

Employees may not drink hot liquids around children. Adults may keep water or other cool beverages nearby to sip during their work period. Coffee cups, teacups, mugs, etc. may not be out in the classroom once children arrive unless, for example, adults are having tea with the children. Each full-time employee will have a break during the day which can be used to eat a snack or lunch. Adults shall not share foods with children except in the case of special events when Parental permission has been obtained. Special attention should be given to restrictions such as religious beliefs, allergies, etc...

Housekeeping

2023-24

The school is to be kept clean and neat. Our physical workspace must portray an image of organization, order and care. Good housekeeping prevents loss of items, unnecessary accidents, and sends a message that everyone cares. Each employee is responsible for putting materials away in an organized manner to ensure that others can find the materials when needed. Teachers should make children aware of cleanliness expectations for classroom and school environments. Everyone needs to help in keeping common areas clean.

Internet Acceptable Use and Safety Policy

2023-24

I. Purpose

The purpose of this policy is to set forth policies and guidelines for access to the FIT Academy (FIT) computer system (afterwards referred to as “system”) and acceptable and safe use of the Internet, including electronic communications.

II. General Statement of Policy

In making decisions regarding student and employee access to the FIT computer system and the Internet, including electronic communications, FIT considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to the preparation of citizens and future employees. Access to the FIT computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources with people around the world. FIT expects that faculty will blend thoughtful use of the FIT computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. Educational Purpose

Users are expected to use Internet access through the FIT computer system to further educational and personal professional goals consistent with the mission of FIT and school policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited-purpose network.

IV. Use of System is a Privilege

The use of the FIT computer system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the FIT computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate FIT policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. Unacceptable Uses

- A. The following uses of the FIT computer system and Internet resources or accounts are considered unacceptable:
 - 1. Users will not use the FIT computer system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the FIT computer system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the FIT computer system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the FIT computer system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means; will not tamper with, modify, or change the FIT computer system software, hardware, or wiring or take any action to violate FIT's security system, and will not use the FIT computer system in such a way as to disrupt the use of the FIT computer system by other users.
5. Users will not use the FIT computer system to gain unauthorized access to information, resources, or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the FIT computer system to post private or confidential information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee professional contact information on FIT webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e. communications with Parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include professional contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - i. such information is classified by FIT as directory information and verification is made that FIT has not received notice from a Parent/guardian or eligible student that such information is not to be designated as directory information.
 - ii. such information is not classified by FIT as directory information but written consent for release of the information to be posted has been obtained from a Parent/guardian or eligible student.In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the FIT Director.
 - c. These prohibitions specifically prohibit a user from utilizing FIT to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Twitter," "Snap Chat," "Instagram," and "Facebook."
7. Users must keep all account information and passwords on file with the designated FIT Director or designee. Users will not attempt to gain unauthorized access to the FIT computer system or any other system through the FIT computer system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the FIT computer system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the FIT computer system to violate copyright laws, usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the FIT computer system for conducting personal business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of FIT. Users will not use the FIT computer system to offer or provide goods or services or for product advertisement. Users will not use the FIT computer system to purchase goods or services for personal use without authorization from the FIT Director or designee.
 10. Users will not use the FIT computer system to engage in bullying or cyberbullying in violation of FIT's Bullying Prohibition Policy (FIT Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off of FIT premises may be in violation of this policy as well as other FIT policies. Examples of such violations include, but are not limited to, situations where FIT system is compromised or if a FIT employee or student is negatively impacted. If FIT receives a report of an unacceptable use originating from a non-school computer or resource, FIT may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to FIT computer system and the Internet and discipline under other appropriate FIT policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the FIT Superintendent or appropriate FIT official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a FIT employee, the FIT Superintendent.

VI. Filter

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography, or otherwise psychology harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

VII. Consistency with other School Policies

Use of the FIT computer system and use of the Internet shall be consistent with FIT policies and the mission of FIT.

VIII. Limited Expectation of Privacy

- A. By authorizing use of the FIT computer system, FIT does not relinquish control over materials on the system or contained in files on the FIT computer system. Users should expect only limited privacy in the contents of personal files on the FIT computer system.
- B. Routine maintenance and monitoring of the FIT computer system may lead to a discovery that a user has violated this policy, another FIT policy, or the law.

- C. An individual investigation or search will be conducted if the FIT Director has a reasonable suspicion that the search will uncover a violation of law or FIT policy.
- D. Parents have the right at any time to investigate or review the contents of their student's files and e-mail files. Parents have the right to request the termination of their student's individual account at any time.
- E. FIT employees should be aware that FIT retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, FIT employees should be aware that data and other materials in files maintained on the FIT computer system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act).
- F. FIT will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with FIT policies conducted through the FIT computer system.

IX. Internet Use Agreement

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, Parents, and employees of FIT.
- B. This policy requires the permission of, and supervision by, the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and a Parent or guardian. The Internet Use Agreement form for FIT employees must be signed by the employee. These forms must be filed at the school office.

X. Limitation on School District Liability

Use of the FIT computer system is at the user's own risk. The system is provided on an "as is, as available" basis. FIT will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on FIT flash drives, tapes, hard drives, networks, or servers, or for delays, changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. FIT is not responsible for the accuracy or quality of any advice or information obtained through or stored on the FIT computer system. FIT will not be responsible for financial obligations arising through unauthorized use of the FIT computer system or the Internet.

Failure to follow this policy may result in disciplinary action, up to and including termination of employment.

Social Media Policy

2023-24

At the Organization, we understand that social media can be a fun and a rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

Social media includes all means of communicating, posting information, or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity website, web bulletin board, or chat room, whether or not associated or affiliated with the Organization, as well as any other form of electronic communication.

To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for the Organization.

- Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct (even if it is done after hours, from home and on home computers) will not be tolerated. Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.
- Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your Supervisor or consistent with the Organization Equipment Policy.
- Do not use Organization email addresses to register on social networks, blogs, or other online tools utilized for personal use.

You are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, Organization policies, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Organization, or the Organization's legitimate business interests may result in disciplinary action, up to and including termination of employment.

Mobile Device Policy

2023-24

The Organization must maintain a productive and professional workplace, free from distractions. The Organization also understands Employees use their mobile devices to communicate their personal information to others. Use of a mobile device, including the technology that the mobile device contains (to include, but not limited to cell phone, internet access, email, text messaging, cameras, recording devices, etc.), during Organization time, must use the following guidelines:

1. Phone ringtones should be appropriate sounds that are kept silent during the work day.
2. Usage of a camera is not allowed in private areas such as; bathrooms, break rooms, locker rooms, or other areas where others change. Smart phone cameras should not be used during work times.
3. Mobile devices are not allowed to be used while driving for Organization business unless vehicles are equipped with hands free technology. Employees must abide by all Local laws regarding using mobile devices when driving during Organization time.
4. Any business use of a mobile device must have prior approval of Management.
5. Personal use of a mobile device during working time should be kept to a minimum. Employees may use mobile devices during their regularly schedule breaks or lunch times.

6. Mobile devices should not be used during scheduled meetings or appointments. Employees should put their mobile device on “silent” or “vibrate” during meetings so the device is not an interruption. Only extremely important calls should prompt you to excuse yourself from the meeting to take the call outside of that location to lower disruption.
7. Employees need to keep their voice in a low tone when speaking on their device during the workday.
8. During emergency situations, employees may use their mobile device to get assistance. Notify Management immediately of such use and reasons.
9. Personal use of mobile devices during working time must comply with all other Organization policies to include Sexual Harassment, Offensive Behavior, Workplace Harassment, Workplace Violence and Social Media.
10. You are responsible for your mobile device during work. The Organization holds no responsibility if the device is stolen or damaged during the work day.

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

No Solicitation - No Distribution

2023-24

Non-Employees are prohibited from soliciting Employees or distributing literature on the Organization premises.

Solicitation and distribution of literature by Employees is prohibited on Organization premises when the Employees involved are scheduled to be working or at any time in working areas of the building or in any location where customers or the public are present. Solicitation of Employees by other Employees is permitted during non-working times in non-working areas of the building (for example, in the break-room during breaks or meals) to which the public is not admitted. We encourage Employees who wish to solicit financial or other support from their fellow Employees for any cause, charitable, political, or employment-related, to do so off the Organization premises and maintain respectful communication.

Performance Evaluations

2023-24

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

- A. Formal self-reflection process including goal setting and professional development plan.
- B. Evaluation by immediate supervisor based on job description criteria.
- C. Teacher evaluation process compliant with statutes and MDE standards (for licensed teachers only).
- D. 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, to improvement plan, to termination.

Employees will receive a detailed plan for their evaluation process, including criteria, prior to the beginning of each evaluation period (generally the school year).

A copy of performance reviews will be placed in employee personnel files and employees will also receive a copy. All employees have the opportunity to discuss the evaluation made of their performance with their evaluator. If the

employee is not satisfied with the evaluation they may request a meeting with the Superintendent and a subsequent meeting with the Board of Directors.

Professional Development & Academic Planning

2023-24

Teachers are expected to actively engage in the following professional activities:

- Actively participate in professional development and PLC activities
- Information (data) analysis for the purpose of guiding instruction and intervention
- Development of state standard scope & sequence
- Preparation of Unit plans including standards, instructional, goals, and instructional plan

Professional Development

FIT Academy staff will be approved to attend one professional development conference each year provided that the conference is aligned with the school or staff person's professional development goals. Conference and costs must be pre-approved by the Superintendent and the school reserves the right to make a final determination on approval.

Recycling

2023-24

As global and responsible citizens, everyone at FIT Academy is expected to recycle when possible. Signs posted in each classroom describe recycling requirements.

Reference Checks

2023-24

Employees should refer all incoming Employee reference checks to the Superintendent only. The Organization's policy is to only provide prospective employers, and others requesting information about Employees, with information about dates of employment, last position held, and last rate of pay.

Tuition Reimbursement

2023-24

Each year, FIT Academy will set-aside 60% of its Title II funds for staff tuition reimbursement. Requests must be for coursework that is relevant to the employee's professional responsibilities or approved goals. All requests must be approved by the Superintendent and the school reserves the right to make final determination on eligibility and approval of requests. Please see our Tuition Reimbursement policy 440 for additional information.

Whistleblower Policy

2023-24

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 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 Executive Director. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the TITLE 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 TITLE or the Board Chair.

The Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The TITLE 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 TITLE 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.

Safety

2023-24

The Organization places the highest emphasis on Employee safety and complies with all applicable Federal, State and Local safety regulations. To be successful, a safety program requires the cooperation of all Organization Employees at all times.

Employees are also required to promptly report any suspected unsafe condition or safety hazard by contacting the current Superintendent.

While it is impossible to list each and every safety practice or rule that should be followed, the following are examples of conduct that must be followed:

1. Promptly report any suspected defects in equipment, damage to property, or other potentially hazardous conditions or practices.
2. Operate equipment only when proper guards are in place.
3. Check the condition of equipment before using.
4. Do not run on Organization premises. Always walk.
5. Never repair or adjust equipment unless specifically authorized to do so.
6. Report immediately all accidents and injuries, no matter how slight or seemingly insignificant, to your Supervisor.
7. Perform your job safely and conduct yourself in a manner that ensures your own personal safety and the safety of others.

The above list is by no means exclusive or exhaustive.

Failure to follow the above rules or other general safety practices will be addressed at the sole discretion of the Organization and may result in disciplinary action, up to and including termination of employment.

Accidents/Reporting Injuries

2023-24

Federal and State OSHA regulations require all Employees to immediately report illness or injury incurred while on the job regardless of severity. Please see your Supervisor immediately to assist with any illness or injury and to obtain a Notice of Injury form to complete.

Admission of Visitors - School Safety

2023-24

At no time shall persons other than employees of FIT Academy be allowed to roam unescorted through FIT Academy. It is a matter of courtesy to accompany visitors to and from the exit or other classroom or play areas for which they may be destined. If strangers are encountered in the school building who do not satisfactorily identify themselves, they are to be escorted to the office. Employees are expected to inform the administration ahead of time if they plan on scheduling a visitor during school hours. Pets and animals are strictly prohibited from visiting the school during Student contact days. No pets or animals should visit the school without prior approval from the Superintendent.

Emergency Procedures

2023-24

Employees will receive annual training and must comply with the FIT Academy emergency procedures approved by the Board of Directors.

Emergency Telephone Numbers:

Fire	911
Police	911
Ambulance	911
Poison Control	(800) 222-1222
CenterPoint Energy (Gas Leak Hotline)	(612) 372-5050
Emergency Medical/Dental Care	Refer to index cards or Student files
Superintendent (cell)	(952)913-6502

Driver Safety Policy

2023-24

Vehicle accidents can be costly from the standpoint of human injury, lost working time, vehicle repair, and higher insurance premiums. The purpose of this policy is to set qualifications and rules for drivers of all vehicles, whether owned by our Organization or you personally, during business/working hours.

Qualifications:

An Employee can operate a vehicle for business purposes only if he or she is:

1. Acting at the direction and with the explicit permission of the Organization;
2. Is 21 years of age or older;
3. Holds no more than one driver's license;
4. Holds a valid license for the class of vehicle being driven;
5. Is otherwise qualified under Federal and State regulations to drive the vehicle in question; and
6. Maintains state required combined single limit personal auto insurance coverage.

Driving Records:

All Employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record and appropriate insurance coverage. The Organization may run a motor vehicle department check to determine an Employee's driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your Personnel File. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the Organization.

The following driving violations are unacceptable:

1. Driving a motor vehicle under the influence of alcohol, a controlled substance, or any drug that impairs driving ability;
2. Refusing to submit to a test to determine alcohol concentration while driving a motor vehicle;
3. Using a motor vehicle in the commission of any felony;
4. Leaving the scene of an accident unlawfully;
5. Committing more than one major traffic offense over the past 24 months, including reckless driving, careless driving, or a major moving traffic infraction;
6. Receiving a felony revocation of driving privileges or felony/misdemeanor driver license suspension within the last 24 months; or

7. Transporting a controlled substance unlawfully.

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

Driving Requirements:

While operating a personal or Organization owned vehicle for business use, Employees must:

1. Observe applicable speed limits at all times;
2. Obey all traffic rules and regulations;
3. Drive defensively and anticipate driving hazards, such as bad weather and bad drivers;
4. Report any and all accidents in which they are involved to the Police and their Supervisor; and
5. Employees are required to follow current State and Federal law regarding use of cell phones while driving a vehicle. The Organization discourages any use of cell phones while driving.

Safety Belts:

Drivers and passengers in all vehicles used for Organization business must always wear safety belts. Lap belts must be properly secured in vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured. Any vehicle in which a safety belt is inoperable cannot be used until the seat belt is repaired. Employees who discover an inoperable restraint system must report it to their Supervisor. Prompt action must be taken to replace or repair safety belts.

Accidents:

In general, the following requirements apply:

1. Employees must report any and all traffic accidents to the local Police and their immediate Supervisor.
2. Employees **are prohibited** from signing or making any statements regarding their responsibility or fault for a traffic accident that occurs while they are driving a Organization owned vehicle or any vehicle on Organization time. Avoid explaining or describing the accident to anyone except public safety personnel, your immediate Supervisor, the claims adjuster, or attorney for the Organization's insurance Organization.
3. Employees must obtain names, addresses, phone numbers, and license numbers of the other drivers involved. Employees also must collect insurance Organization contact information and the address and phone number of the Police department where the accident report will be prepared.

Discipline:

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

Maltreatment of Minors Act Reporting Requirements for Mandated Reporters

2023-24

The Minnesota Department of Education (MDE) is the agency responsible for assessing and investigating allegations of child maltreatment that occur in Minnesota public schools.

If you are working within the education system and suspect that a child is being or has been abused or neglected, you are a mandated reporter and are legally required to make the report to the responsible agency; reporting to your supervisor is not sufficient.

Mandated reporters include professionals and their delegates in the following fields: education, health care, social services, childcare, mental health, law enforcement, correctional services, and clergy.

Persons required to make a report of alleged maltreatment are protected from retaliation if the report is made in good faith. School districts cannot retaliate against any employee who is required to report and cannot take any adverse actions against the employee for making the report. Adverse actions include, but are not limited to, demotions, suspension, or any change in the employee's assignment. The identity of a reporter is confidential and must be protected.

For information on reporting maltreatment refer to *Maltreatment of Minors Mandated Reporting Policy* located in the main office.

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

Violence in the Workplace

2023-24

The Organization is committed to providing its Employees with a safe, non-violent workplace and atmosphere. Employees should not be subject to any safety threats at work from fellow Employees or from relatives, friends, or acquaintances.

The possession, sale, or use of a firearm or other weapon while on Organization premises, while operating the Organization machinery, equipment or vehicles, while acting in the course and scope of employment for the Organization, or while engaged in Organization business off premises are strictly prohibited.

Employees have a responsibility to help keep the Organization safe and free of violence. Employees who are aware of co-workers who are engaged in the possession, sale, or use of a firearm or other weapon while on Organization premises, while acting in the course and scope of employment for the Organization, while operating Organization machinery, equipment or vehicles, or while engaged in Organization business off premises should immediately report the conduct at issue to their Supervisor.

Employees who receive threats of violence or physical or other harm from co-workers, customers, vendors, relatives, friends or acquaintances, or who are aware of such threats, should also immediately report those threats to their Supervisor, even if they think the threats are only a “joke.” If you feel that reporting such threats to your Supervisor is not effective or possible, or if your Supervisor is participating in the threats, then you should report it immediately to:

Superintendent, Claud Allaire, 952-847-3798, callaire@fitacademymn.org
Kraus-Anderson Insurance, Human Resources, 952-707-8253, premierhr@kainsurance.com
Chair of the Board of Directors, Jan Markison, (612) 240-5236
Other Board Members, see directory on our website

Sometimes, Employees may receive threats of violence from persons who are not employed by the Organization, or may become aware of co-workers who receive similar threats of violence from persons who are not employed by the Organization. If Employees believe that these threats may result in harm to the Organization Employees or to the Organization property, they should report such threats to their Supervisor immediately.

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

Corrective Action

2023-24

There may be times when the Organization chooses to take corrective action as a result of unacceptable behavior or performance on the part of an employee. Although the Organization 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. The Organization may in its sole discretion utilize corrective action measures. This in no way affects the Organization's right, however, to terminate an Employee at will as described above.

Pay at Termination

2023-24

Employees are employed at-will and may resign their employment at any time for any reason or no reason, with or without prior notice, and with or without cause. Similarly, the Organization may terminate any Employee at any time for any reason or no reason, with or without prior notice, and with or without cause.

An employee leaving FIT Academy voluntarily is asked to give reasonable notice of not less than 2 weeks in writing so that a replacement may be found.

Any employee, whose employment is terminated, whether voluntarily or involuntarily, will not be entitled to payment in lieu of unused and accrued vacation or PTO earned to the date of termination.

Employees will receive their final paycheck as soon after termination as required by law. The final paycheck will include all hours worked through the last day of actual employment.

I have received a copy of FIT Academy's Employee Handbook dated 2023-24. I understand that the Employee Handbook replaces and supersedes any previous Employee handbook or manual, and any previous communications, whether written or oral, on employment policies or procedures. If there is a conflict between the provisions of this policy and the express terms of an individual employment agreement, the terms of the contract control. I understand that it is my responsibility to read and abide by the policies described in the Employee Handbook. I have read and agree to the privacy of employee policy on page 3. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to disciplinary action, up to and including termination of my employment.

I understand that these policies do not form a contract or an offer of a contract, either express or implied. The Organization is an at-will employer. This means that regardless of any provision in this Employee handbook, the Organization or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Employee handbook or in any document or statement, written or oral, shall limit the right to terminate employment at-will.

I understand that the Organization may modify or cancel any provisions of this Handbook or any other policies and procedures on a case-by-case basis and without notice. I also understand that only an Authorized Officer of the Organization has the authority to enter into individual contracts of employment and does so only by a written agreement signed by the individual Employee and an Authorized Officer of the Organization.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my Supervisor or Superintendent.

Attached to this Acknowledgment is the table of contents summarizing all policies found in this Employee Handbook.

Date: _____

Employee Signature: _____

Employee Name (Please Print): _____

EMPLOYEE HANDBOOK POLICIES DATED 2023-2024

This page must be maintained with signed Acknowledgement Form

INTRODUCTION	1
MISSION AND VISION	1
BOARD OF DIRECTORS	1
OPERATING PHILOSOPHY	1
EMPLOYMENT POLICIES	2
AT WILL EMPLOYMENT	2
EQUAL EMPLOYMENT OPPORTUNITY	2
REASONABLE ACCOMMODATION	3
NURSING MOTHERS, LACTATING EMPLOYEES AND PREGNANCY ACCOMMODATION EMPLOYEE NOTICE	3
OPEN DOOR POLICY	3
PRIVACY OF EMPLOYEE INFORMATION	4
TENNESSEN WARNING NOTICE (PRIVACY NOTICE)	4
HARASSMENT AND VIOLENCE PROHIBITION POLICY	5
STUDENT DISABILITY NONDISCRIMINATION	11
BULLYING AND HAZING	11
COMPENSATION PROGRAM GOALS AND OBJECTIVES	12
EMPLOYEE CLASSIFICATIONS	12
WORKDAY EXPECTATIONS	13
WORK TIME/PAY PROCEDURE	13
TIMESHEETS	14
OVERTIME	14
PAYDAYS AND PAYMENT METHODS	14
CHANGE IN EMPLOYEE INFORMATION	14
EXPENSE REIMBURSEMENTS	14
BENEFITS	15
BENEFIT CONTINUATION (COBRA)/MINNESOTA CONTINUATION COVERAGE	15
ATTENDANCE AND TIME AWAY FROM WORK	16
ATTENDANCE	16
APPOINTMENTS	16
BEREAVEMENT	16
FEDERAL AND STATE LEAVES	17
BONE MARROW DONATION LEAVE	17
FAMILY AND MEDICAL LEAVE POLICY	17
FAMILY MILITARY LEAVE	17
PARENTAL LEAVE	18
SCHOOL CANCELLATION POLICY	19
SCHOOL RELATED ACTIVITIES LEAVE	19
PERSONAL LEAVE POLICY	20
JURY DUTY	20
MILITARY LEAVE USERRA	21
VOTING LEAVE	21
SCHOOL CLOSING	21
HOLIDAYS	21
VACATIONS	22
PAID TIME OFF (PTO)	23
GENERAL WORKPLACE GUIDELINES	27
ATTIRE AND PROFESSIONALISM	27
BACKGROUND CLEARANCE CHECK	27
EMPLOYEE CONDUCT	27
MINIMUM EXPECTATIONS	28
ACCESS TO PERSONNEL FILES	29
COMMUNICATIONS	29
COPYRIGHT/TRADEMARKS	30
DEPARTMENT OF EDUCATION - LICENSES	30
DRUGS, ALCOHOL AND TOBACCO USE	31
EQUIPMENT/E-MAIL/VOICE MAIL/COMPUTER	31
FOOD/DRINK IN THE ENVIRONMENTS	32
HOUSEKEEPING	32
INTERNET ACCEPTABLE USE AND SAFETY POLICY	33
SOCIAL MEDIA POLICY	37
MOBILE DEVICE POLICY	37
NO SOLICITATION - NO DISTRIBUTION	38
PERFORMANCE EVALUATIONS	38
PROFESSIONAL DEVELOPMENT & ACADEMIC PLANNING	39
RECYCLING	39
REFERENCE CHECKS	39
TUITION REIMBURSEMENT	39
WHISTLEBLOWER POLICY	40
WORKPLACE SAFETY	41
SAFETY	41
ACCIDENTS/REPORTING INJURIES	41
ADMISSION OF VISITORS – SCHOOL SAFETY	41
EMERGENCY PROCEDURES	42
DRIVER SAFETY POLICY	42
MALTREATMENT OF MINORS ACT REPORTING REQUIREMENTS FOR MANDATED REPORTERS	44
VIOLENCE IN THE WORKPLACE	45
TERMINATION	46
CORRECTIVE ACTION	46
PAY AT TERMINATION	46
ACKNOWLEDGMENT	47
ACKNOWLEDGMENT OF RECEIPT AND REVIEW	47
ACKNOWLEDGMENT: EMPLOYEE HANDBOOK POLICY SUMMARY	48