

Forest Lake Area Schools

EMPLOYEE HANDBOOK



District website – www.flaschools.org

Intranet site – <https://sites.google.com/a/flaschools.org/in/home?authuser=0>

NOTICE AND DISCLAIMER: This handbook does not constitute an employment contract. This handbook contains brief summaries of some laws, Board policies, contractual agreements, and administrative regulations, which may affect you as an employee of the District. In most cases, these summaries are not exact reproductions of these laws, policies, contractual agreements, conditions of employment or regulations. In addition, they may change after the publication of this handbook. In the event there is a conflict between the contents of this handbook and any law, policy, contractual agreement, condition of employment, or regulation, the contents of the law, policy, contractual agreement, conditions of employment or regulations shall take precedence and the contents of this handbook shall be void.

WHERE TO SEEK FURTHER INFORMATION

If you have any questions that are not answered in this handbook, please contact Human Resources or visit the Forest Lake Area Schools Website, www.flaschools.org, or [Forest Lake Area Schools Employee Intranet](#). (You must have a username and password to enter this website.)

QUICK REFERENCE DIRECTORY	5
Elementary Schools	5
Middle School	5
Senior High Schools	5
Other District Buildings	5
District Services	5
I. KEEPING STUDENTS SAFE	6
Relationships with Students:	6
Student Safety:	6
Identifying and Reporting Student Grooming:	6
Preventing and Responding to Bullying and Harassment:	6
Mandatory Reporting of Maltreatment of Children or Vulnerable Adults:	7
Taking Student Photos:	7
Physical Contact with Students:	7
Protecting Student Data:	7
Emergency Situations / SRP:	7
II. PROFESSIONAL RESPONSIBILITY	8
Attendance:	8
Attire and Personal Grooming:	8
Bringing your kids (or others) to work with you:	8
Drugs, Alcohol, and Controlled Substances:	8
Tobacco, Cigarettes, and Vapes:	8
Firearms:	9
Off-duty Conduct / Criminal Charges:	9
Harassment Among Colleagues:	9
Teamwork, Cooperation and Conflict Management:	9
Social Media Use:	9
Speaking With the Media:	10
Use of District Technology:	10
Use of District property:	10
Use of District facilities:	10
Personal activities during work time:	10
Selling items at work:	10
Resignation/Retirement:	11
Subpoenas:	11
III. CONSIDERATIONS SPECIFIC TO TEACHERS AND OTHER LICENSED SERVICE PROVIDERS	11
Licensure:	11
Continuation of learning during staff absences:	11
Resigning:	11
Additional Tutoring Arrangements:	11
IV. HEALTH, SAFETY, AND WELL-BEING	12
	3

Use Appropriate Safety Equipment and Practices:	12
Environmental Health & Safety:	12
Fragrances:	12
District Wellness Program:	13
V. GENERAL PROVISIONS	13
Compensation / Insurances:	13
Pay Dates:	13
Viewing Paycheck Information (Pay Stubs):	13
Overpayments:	14
Payroll Deductions:	14
Mandatory Deductions:	14
Employee Choice Deductions:	14
Other Deductions:	14
Changes in Name, Address, Phone:	14
Mileage and Expense Reimbursements:	15
Flexible Spending Plan	15
Deferred Compensation Savings	15
Workers Compensation:	15
Notary Public:	16
Authorization to Sign Business Contracts for Good or Services:	16
Personnel Files and Data Privacy:	16
Personnel records are maintained by, and are the property of, the District	16
Information maintained in personnel files	16
Viewing your file	16
Absences:	17
Absence Reporting System:	17
VI: POLICIES	17
References to Selected District Policies:	17

QUICK REFERENCE DIRECTORY

Forest Lake Area Schools

Phone: 651-982-8100,

District website, www.flaschools.org

District intranet site, <https://sites.google.com/a/flaschools.org/in/>

Elementary Schools

Columbus Elementary – 17345 Notre Dame St., Forest Lake, MN 55025, 651-982-8900

Forest View Elementary – 620 SW 4th St., Forest Lake, MN 55025, 651-982-8200

Lino Lakes Elementary – 725 Main St., Lino Lakes, MN 55014, 651-982-8850

Linwood Elementary – 21900 Typo Creek Dr. NE, Wyoming, MN 55092, 651-982-1900

Scandia Elementary – 14351 Scandia Trail N., Scandia, MN 55073, 651-982-3300

Wyoming Elementary – 25701 Forest Blvd., N., Wyoming, MN 55092, 651-982-8000

Middle School

Forest Lake Area Middle School - 21395 Goodview Ave., Forest Lake, MN 55025, 651-982-3000

Senior High Schools

Forest Lake Area High School – 6101 Scandia Trail N., Forest Lake, MN 55025, 651-982-8400

Forest Lake Area Community School – 943 SW 9th Ave, Forest Lake, MN 55025, 651-982-3170

Student Transition Education Program (STEP) – 200 SW 4th St., Forest Lake, MN 55025, 651-982-8651

Other District Buildings

Forest Lake Area Education Center – 943 SW 9th Ave., Forest Lake, MN 55025, 651-982-3170

District Maintenance – 832 SW 4th St., Forest Lake, MN 55025, 651-982-8173

District Office – 6100 N. 210th St., Forest Lake, MN 55025, 651-982-8104

District Supply – 832 SW 4th St., Forest Lake, MN 55025, 651-982-8175

Forest Lake Sports Center – 5530 – 206th St. N., Forest Lake, MN 55025, 651-982-8160

Swimming Pool – 943 SW 9th Ave, Forest Lake, MN 55025, 651-982-8746

Transportation Office – 207 NW 6th Ave., Forest Lake, MN 55025, 651-982-8190

Please refer to the District website, www.flaschools.org, for a complete, up-to-date listing of numbers and addresses.

District Services

Absence Reporting	651-982-8148
Benefits	651-982-8113
Buildings & Grounds	651-982-8117
Bus Garage	651-982-8190
Communications	651-982-8118
Community Education	651-982-8110
District Office	651-982-8104
Nutrition Services	651-982-8396
Human Resources	651-982-8124
	651-982-8116
Payroll	651-982-8119
Sports Center / Ice Arena	651-982-8160
Swimming Pool	651-982-8746

I. KEEPING STUDENTS SAFE

Because you are an employee or volunteer with the District, you have certain obligations to help maintain a safe and secure workplace for yourself, as well as for other staff members and students. It is your responsibility to become and remain mindful of situations that may cause students or other employees to have a less than secure experience. Specifics related to this concept include, but are not limited to, those listed below in this section.

Relationships with Students:

As a school employee or volunteer, you are responsible for keeping students safe. Part of your role is to work with students in a manner consistent with your position. Our employees and volunteers create healthy and effective relationships with students for the purpose of encouraging them to achieve their highest academic potential. It is critical that adult relationships with students remain professional and supportive. Romantic or dating relationships with students, providing students with drugs, alcohol or other inappropriate materials are strictly prohibited. Further, it is each employee's responsibility to ensure his or her contact with students remains appropriate at all times. Off-site connections with students must be transparent to the student's parents / guardians. Do not give students your personal phone number or email address. (NOTE - it is reasonable that, in communities such as ours, students can and do sometimes perform work services for staff members - including babysitting, yard care, or similar activities. Staff members must work with students' parents / guardians in such circumstances, and parents / guardians must always be aware of work arrangements.) Do not connect with students on personal social networking sites. Decline any student-initiated connection requests.

Student Safety:

All employees have responsibility for the safety and welfare of the students. General supervision is provided within the school buildings, on the school grounds, and at the site of school sponsored activities. As a district employee, you have an obligation to report any situation that could impair student safety including, but not limited to: physical hazards, student or employee conduct that could endanger students' health or safety, staff members with inappropriately close relationships with students.

Identifying and Reporting Student Grooming:

"Grooming" is the manipulative process of an adult building a trusting relationship with a child, teenager, or vulnerable adult in order to manipulate, exploit, or abuse them. Grooming can happen either by men or by women. Although it isn't common, it does happen. At some point, you might be in a position to notice that another staff member is developing an inappropriately close relationship with a student. It is not your responsibility to discern the other staff member's motivation for such conduct. It IS your responsibility to make sure you let a building or program administrator know about your observations. Do not assume others in the building see the same things you do. This is not being disloyal to a co-worker, and reporting your observations will not automatically result in employment discipline being taken against your co-worker. But it is critical that you let an administrator know so that appropriate conversations can occur.

Preventing and Responding to Bullying and Harassment:

As a staff member, it is your responsibility to:

- remain particularly alert to situations where one or more students may be bullying another, or where another student or a staff member is harassing any student;
- intervene to stop the problem behavior; and
- immediately notify a building or program administrator.

Students are best able to learn and thrive in an environment free of these influences. More information about Bullying and Harassment can be found in District Policies 541, 425 and 510. But it isn't so important that you are

aware of all the nuances of the definitions and procedures in those policies - it is far more important that you remain aware of interactions that may not be appropriate and that you notify an administrator, with as much detail as possible, so that that person can look into the matter.

Mandatory Reporting of Maltreatment of Children or Vulnerable Adults:

All school district personnel, including employees and volunteers, have an obligation, established by state statutes, to make a report within 24 hours when the employee or volunteer knows or has reason to know that a child or vulnerable adult is being maltreated or neglected. While it is best to also inform the building or program administrator, employees must report to the appropriate authority.

- If the possible maltreatment occurred in a school, the report must be made to the [Minnesota Department of Education](https://education.mn.gov/MDE/dse/mal/): <https://education.mn.gov/MDE/dse/mal/>
- If the possible maltreatment occurred within the home, family childcare, foster care settings, or in juvenile correctional facilities, the report must be made to the appropriate County social service agency.
 - [Washington County](https://www.co.washington.mn.us/806/Child-Protection): <https://www.co.washington.mn.us/806/Child-Protection>
 - [Anoka County](https://www.anokacounty.us/3099/Child-Protection-Child-Abuse): <https://www.anokacounty.us/3099/Child-Protection-Child-Abuse>
 - [Chisago County](https://www.chisagocounty.us/440/Child-Protection): <https://www.chisagocounty.us/440/Child-Protection>
- The [Minnesota Department of Human Services](https://mn.gov/dhs/general-public/licensing/maltreatment-investigations/) receives and investigates reports of alleged maltreatment that occur in licensed childcare centers and maltreatment of vulnerable adults: <https://mn.gov/dhs/general-public/licensing/maltreatment-investigations/>
- If the possible maltreatment involves potential violation of criminal statute, the report should be made to the appropriate law enforcement agency.

If you are uncertain about how or where to report, you should contact either your (or any) building principal or program supervisor, any other building principal, the Director of Administration and Human Resources (at 651-982-8123 or dfriedmann@flaschools.org) or the [Minnesota Department of Education](https://education.mn.gov/MDE/dse/mal/) (at (651) 582-8546). Any of those contacts will assist you in determining appropriate next steps.

Taking Student Photos:

Teachers and other support staff sometimes take photos to include in class communications, or to send to parents to share what activities a student enjoyed that day. Staff members doing so must become familiar with any students whose families have opted out of having their students' information shared in this fashion. Also, staff members must remove student photos from their personal devices as soon as reasonably possible - certainly within 48 hours. Distributing or posting student photos to outside viewers (not families or affiliated with school) is not permitted by staff members unless they have been authorized by their building or program administrator.

Physical Contact with Students:

Students must never be restrained or forcibly corrected unless there is a present danger of injury to the student or to another person. If a student is damaging property only, the student must not be restrained, and other students should be removed from the vicinity as quickly and safely as possible. Staff members should not physically place themselves into dangerous situations, such as students violently fighting. In such a circumstance, staff members should work with other staff members to attempt to safely separate students. Brief, supportive contact with students should preferably take the form of knuckle bumps, high fives, and the like. If a very young or developmentally delayed student initiates more significant physical contact (hugging, for example), a staff member should limit the contact and disengage as soon as reasonably possible.

Protecting Student Data:

Personally identifiable information on students may only be shared with a student, the student's parent or guardian, and other school staff members who have a legitimate educational interest in the student data. Best practice is to not include student information in emails.

Emergency Situations / SRP:

Our district uses the Standard Response Protocol (© I Love U Guys Foundation) to respond to a wide variety of

emergency or potential emergency situations. Information is available in buildings and on training sessions throughout school years. If you need clarification on any of the actions included in the SRP, please contact your building administrator or your supervisor.

II. PROFESSIONAL RESPONSIBILITY

Attendance:

You are employed, and your position exists, in order to help students achieve their full potential in their education. We do not have any positions that are “extra”, or that do not matter much to this core mission. Your role is important, and your regular attendance and performance of your role is an essential function of your job. If you are unable to attend work on a given day, you must enter your absence and appropriately request any paid leave time that applies to your absence. Unpaid absence must be minimized, and should only happen for pressing and unavoidable reasons.

Attire and Personal Grooming:

You are expected to come to work in clean clothing that is appropriate for your assignment. Instructional staff members should present themselves in a professional manner consistent with the physical demands of their role. Clothing should be free of strong or offensive odors (including, but not limited to, cigarettes or marijuana).

Bringing your kids (or others) to work with you:

Many times, staff wish to bring their own children to work with them. As a district, we do not support ‘Bring Your Child to Work’ day, either from a staff/parent or from a student perspective. We believe students learn best in their classes, and employees perform their work best when they are not responsible for simultaneously managing their children. As a District, we view having a workplace that is responsive to family needs as desirable, and so we attempt to find workable arrangements for staff members whose children need a place to be for short periods of time, mostly before or after the standard school day. These arrangements are discretionary and administration will end them if they are causing difficulty. In any event:

1. Attending to work duties is the most important factor on duty time. Bringing dependents cannot prevent a staff member from completing her/his responsibilities during duty time.
2. Neither other staff nor other students should be asked to step into a role where they are assuming responsibility for the child(ren).
3. If a staff member has one or more children present, any other staff member must be alerted to that fact - particularly if data about students is being discussed. The child(ren) may have no access to protected data on other students, including any phone conversations the staff member may be having about students.
4. A staff member who wishes to have his or her own children present on a regular basis during duty time OR for part or all of any student contact time must have the approval of the building principal.

Drugs, Alcohol, and Controlled Substances:

You may not bring onto District property any alcoholic beverage, any drug, or any medication or other controlled substance that has not been prescribed to you. Even if you have a prescription for medical marijuana, you may not bring it onto District property, as it is still prohibited by federal law. If you have a prescription that is permitted by both state and federal law, you may bring it to work with you, but you are responsible for ensuring it cannot be accessed by any student at any time. You may seek assistance from a building office to ensure the substance is secured. You may not report to work or perform work duties under the influence of alcohol or any drug not legally prescribed to you. If you have been prescribed any medication that may affect your alertness or your reactions, you must report use of such medication to your supervisor to be sure you are able to safely complete your assigned duties, including student supervision.

Tobacco, Cigarettes, and Vapes:

You may neither possess nor use these while on District property or on work time.

Firearms:

You are permitted to possess a firearm, if you are otherwise authorized to do so, provided it is securely stored in your vehicle and out of sight of any passersby - students or others. You may not bring the firearm into any District building under any circumstances.

Off-duty Conduct / Criminal Charges:

Things that occur while you are off duty may or may not materially impair your ability to perform your job whether or not a situation results in criminal charges. If you are charged with any violation of law other than a minor traffic offense, you must report the charge to your supervisor within 48 hours of the charge. This required report does not automatically lead to your termination from employment. It will result in a conversation about the nature of the charges and any arrangements that may need to be in place during the pendency of the criminal proceedings. This requirement exists for criminal charges in any state or foreign country.

Harassment Among Colleagues:

You are required to refrain from any conduct that:

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

This includes (but isn't limited to) a requirement to refrain from: making comments (even in jest) about an employee's race, religion or national origin; repeatedly asking a co-worker to engage in a romantic relationship when a request has not been positively received; presenting 'gag' gifts that have a racial, sexual, or religious overtone; and making off-color or suggestive jokes.

Teamwork, Cooperation and Conflict Management:

While employees have different roles to fill, we are all here to support the core mission of making sure our students have the best possible education experience we can give them. Yet, inevitably, conflicts do arise among co-workers. Should you experience this, you are encouraged to take the following steps:

1. Consider whether your interpretation of your co-worker's actions might have a different explanation. Give your co-worker the benefit of a doubt.
2. Consider whether you can simply limit your interactions to politely working together. You are not required to be best friends. Perhaps you can both accomplish your tasks with limited extra interaction.
3. Politely, calmly, directly and privately let a co-worker know what has bothered you and ask if the two of you could reach an arrangement that minimizes the conflict.
4. Ask your supervisor for assistance to work through the conflict.

Social Media Use:

As a public employee, you do hold rights to express yourself in a public fashion, but that right is not unlimited. Even when you are not at work, your comments can reflect on you as a district employee and on the district. Post only what you want the world to see. Imagine your students, their parents, your administrator, visiting your site. Remember that others may have the ability to download and share your information, whether you think they can do that or not. If you post something (comment, story, photo or reaction to something, for example) online then realize it should not be there, it may still be available to others, even after it is removed from the site.

Employees must make clear that any views expressed online are the employee's alone and do not necessarily reflect the views of the district. Keep in mind, at all times, your role as a district employee and our need, as a district, to support all students and maintain a healthy work environment.

Speaking With the Media:

Things that happen in schools are interesting to the community, and we want to encourage community awareness and engagement. There are times that media outlets wish to publicize information about various events. Unless you have been clearly and specifically authorized to speak to the media, refer all media inquiries to the district's Communications Coordinator at 651-982-8118. We require employees not to speak independently to media representatives with respect to school district matters so that we can ensure accurate information is being distributed, and so that we can be sure we are not violating student or employee data practices rights.

Use of District Technology:

The use of school district technology and the Internet is provided primarily as a means to enable you to do your job. FLAS prohibits using FLAS resources to conduct a commercial business, to engage in illegal acts, or to access, review, upload, download, store, print, post, receive or distribute pornographic, obscene or sexually explicit material or other visual depictions; obscene, disrespectful or sexually explicit language; or material that advocates violence toward or discrimination against other people. All FLAS employees receive an email account. Employees should check their email daily to make sure that they are up-to-date on FLAS and department communications, issues, and opportunities. Any message or file created, stored or set using FLAS computers or communications equipment is the property of FLAS. Employees should have no expectation of privacy in any message that is a part of FLAS property.

Use of District property:

Employees are responsible for the care, appropriate use, and security of equipment and material provided for the performance of their duties. Employees who lose or damage District equipment or materials due to their gross neglect or intentional conduct may be required to pay the replacement costs of the equipment or material. Normal wear and tear resulting from appropriate use shall not be considered damage to District equipment. Any equipment checked out or removed from a school or department must be approved in advance by the employee's supervisor. Employees may not borrow District property (chairs, tables, vehicles, etc.) for private use.

Use of District facilities:

Any use of District facilities for a purpose other than fulfilling your responsibility as an employee must follow the facilities permitting process. During the school day, use of District facilities and assignment of rooms or space is under the jurisdiction of the principal or site administrator. After the school day, use of District facilities is included as part of the Community Education Department's facilities permitting process in cooperation with the school principal or site administrator.

Personal activities during work time:

The nature of our staff positions provides minimal opportunity during the work day for a staff member to engage in personal communication or activities. Staff members must refrain from personal communication or activities during scheduled work time. Minimal personal communication may be permitted, provided it does not interfere with a staff member's performance of assigned duties.

Selling items at work:

Staff members are permitted to make fundraiser items available for co-worker purchase. No staff member may sell items to a student (at school or anywhere else) without administrator and parent knowledge and consent. No staff member may pressure any co-worker or student to purchase any item. Staff members may not conduct activities for their own personal business during their work time. District email groups may not be used for fundraiser solicitations or sales, with the limited exception that the advisor of a District student activity may send one email to district staff to publicize a fundraiser for that group.

Resignation/Retirement:

Non-Licensed, Support Staff (Licensed Staff considerations are addressed in Section III, below): If you intend

to resign or retire from employment, you must submit adequate notice in writing prior to your last day of employment. The written notice must specify the effective date as the last day the employee will physically report for work. It must be submitted to your supervisor in accordance with the provisions of the employee's collective bargaining agreement.

All Staff: If you declare your departure without appropriate notice, you may be prevented from returning to employment, and your departure noted as a position abandonment. Return all keys, ID, technology and other district property to your supervisor or the building administrative assistant.

Subpoenas:

If you receive a subpoena to testify or to provide information in the context of your employment with the District, please contact your building or program administrator immediately.

III. CONSIDERATIONS SPECIFIC TO TEACHERS AND OTHER LICENSED SERVICE PROVIDERS

Licensure:

As professional employees, teachers and other licensed service providers have an obligation to ensure they participate in professional development opportunities sufficient to be able to timely renew the professional license when needed. The District offers abundant opportunities to licensed staff to obtain continuing education credits. A staff member who finds her/himself in need of CEU credits not offered by the District should communicate with the appropriate building or program administrator to discuss whether there is a way to create an opportunity to obtain needed credits.

Continuation of learning during staff absences:

Professional employees responsible for student instruction must always have sufficient plans available such that a substitute or other staff member is able to continue consistent instructional activities for students in the event the regular staff member has a planned or unplanned absence.

Resigning:

You are employed in a contractual relationship. A contract is a 2-way commitment - for the teacher to teach students and for the district to employ the teacher. In Minnesota, neither teachers nor districts have a unilateral right to just end a contractual agreement during the course of the school year. Attempting to do otherwise jeopardizes students' educational experiences and places an enormous burden on fellow staff members. Teachers may resign up until July 15 of any year prior to the following school year. Should you find yourself in a circumstance where you may wish to request to resign outside of this window, you should have a conversation as soon as possible with your building or program administrator. We will consider your request for release from your contract as reasonably as possible. In the meantime, we need you to continue to perform your duties as a teacher.

Additional Tutoring Arrangements:

Teachers may agree to private arrangements with one or more students' families to provide additional tutoring services. Such sessions may not be conducted at a FLAS building unless the teacher uses the facilities use process (through the Community Education office) to request space.

IV. HEALTH, SAFETY, AND WELL-BEING

Use Appropriate Safety Equipment and Practices:

When you stay safe, you are less likely to miss work time. But, more importantly, these expectations are to help you or others from experiencing very painful and life-affecting injuries. Therefore, you are expected to abide by general safe practices, such as: If you need to get something down from a height, use a stepstool, and maybe some help. Don't use things for purposes they're not intended for. Don't leave debris in walkways. Don't leave spilled liquid for someone to slip on. Always treat bodily fluids as if they are capable of making you very sick. Don't take shortcuts. Don't try to lift heavy loads on your own. These expectations are for the purpose of keeping you and others safe.

Environmental Health & Safety:

Forest Lake Area Schools and its employees maintain a strong commitment to safety in the workplace. Forest Lake Area Schools provides the equipment and training necessary to ensure a safe work environment, as listed below.

- Asbestos – All asbestos containing materials are inspected every six months within the District. Documentation of the results of the annual inspections are available in the office of the Supervisor of Buildings and Grounds, and a notice of which sites have experienced asbestos work is sent out to employees annually. The Minnesota Department of Health and the U.S. EPA oversee all asbestos related activities in Minnesota Public Schools.
- Accident and Injury Reduction Program - MN AWAIR - The District has conducted an Accident and Injury Reduction Analysis of all work-related tasks performed in the District and identified the necessary Personal Protective Equipment (PPE) to reduce the rate of injury.
- Bloodborne Pathogens – The District provides bloodborne pathogen training to all employees.
- Employee – Right To Know – The District provides initial and annual training to employees who, as part of their assigned job duties, work with products that fall under the Employee Right to Know standard. Personal protective equipment is provided for any products that warrant this control measure. Common employee groups covered by this standard are: custodians, food service, nursing, and transportation.
- Hearing Conservation – The District provides initial and annual training for employees that are exposed to dangerous noise levels as a part of their assigned job duties. The District provides hearing protection to prevent work-related hearing loss and annually conducts hearing tests for the affected employees. The District Grounds employees are currently covered under the hearing conservation standard.
- Lead in Water – Lead in water sampling has been conducted throughout the District at potable water sinks and fountains. Results are available on the District's [website](#), in the Buildings and Grounds section.
- Personal Protection Equipment (PPE) – PPE is provided by the District for any job tasks identified in the Accident and Injury Reduction Analysis. The employees will also be trained on how to use the equipment and proper storage.
- Radon - Buildings are tested once every three years. Results are available on the District's [website](#), in the Buildings and Grounds section.
- Safety Committee –this committee meets monthly through the school year to discuss and address safety concerns throughout the District. Meeting minutes are available on the District intranet site, <https://sites.google.com/a/flaschools.org/in/>
- [Safety Data Sheets](#) - for chemicals used in the district.

Finally, if you observe a situation you do not believe is safe, please report it to your building head custodian or your supervisor immediately.

Fragrances:

Many students and other staff members have heightened sensitivity to fragrances that are used in a variety of products. Staff members should refrain from using cologne, perfume, strongly scented lotions or after shave prior to coming to work. Other products may still contain significant fragrances. Staff members should remain aware of these fragrances and seek to minimize their noticeability. Depending on the needs of certain students or staff

members, building or program administrators may require all employees to be fragrance-free. Staff members should not use fragranced room fresheners in spaces that students use. Building or program administrators have authority to require that use of such products be discontinued in other areas as well.

District Wellness Program:

The Forest Lake Area Schools Wellness Program operates under the tenets that, as health care costs have risen, controlling them by way of prevention-oriented health promotion programs is the most cost-effective approach. Daily habits play a major role in health. Helping employees become healthier could generate many payoffs for our School District. Other benefits include, but are not limited to, improved: 1) increased productivity; 2) ability to attract and retain quality employees; and, 3) improved organizational image.

Our Wellness Program centers on the online platform Personify:

[Join.personifyhealth.com/FLASchools](https://join.personifyhealth.com/FLASchools)

If asked for a passphrase to create your account, it is:
businesslike-vine-90

Other Wellness programs or activities include:

- the annual optional Fall Flu Shot Clinics offered at most district buildings
- monthly newsletter with general interest topics
- various events planned by building wellness coordinators

Through the District's current medical insurance carrier, all District employees are eligible for services provided by the Employee Assistance Program (EAP) through M Health Fairview (612)-672-2195 or 800-CALL-EAP (fairview.org/EAP). This employee assistance program is a confidential assessment, short-term counseling, and referral service to help resolve personal problems which may affect your life at work or at home. We encourage employees to access the many services it offers. It is a valuable and confidential resource available to employees.

V. GENERAL PROVISIONS

Compensation / Insurances:

Compensation, insurance eligibility, and contributions toward the cost of insurance purchase for all employees is set either by collective bargaining agreement or by board-authorized employment plans. These documents have much in common, but do have some different provisions. The terms that apply to you, specifically, depend upon your position and your work assignment. Comprehensive information on compensation and insurance coverage is purposefully not addressed in this handbook, in light of the many factors that bear on eligibility. Please contact Human Resources or Payroll for more specific information about how terms apply to your position. Additionally, a great deal of benefits information is available on the district website at:

<https://www.flaschools.org/employment/medical-plan-information>

Pay Dates:

Payroll dates are every two weeks on Friday. Because a calendar year cannot be divided evenly by 2-week periods, this does mean that, occasionally, we have a year where we need to have a 3-week time frame between payroll dates. Employees will be notified of such a year in advance of the delay. The next time this is anticipated to happen will be in June / July of 2027.

Viewing Paycheck Information (Pay Stubs):

To view your paycheck information, go to the District [Employee Access Center \(EAC\)](#). Sign in using your FLAS employee number as your username and a password that you create. If you need assistance accessing this system,

please contact Payroll at 651-982-8119.

Overpayments:

At the beginning of your employment, and each time there is a pay rate change, it is your responsibility to check your pay information carefully. Please contact us with questions. We make every effort to correctly enter your pay information into the payroll systems and multiple reviews are in place. However, rarely, errors do occur. If you are being paid incorrectly and the rate is too low, we will need to correct the rate in the current school year. If you have been overpaid in error, you will be responsible for returning any overpayments. It is in your own best interest to partner with payroll staff to monitor your pay rate for accuracy.

Payroll Deductions:

Mandatory Deductions:

- Federal and State Income Tax: Based on the number of exemptions claimed, marital status, and annual income
- Social Security: Currently, 6.2% is withheld for Social Security and 1.45% on all earnings is withheld for Medicare.
- MN Paid Leave: This is a state-run program, funded through a mandatory payroll tax. FLAS and individual employees each pay 0.44% toward this program.
- Retirement: When you begin your employment with the Forest Lake Area School District, you also begin contributing to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period, your portion of contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf.
 - If you are interested in obtaining more information on the retirement association, you can contact the following:

Teachers Retirement Association 651-296-2409 or www.minnesotatra.org	Public Employees Retirement Association 651-296-7460 or www.mnpera.org
--	---

- Long Term disability premiums - If your position makes you eligible for this coverage, participation is mandatory and the premiums are deducted from your pay. Because you have paid the premiums, should you become eligible to collect LTD payments, that benefit is not taxed.
- Court-ordered deductions: wage garnishment, etc.

Employee Choice Deductions:

- 403(b)
- Health/Hospitalization insurance premiums
- Dental insurance premiums
- Union dues
- Flexible Spending Account (medical and/or daycare)

Other Deductions:

Absences from work not covered by sick/emergency leave, vacation, personal leave, or other paid leave provision.

Changes in Name, Address, Phone:

If you have a change in name, address, or phone number, please first make the changes in the EAC ([Employee](#)

[Access Center](#)) and then inform Human Resources immediately. Licensed employees should email Kari Damon at: kdamon@flaschools.org and Classified employees should email Jody Berg at: jberg@flaschools.org For name changes, you will need to complete new MN & Federal W-4's and bring in a copy of your new Driver's license or new social security card with your new name listed. Other items that may need to be updated are: your insurance and beneficiary information, report changes to Social Security, and your retirement association, and if you are a teacher you will need to notify PELSB to update your Teaching License. You will also need to update your voice recording on the Absence Reporting System and your voice mail information. To update your voice mail and e-mail information, contact your Building Technology Specialist or the Information Systems Technology Specialist at 651-982-8127.

Mileage and Expense Reimbursements:

The District will reimburse employees for authorized automobile mileage and travel. The District will also reimburse employees for other authorized purchases. Remember sales tax is not reimbursable. Employees must fill out the MONTHLY REPORT OF EXPENSES form to receive reimbursement. Reimbursement forms are available on the District intranet site under Forms, All Staff, Accounts Payable - Monthly Report of Expenses.

Flexible Spending Plan

Forest Lake Area Schools employees who are eligible, may participate in the Flexible Spending Plan. Employees participating in the Flexible Spending Plan save money by using pre-tax dollars for DEPENDENT DAY CARE and/or HEALTH AND DENTAL expenses that are not paid by insurance. For more information, please call the Benefits Coordinator at 651-982-8113.

Deferred Compensation Savings

The District offers you a way to help save for your retirement in the form of a 403(b) a 457 deferred compensation plan. This plan permits you to set aside some of your earnings before taxes are applied. The money you save always remains in your control, consistent with federal regulations. To set up a plan for yourself, you must meet with your tax sheltered annuities representative and then complete and sign a Salary Reduction Agreement. The Salary Reduction Agreement form is available in Payroll. Return the completed form to Payroll. For more information, please call the Benefits Coordinator at 651-982-8113.

Workers Compensation:

If you are injured at work, you must follow these steps:

1. Call the workers' compensation nurseline immediately at 1-844-847-8708. This number is also posted on employee bulletin boards at each work site. You will receive a report number.
2. If you need medical treatment for a work-related injury, you must provide the report number (from step 1) to the provider's office.
3. If you receive medical treatment for a work-related injury, you must obtain a Report of Work Ability from the provider. This report must be sent to the Benefits/Leave Senior Accountant at the District Office.
4. If the employee has lost time from work due to a work-related injury, the employee must immediately report this to the Benefits/Leave Senior Accountant.

It should be noted that the State of Minnesota assesses a monetary penalty to the District for the late filing of claims. Therefore, reporting of all work-related injuries immediately, as outlined above, is not optional.

Notary Public:

There are several employees located throughout the District who are Notaries Public. Their services are available to you as a District employee free of charge. Check with your building Administrative Assistant regarding this service.

Authorization to Sign Business Contracts for Good or Services:

No employee is authorized to sign a contract. All contracts must be signed by either the Director of Business Services or the Superintendent as per District policy.

Personnel Files and Data Privacy:

Personnel records are maintained by, and are the property of, the District

We adhere to state law regarding release of personnel information. Generally, all personnel data is private (must not be released without permission of data subject) unless defined as public by state law. Public data on employees includes information such as name, job, title, education and training, employment dates, salary, honors and awards, work location, work phone number, status of any complaints or charges against the employee, and whether or not the charge or complaint resulted in disciplinary action. Unions that are in place for bargaining units or who are seeking to represent a bargaining unit do have access to your personal contact information (address, phone number, personal email). Principals/administrators may access information in a file on a need basis, as determined by the Director of Administration / Human Resources. For additional information, see School Board Policy 406 – Public and Private Personnel Data.

NOTE: Home phone and address are NOT public information and should never be released without the consent of the employee except to a union that represents an employee group.

Information maintained in personnel files

Typically the following data would be in a file:

- Application
- Standard employment forms (tax forms, employment eligibility, etc.)
- Correspondence regarding disciplinary actions
- Letters of recommendation and evaluations
- Salary records
- License

In addition to the District personnel file, building principals maintain a file for their staff. These records are an extension of the District's file and would typically contain copies of evaluations, correspondence between you and the principal, correspondence from parents, etc.

Viewing your file

- You may ask to view the contents of your by making an appointment during a normal business day. You will need to present proper identification. You may have copies made at the usual district charge (currently \$0.25/page).
- You may prepare a written statement which clarifies or challenges information in your file.
- Generally, you do not have a right to demand material be placed in your file. Occasionally, staff members send documents such as letters of commendation, awards, or recommendations for placement in their files. Such requests will be considered for approval or rejection.

Absences:

There are many similarities among the leave provisions for various employee groups in the School District. However, there are also a number of differences that make a comprehensive description of leave benefits impractical in an employee handbook of this type. Leave provisions are either in your conditions of employment or are available through state or federal laws. Please refer to your specific agreement/employment policy to review the types of leaves that apply. The appropriate forms to be completed are available at the District intranet site,

<http://in.flaschools.org>

Absence Reporting System:

www.frontlineeducation.com

Help Desk Phone Number: 651-982-8148

Forest Lake Area Schools use an automated online Absence Reporting System. You, as an employee, enter information into the reporting system when you will need to be absent by accessing the online system. This system is not only seeking a substitute for your absence; it is also keeping a record of all your absences. Regardless of whether you require a substitute, you must report your absence.

All new employees will receive an email from Frontline with instructions on how to set themselves up to use the absence management system. If you need assistance, please contact the Help Desk at the number above.

All regular staff members are required to use the Absence Reporting System. To do so, you must complete the appropriate leave information, and obtain supervisor approval for your absence. Certain employee groups may receive more specific information on processes used in that group.

VI: POLICIES

References to Selected District Policies:

NOTE - This list contains references to some, but not all, district policies. All of the district policies can be found [here](https://www.flaschools.org/our-district/school-board/policies). <https://www.flaschools.org/our-district/school-board/policies> You are responsible for being aware of and abiding by all school district policies. If you have any questions, need clarification on any policy matter, please contact your building administrator, your supervisor, or the Director of Administration and Human Resources at 651-982-8123.

307	Salary Deferral Program [Enables 403(b) Plan]	432	Disability Nondiscrimination
308	Health and Safety	435	Drug-Free Workplace
313	Transportation Employee Drug and Alcohol Testing	436	Identification Badges
406	Personnel Data	439	Subpoena of District Employee
409	Employee-Student Relationships	443	Chemical Use and Abuse
411	Employee Right to Know (Hazardous Substances)	510	Title IX Sex Nondiscrimination (Applies to staff members as well as students)

414A	Mandated Reporting of Child Neglect or Abuse	527	Technology Acceptable Use
414B	Mandated Reporting of Maltreatment of Vulnerable Adults	541	Anti-Bullying (Establishes expectations for adult intervention)
416	Teacher Licensure	701	Facility Use
422	Employee Drug and Alcohol Use	704	School Visitors
425	Harassment and Violence	705	Political Campaigns and Activities
427	Tobacco-Free Environment (Includes terms on vaping equipment)	709	Distribution of Nonschool-Sponsored Materials