



Crosslake Community School  
35808 County Road 66  
P.O. Box 1020  
Crosslake, Minnesota 56442  
218-692-5437

## **STAFF HANDBOOK ADDENDUM JANUARY 1, 2024**

This document sets forth policies that are applicable to all Crosslake Community Schools (CCS) staff. To the extent that a policy is outlined in this Addendum, the Addendum Policy is intended to either supplement or supersede the policy as listed in CCS' Staff Handbook (Handbook). Therefore, if a policy in the Handbook conflicts with a policy in this Addendum, CCS' staff should follow the Addendum Policy.

### **ACKNOWLEDGEMENT OF RECEIPT UNDERSTANDING**

**Please read, sign and return to Human Resources within five days.**

I have been given online access to CCS' staff Handbook and the Addendum for CCS' staff and have read and understood the material covered. I agree to comply with the policies, procedures and other guidelines set forth in the Handbook and the Addendum for CCS staff.

I understand that nothing contained in the Handbook and the Addendum for CCS' staff is intended to create, and shall not be construed as creating, an express or implied contract or guarantee of employment for a definite or indefinite term.

I understand that, from time to time, CCS may in its sole discretion clarify, amend, delete, or supplement any, all or any part of the Handbook and the Addendum for CCS' staff, and that such changes are effective immediately, whether or not they are distributed or received by CCS' staff.

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**EMPLOYEE SIGNATURE**

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**DATE**

## **BENEFITS** (Detailed information can found in CCS's Benefit booklet or online at HRConnection.com)

### Administrator Staff (.5 FTE or above)

(Director of Seat-Based Learning and Director of Online Learning)

- Staff only Medical insurance premium paid by CCS.
- Staff only Dental insurance premium paid by CCS.
- Optional vision insurance premium paid by staff.
- Term Life and Long-Term and Short-Term Disability coverage.
- TRA/PERA matching funds.
- 403(B) & PDP Investment options.
- 15 days of Paid Time Off per year.
- No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount, they would have earned, it will be deducted from their final paycheck.
- Up to 5 days (40 hours) paid out at the end of the school year to be adjusted based on the FTE of the staff (paid at \$17.50 per hour)
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff

### Licensed Full-Time Exempt Staff & Food Service Coordinator (.5 FTE or above)

(Classroom Teacher, Special Education Teacher, Behavior Interventionist (licensed), Learning Coach, Social Worker, Food Service Coordinator, Student and Family Engagement Coordinator)

- Staff only Medical insurance premium paid by CCS.
- Staff only Dental insurance premium paid by CCS.
- Optional vision insurance premium paid by staff.
- Term Life and Long-Term and Short-Term Disability coverage.
- TRA and PERA matching funds.
- 403(B) & PDP Investment options.
- 10 days of Paid Time Off per year (based on FTE)
- No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount, they would have earned, it will be deducted from their final paycheck.
- Up to 5 days (40 hours) paid out at the end of the school year to be adjusted based on the FTE of the staff (paid at \$17.50 per hour)
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff

### Licensed Part-time Exempt Staff (.1FTE - .49FTE)

(Please see HR for questions regarding positions under this category)

- 10 days (80 hours) of paid time off to be adjusted based on the FTE of the staff.
- No PTO carry over.
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount that they would have earned, it will be deducted from their final paycheck.

- Up to 5 days (40 hours) paid out at the end of the school year to be adjusted based on FTE of the staff (paid at \$17.50 per hour).
- TRA and PERA matching funds
- 403(B) & PDP Investment options.

Non-Licensed Exempt Staff (.5FTE or above) - 12 month agreement  
(Human Resources/Business Manager, Executive Assistant, Technology Coordinator)

- Staff only Medical insurance premium paid by CCS.
- Staff only Dental insurance premium paid by CCS.
- Optional vision insurance premium paid by staff.
- Life and Long-Term and Short-Term Disability insurance coverage.
- PERA and/or TRA matching funds.
- 403(B) & PDP Investment options.
- 13 Days of Paid Time Off per year (based on FTE)
- No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount that they would have earned, it will be deducted from their final paycheck.
- Up to 5 days (40 hours) paid out at the end of the school year (paid at \$17.50 per hour).
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff

Non-Exempt Full-Time Hourly Staff (20 hours or more per week) - 12 month agreement  
(Administrative Assistant, Attendance Coordinator, Admissions Coordinator, State Reporting Coordinator, Custodian/Maintenance)

- Staff only Medical insurance premium paid by CCS.
- Staff only Dental insurance premium paid by CCS.
- Optional vision insurance premium paid by staff.
- Term Life and Long-Term and Short-Term Disability coverage.
- PERA and/or TRA matching funds.
- 403(B) & PDP Investment options.
- 13 Days of Paid Time Off per year (based on agreement hours).
- No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount that they would have earned, it will be deducted from their final paycheck.
- Up to five days paid out at the end of the year to be adjusted based on the FTE of the staff (paid at \$15.00 per hour).
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff

Non-Exempt Full-Time Hourly Staff (20 hours or more per week) - 9 month agreement  
(Paraprofessional, Health Aid, Academic Interventionist, Behavior Interventionist (non-licensed), Food Service Assistant, School Cleaner)

- Staff only Medical insurance premium paid by CCS.
- Staff only Dental insurance premium paid by CCS.
- Optional vision insurance premium paid by staff.
- Term Life and Long-Term and Short-Term Disability coverage.

- PERA matching funds.
- 403(B) & PDP Investment options.
- Six days of Paid Time Off per year (based on agreement hours).
- No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount that they would have earned, it will be deducted from their final paycheck.
- Up to five days paid out at the end of the year to be adjusted based on the FTE of the staff (paid at \$15.00 per hour).
- Three floating holidays (non-session days, paid at regular rate and FTE)
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff.

Non-Exempt Part-Time Hourly Staff (less than 20 hours per week) - 9 month agreement  
(Please see HR for questions regarding positions under this category)

- PERA matching funds.
- 403(B) & PDP Investment options.
- Six days of Paid Time Off per year (based on agreement hours).
- No PTO carry over.
- Any staff leaving early will have a pro-rated PTO. If they have exceeded the amount that they would have earned, it will be deducted from their final paycheck.
- Up to five days paid out at the end of the year to be adjusted based on the FTE of the staff (paid at \$15.00 per hour).
- Three floating holidays (non-session days, paid at regular rate and FTE)
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings or grandchildren to be adjusted based on the FTE of the staff.

## PAID TIME OFF (PTO) REQUESTS

### (Including Earned Sick and Sick Time (ESST) Leave)

All CCS Employees will have up-fronted PTO/ESST of at least one hour of earned sick and safe time for every 30 hours worked. A year for purposes of the employee's earned sick and safe time accrual is July 1st to June 30th.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, are indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time is paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they must inform the Director by filling out a PTO slip as far in advance as possible, but at least one day in advance. In situations where an employee cannot provide advance notice, the employee should contact the Director via email or phone as soon as they know they will be unable to work.

As soon as a staff member becomes aware of the need to use PTO for a non-ESST reason, a request form must be filled out and will be submitted to the appropriate Director(s) for approval and then to Human Resources/Business Manager for processing.

Should a substitute need to be scheduled, one will be secured prior to approving the leave request. All leave requests must be approved by the staff's Director. Exceptions will be made for those staff members who become ill and must call in from home. Staff members who need to notify CCS of their absence are asked to contact the Administrative Assistant ASAP. However, the sooner the notification can be made, the better. The longer the lead time, the better the chance of securing a substitute. Requests for discretionary PTO (for non-ESST reasons) will be handled on a first-come/first-served basis pending substitute availability. PTO is discouraged during the last two weeks of the school year and attendance at staff development events is expected.