

BECKER PUBLIC SCHOOLS



STAFF HANDBOOK

2025-2026 SCHOOL YEAR

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INTRODUCTION AND PURPOSE

WELCOME MESSAGE

It is our privilege to welcome you to Becker Public Schools. We are excited to have you join our Bulldog team. Every employee in our school district, regardless of job title or department, plays an essential role in the success of our students and achieving our mission. We hope that your experience here is an enjoyable and rewarding one. Again, welcome to Becker!

KEYS TO SUCCESS:

There are four basic elements common to every position that we believe are the keys to your success:

1. **Professionalism**
Maintain respectful, ethical, and responsible behavior in all interactions—with students, families, colleagues, and the community. Represent the District positively through punctuality, dependability, and appropriate conduct.
2. **Collaboration**
Work effectively as part of a team by communicating clearly, listening actively, and supporting shared goals. Success in a school environment depends on strong relationships and mutual respect across all roles.
3. **Commitment to Students**
Keep student learning, safety, and well-being at the center of your work. Whether directly or indirectly serving students, every role contributes to a positive school climate and educational outcomes.
4. **Adaptability and Continuous Improvement**
Embrace change, remain flexible, and seek opportunities to learn and grow. The ability to respond constructively to feedback, evolving needs, and new initiatives is essential in a dynamic educational environment.

TRADITION OF EXCELLENCE:

Becker Public Schools has a proud tradition of excellence, reflected in its highly qualified and diverse staff. The teaching team represents a blend of experience and educational backgrounds, fostering a rich learning environment for students. The dedicated support staff further exemplifies commitment, with many maintaining long tenures within the district. Together, they create a stable and nurturing environment for both students and families.

The district benefits from supportive families who value education and actively engage with the District to form strong partnerships. This community collaboration is bolstered by a dedicated school board that prioritizes academic rigor and student achievement. Their commitment ensures reasonable class sizes, exceptional facilities, and an educational environment conducive to success.

COMMITMENT TO CONTINUOUS IMPROVEMENT:

With over a century of success, Becker Public Schools remains forward-focused, striving to enhance its curriculum and educational delivery systems. Recognizing the importance of equipping students with the skills needed for a global economy, the district embraces a continuous improvement model. This drive for excellence ensures that students are challenged to reach their fullest potential and are prepared to meet future challenges with confidence.

CAMPUS OVERVIEW:

The district's cohesive campus comprises five education buildings, along with an off-site transportation building. Together, these schools serve approximately 2,800 students, providing a seamless educational experience within a single location.

- Early Education Center (PreK)
- Primary School (K-2)
- Intermediate School (3-5)
- Middle School (6-8)
- High School (9-12)
- Transportation Building

DISTRICT MISSION, VISION, AND BELIEF STATEMENTS

Together, the mission, vision, and belief statements below guide Becker Public Schools in fostering a culture of excellence and preparing students for the opportunities and challenges of tomorrow.

Mission: Developing Self-Directed Learners to Thrive in a Changing Global Community

Vision: Imagining Possibilities, Discovering Potential, Inspiring the Future

Belief Statements:

- We believe that everyone is unique, has worth, deserves respect, and can learn and excel in an environment tailored to their needs.
- We believe that it is the responsibility of every school to provide a respectful, physically and emotionally safe and secure learning environment for everyone.
- We believe that critical thinking and problem-solving skills are fundamental to preparing students for their future.
- We believe in the potential of all students to succeed in an ever-changing world.
- We believe in the value and importance of student involvement in activities to create well-rounded citizens.

Click [here](#) for the full 2022-2027 Strategic Plan

PURPOSE OF THE HANDBOOK

This staff handbook is designed to introduce you to our District and help familiarize you with District policies and procedures. It also provides general guidance on work rules, expectations, benefits, and other topics related to your employment. It is not to be all-inclusive. This handbook cannot address every situation that may arise in the workplace. The District retains the right and authority to address situations as the District sees fit, without the need to include in this handbook.

Each building and/or department may have an additional handbook which addresses more position specific information, which employees are also expected to review and understand.

Please be aware of the following disclaimers of this employee handbook:

- This handbook does not create a contract and should not be interpreted as creating a contract, either expressed or implied.
- This handbook does not alter the “at-will” employment relationship that exists between certain employees and the School District. Neither this handbook, nor any of the benefits described herein, guarantee employment for any period of time.
- Terms and conditions of employment are governed by applicable federal, state, and local laws. In the event any language or policy in the handbook is in conflict with applicable law, the law will prevail.

- Employees are expected to familiarize themselves with, and abide by, all School District policies, rules, regulations, directives, and orders. Click [here](#) for District policies.
- The District reserves the right to make changes to this handbook and all policies and procedures at any time, with or without notice, and to interpret the policies and procedures at its discretion.

If you have any questions regarding information included in this handbook, please contact the Human Resources Department for assistance.

ANNUAL REVIEW OF HANDBOOK:

Each year, all District employees are expected to review the handbook and policies referenced herein. An employee who does not understand the information contained in this handbook, policies, or procedures, should contact the Human Resources Department for clarification.

COLLECTIVE BARGAINING AGREEMENTS AND CONTRACTS:

As a District Employee, you may be represented by a bargaining unit. This means your work activities are subject to a collective bargaining agreement between the District and an employee organization. Some employees may not be represented by a bargaining unit. All non-represented employees are employed at the will and discretion of the District. Unless otherwise expressly agreed to in writing, employees may be employed, promoted, demoted, or terminated at the will of the District. It is important that you review and understand your contract agreement, whether it is a union-negotiated collective bargaining agreement, or an individual contract.

The provisions in this handbook are not intended to replace the terms in any existing employment contract.

EMPLOYMENT INFORMATION

NOTICE OF NONDISCRIMINATION / TITLE IX

ISD 726 does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity). We prohibit sex discrimination in any education program or activity that it controls, as required by [Title IX](#).

Inquiries regarding Title IX may be referred to the District's Title IX Coordinator, or the US Department of Education's Office for Civil Rights.

The District's Title IX Coordinator is:
Jennifer Lorentz, Director of Human Resources
Email: jlorentz@isd726.org
Phone: 763.261.6331

The District's nondiscrimination policy (Policy 102 - "Equal Educational Opportunity") and grievance procedures (Policy 522 - "Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process") can be found on the District's website at: <https://www.becker.k12.mn.us/home/district-policies>

To report or make a complaint of sex discrimination, please contact the District's Title IX Coordinator.

EMPLOYEE EXPECTATIONS AND RESPONSIBILITIES

EMPLOYEE RIGHTS AND RESPONSIBILITIES:

Employees have the right to a safe, respectful workplace and to fair treatment under applicable laws, policies, and collective bargaining agreements. In turn, employees are expected to maintain professionalism, follow district policies, fulfill job responsibilities, and support the district's mission.

CONFIDENTIALITY:

All employees of the District are expected to maintain the highest level of confidentiality in accordance with state and federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act (MGDPA), and the Health Insurance Portability and Accountability Act (HIPAA), where applicable.

This confidential information is any and all information disclosed to or known by you because of your employment with the Becker School District that is not generally known to people outside the School District. Employees may have access to sensitive information regarding students, families, and colleagues, including academic performance, health records, personal matters, disciplinary issues, and employment-related data. This information must only be accessed, discussed, or disclosed when directly related to the performance of your professional duties and only with individuals who are authorized to receive such information.

Improper disclosure of confidential information, whether intentional or unintentional, is considered a serious violation of District policy and may result in disciplinary action, up to and including termination of employment. Employees must consult their supervisor with any questions regarding confidential

All employees are expected to:

- Refrain from discussing confidential information in public or non-secure settings, inside or outside of the workplace.
- Use secure systems and practices when storing or transmitting confidential data.
- Immediately report any suspected breach of confidentiality to their supervisor or HR.
- Consult their supervisor with any questions regarding how to handle confidential information.

MANDATED REPORTING (Policy 414 & 415):

All district employees are mandated reporters under Minnesota law (Minn. Stat. § 260E.06 - Maltreatment Reporting) and must immediately report any suspected child abuse, neglect, or maltreatment to law enforcement or child protection services.

You are not required to confirm the abuse—reasonable suspicion is enough. Reports must be made within 24 hours, and employees are legally responsible for making the report themselves. The school counselor or social worker may assist in completing these steps. Notify administration of the report, and always keep a record of your actions including: dates, times, phone calls and with whom you talked.

Failure to report can result in disciplinary action and legal consequences. Mandated reporters are protected from liability when reporting in good faith. Training on this requirement is provided during onboarding, and as needed.

REPORTING VIOLATIONS OR CONCERNS (Policy 103):

Employees are expected to promptly report any suspected violations of district policy, law, or ethical standards. Reports may be made to a supervisor, HR, or through the reporting system. The district prohibits retaliation against employees who make good faith reports.

PUBLIC AND PRIVATE PERSONNEL DATA (Policy 406):

Employee private and public data is defined and set by federal law and state statute. Below are some items considered public personnel data.

- Name, employee identification number, actual gross salary, terms of employment, actual gross pension, employer paid fringe benefits, settlement agreements.
- Job title, job description, education and training background, and previous work experience.
- The existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in disciplinary action.
- Work location, phone number, badge number, work-related continuing education, and honors and awards received.

EMPLOYMENT ELIGIBILITY AND ONBOARDING

CRIMINAL BACKGROUND CHECKS (Policy 404):

District Employees: In order for an individual to be eligible for employment, in any capacity, the individual must complete and pass a criminal background check through the District. Any cost for the background check shall be paid by the employee. The offer of employment, or opportunity to provide services, shall be contingent upon a determination by the School District that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the School District.

District Volunteers, Student Teachers, Practicum Students: The School District requires any person working with students to complete and pass a criminal background check through the District, prior to performing services. Any cost for the background check shall be paid by the employee. Volunteers must check in with the Administrative Assistant at the school site to ensure there is a current check on file.

VERIFICATION OF CREDENTIALS (Policy 424):

Employees in licensed or credentialed positions must provide valid proof of required licensure, endorsements, and certifications. It is the employee's responsibility to ensure that credentials remain current and are renewed before expiration.

NEW EMPLOYEE ORIENTATION:

All new employees will participate in an orientation process designed to introduce them to district policies, expectations, and workplace procedures. Orientation may include online training, in-person sessions, and department-specific onboarding. Employees are expected to reach out to their supervisor, or the HR Department, if they have any questions regarding their position or District procedures.

REQUIRED TRAINING / CERTIFICATIONS:

Certain roles require completion of mandatory training or certifications, such as Mandated Reporting of Child Abuse and Neglect, CPR/First Aid, Bloodborne Pathogens, and data privacy. Employees are responsible for completing required training within the designated timeframe and maintaining any required certifications.

EMPLOYMENT STATUS AND CLASSIFICATION

EMPLOYEE CLASSIFICATIONS:

Employees are classified based on the nature of their position and terms of employment. Common classifications include full-time, part-time, temporary, substitute, probationary, and seasonal. Each classification may impact eligibility for benefits and other terms of employment, as outlined in applicable contracts or district policies.

PROBATIONARY PERIOD:

All employees are subject to a probationary period upon initial employment. The length of this period may vary depending on the employee's position and applicable collective bargaining agreement or employment contract. During the probationary period, the District evaluates the employee's performance, conduct, and overall fit for the role. Employment may be terminated at any time during this period, with or without cause, at the discretion of the District.

PERFORMANCE EVALUATIONS:

Each employee will receive a formal performance review at least once annually. The purpose of the evaluation is to:

- Provide constructive feedback on job performance.
- Recognize achievements and contributions.
- Identify areas for growth and improvement.
- Set goals and expectations for the future.

These reviews are conducted by the employee's direct supervisor and serve as a two-way conversation regarding performance and professional development.

PROCEDURES AND EXPECTATIONS

DISTRICT CALENDARS AND SCHEDULES

SCHOOL CALENDAR:

The calendar for each school year is drafted by a calendar committee which is comprised of District representatives. This calendar is presented to the School Board for approval and is posted on the District website.

BUILDING START AND END TIMES:

The times listed below indicate the start and end times for each school. Employee start and end times may be different from the start and end times listed below. Staff should contact their supervisor or building principal if they have any questions regarding their work schedule.

	Classes Begin	Classes End
Primary School	8:00 AM	2:40 / 2:42 PM
Intermediate School	8:00 AM	2:40 / 2:42 PM
Middle School	8:08 AM	2:55 PM
High School	8:10 AM	2:55 PM

GENERAL WORKPLACE OPERATIONS

SCHOOL LUNCH:

Employees may purchase meals in the school cafeteria. To set up a lunch account, contact the Food Service Secretary, at 763.261.6510.

STAFF PARKING:

Staff members are asked to park in the areas designated for staff parking in each building. Contact your building secretary for parking badges.

- High School: Outside of Door #11 or Door #1
- Middle School: Designated parking in the front and back of the building
- Intermediate School: Large lot in the front of the building
- Primary School: Large lot in the front of the building

MAINTENANCE REQUESTS:

Employees who need a maintenance repair done must complete this online [Maintenance \(Work\) Referral Form](#) found on our website under Staff -> Forms.

TECHNOLOGY REQUESTS:

Employees who need technology assistance must complete this online [Help Desk Tech Support Form](#) found on our website under Staff -> Forms.

PERSONAL INFORMATION CHANGES:

It is important that your personal information is kept up to date within our SMARTeR system, and HR/Payroll. If there are changes to your name, address, phone number, dependents, insurance, beneficiaries, etc., it is your responsibility to notify HR and/or Payroll as soon as possible.

Employees must complete the online [Staff Contact Information Change Request](#) form that is linked on our district website under Staff Forms for contact changes.

REASONABLE ACCOMMODATIONS:

Employees with a disability may request reasonable accommodations to perform the essential functions of their job. Contact the Human Resources Director to initiate the interactive process in accordance with the ADA and Minnesota Human Rights Act.

WORK SCHEDULES, ATTENDANCE, AND ASSIGNMENTS

WORK HOURS:

Work hours vary by position and are determined by the employee's role, assignment, and collective bargaining agreement or employment contract. Employees are expected to follow their assigned schedules and report to work on time. Any requests for schedule changes must be approved in advance by the employee's supervisor.

Supervisors may adjust work hours based on building needs, programming changes, or other operational considerations. Employees will be notified of such changes as early as practicable.

EMPLOYEE HOURS / OVERTIME:

The duration of hours and specific times of your workday is determined by your direct supervisor and/or your CBA. Employees are expected to clock in and out no more than 7 minutes from their start and end time. All additional work hours, including overtime, must be approved in advance. For clarification of this information, please contact your direct supervisor.

JOB PLACEMENTS AND ASSIGNMENTS:

The District reserves the right to assign or reassign employees to different buildings, departments, or job duties as needed, provided the work remains within the scope of the employee's current job description. Such reassignments may occur on a temporary or permanent basis and are intended to support the effective operation of district programs and services.

Employees are expected to remain flexible in their assignments and to perform all duties that are reasonably related to their position. If a reassignment results in a substantial change in responsibilities or work hours, the District will communicate the rationale and provide appropriate guidance or support as needed.

REGULAR ATTENDANCE:

Each employee is required to work the hours scheduled for their position. Regular and consistent attendance is critical to the mission of the District and the education of our students. Although there are times when employees are not able to report to work, the District has an expectation of regular attendance.

Employees who demonstrate an attendance record that is deemed unsatisfactory may be subject to disciplinary action. There may be times when appointments are unavoidable, but every effort should be made to schedule routine non-school related appointments outside of the work day. Vacations should be planned in accordance with scheduled breaks within the school year, when at all possible.

Reporting an absence that is not truthful is not acceptable and may result in disciplinary action. This includes, but is not limited to, using sick days for reasons other than those outlined in employee contracts, policies, and/or state and federal laws and/or requesting paid absences when you do not have paid leave available.

SCHOOL CLOSING, DELAYS, EARLY RELEASE:

Occasionally, inclement weather may cause school to be closed, delayed, or released early. If school is canceled or delayed, announcements will be provided to the following news outlets:

- WCCO Channel 4
- KSTP TV Channel 5
- KARE TV Channel 11
- KMSP/FOX Channel 9

Information related to school closings, delays, or early releases can be found on the District website. Please contact your immediate supervisor with any questions regarding schedule changes.

ELEARNING EXPECTATIONS:

Employees may be assigned duties on eLearning days such as remote instruction, student support, professional development, or other responsibilities as determined by their supervisor. Expectations may vary based on job classification. Please refer to your union agreement, or immediate supervisor, for more information.

EMPLOYEE APPEARANCE AND PROFESSIONALISM

APPEARANCE / DRESS:

Staff members are expected to maintain a clean and professional appearance that strengthens respect for the profession and the Becker School District. It is important that employees understand that they may be role models for our students and to maintain a professional image. Clean, neat, and professional dress is expected.

Various positions may require uniforms and/or specific footwear for the safety of themselves and students, which will be communicated by your supervisor or department handbook. All other employees should dress in business casual attire.

Occasionally, school buildings will have spirit days where students and employees are invited to dress for specific themes/celebrations. If employees are not participating in a spirit dress up day, they must follow dress code expectations.

Inappropriate clothing includes, but is not limited to, clothing that is tight, revealing, short, torn, tattered, dirty, or with visual, written, or implied messages that are likely to disrupt the school environment.

PUBLIC RELATIONS:

We must always be conscious of public relations - on or off school grounds. School business should be dealt with only at school, and in a professional manner. If you have any concerns, they should be brought to your supervisor, or the HR Director.

Employees cannot independently enter into any promises or agreements for the District without advanced approval from the principal and/or superintendent. This includes volunteers and guest speakers.

CELL PHONES:

Personal cell phones should only be used in the event of an emergency, during breaks, or with pre-approval from a supervisor.

SOCIAL MEDIA:

Employees must use discretion in their personal use of social media and public platforms. Content that negatively reflects on the district, violates confidentiality, or undermines employee professionalism may result in disciplinary action.

TECHNOLOGY USE, ACCESS, AND EMPLOYEE COMMUNICATIONS:

All regular District employees have access to digital resources at ISD 726, including an @isd726.org email address. Employment information and communication is vital to your success. In order to be efficient and effective, the District utilizes electronic means as the main mode of communication among and to employees. You are responsible and expected to access your District email and the District website regularly, and to read messages and information completely.

The school district is providing employees with access to the District's network and information system, which includes Internet access. Users are expected to use network and Internet access through the District system to further educational and personal goals consistent with the mission of the District and school policies. Uses that might be acceptable on a user's private personal account, or another system, may not be acceptable on this limited purpose network.

Computers, I-Pads, network storage areas, email, and media connecting to District owned network resources may be treated in the same manner as school lockers. School officials may review files and communications to maintain system integrity and ensure that users are engaging in responsible activities. Users should not expect that files stored on district resources or email transmitted through the district domain will be private.

ABSENCES AND TIME-OFF

ABSENCE MANAGEMENT SYSTEM:

The school district utilizes the [Frontline](#) electronic system to fill and approve absences for all teachers, paraprofessionals, administrators, and directors. It is the staff member's responsibility to accurately use this system to report absences. Staff login information is issued by district business office staff at the time of hire.

SICK LEAVE:

The main purpose of sick leave is to provide income protection for absences due to illness and for short-term disability. The school district's long-term disability policy has a 45 consecutive calendar day benefit waiting period. Sick leave accumulation helps bridge the gap between the waiting period and a loss of income. Earned sick leave may also be used for reasons allowed under the MN Sick and Safe Time law.

VACATION AND/OR PERSONAL LEAVE:

Employees may be eligible to accrue vacation and/or personal leave. Eligibility is specified by each CBA, individual contracts, or group agreements. Employees are responsible for ensuring that they have enough vacation and/or personal leave to cover a planned paid absence.

BEREAVEMENT:

Employees may be eligible for bereavement leave. Approval for this leave is outlined in your CBA, individual contracts, or group agreements. The District reserves the right to confirm the relationship prior to approval.

JURY DUTY:

Employees who receive a summons for jury duty must notify their immediate supervisor, or principal, as soon as possible after receipt of the summons. Employees must enter time-off in Frontline and use the reason "Jury Duty" for the absence. Once Jury Duty is completed, the employee must complete the Jury Duty Leave Form, and return to the payroll department. All payments an employee receives for Jury Duty must be submitted to the payroll department.

UNPAID TIME:

As a general rule, unpaid time off is not granted. Employees are responsible to manage their paid time off benefits in order to have time available for vacations, sick leave, or emergencies. Only under extreme circumstances will the School District grant an employee to take unpaid time off for absences other than illness or injury, unless otherwise noted in the CBA. Any unpaid time off, regardless of the reason, must be pre-approved by the District.

LEAVE BALANCES AND TRACKING EXPECTATIONS:

Employees are expected to know their leave balance prior to requesting time-off to eliminate overuse of paid leave.

Leave balances can be calculated by taking the balance in your SMARTeR account and deducting any absences taken since the last date entered. This is a 2-step process because our absence management system does not automatically sync with our SMART payroll system. If you are unsure about your paid leave balance, contact the payroll department for clarification.

EXTENDED LEAVES OF ABSENCE

LEAVE OF ABSENCE REQUESTS:

Employees may be eligible to take a leave of absence for certain events. Specific provisions covering leaves of absences can be found in the employee's CBA, individual contract, or group agreement. The HR Department can assist employees in determining the eligibility duration and reasons for leave.

Employees who are absent for more than 5 consecutive days, must complete the Leave of Absence Request Form, and return to the HR Director for review. This form can be found on our District Website under Human Resources -> Payroll and Benefits.

When an employee is on an unpaid leave of absence, they will receive a prorated amount of salary and/or time-off accrual based on the number of unpaid days.

PAID FAMILY MEDICAL LEAVE (PFML):

Beginning January 1, 2026, eligible employees will have access to Minnesota's Paid Family and Medical Leave program, which provides partial wage replacement for up to 12 weeks per benefit year for qualifying family leave, medical leave, or a combination of both, up to a maximum of 20 weeks. This leave runs concurrently to the federal Family and Medical Leave Act (FMLA)

This program is administered by the Minnesota Department of Employment and Economic Development (DEED), not the District. Qualifying reasons include bonding with a new child, caring for a seriously ill family member, recovering from a serious health condition, or addressing safety concerns related to domestic violence. Leave requests will require application through the state program and coordination with the District's Human Resources Department.

FAMILY AND MEDICAL LEAVE ACT (FMLA - Policy 410):

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to foreign deployment of a military member who is an employee's spouse, child or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness. This leave runs concurrently with Paid Family Medical Leave.

The District's FMLA policy requires employees to exhaust all accrued paid leave prior to unpaid leave.

COMPENSATION AND BENEFITS

COMPENSATION AND PAYROLL

PAY DATES:

Payroll payments are issued on the 10th and 25th of each month. If these dates fall on a holiday or weekend, payments will be issued on the workday immediately prior. If you leave the school district prior to completing your full duty year, your final payment will be adjusted accordingly.

It is the employee's responsibility to turn in all work hours according to the District's pay schedule, by the payroll deadlines. This ensures sufficient time for the payroll office to process payroll accurately. When you submit your timesheet, you are confirming that the information being submitted is accurate.

ISD 726 Payroll Schedule

FOR TIME WORKED:	SUBMIT TIMESHEET BY:	TO BE PAID ON:
11th - 25th of the Month	26th	10th
26th - 10th of the Month	11th	25th

DIRECT DEPOSIT AND SMARTeR PORTAL USE:

The District strongly recommends that all employees enroll in direct deposit of payments. Detailed payroll information for each payment is provided and available to employees by visiting their SMARTeR account. Employee login information is provided to you at or about the time of hire. Payment history, leave account balances, year-to-date totals, Employee Wage Notice, and W4 information can be found by logging into your account.

Rates of pay are determined by the CBA, contract, or compensation/benefit handbook. Please refer to the appropriate document to determine your rate of pay.

We encourage employees to periodically review their pay stubs to ensure they understand and agree to the payroll information. Any questions should be directed to the payroll department.

EQUAL PAY AND WAGE DISCRIMINATION:

Becker Public Schools is committed to equal pay and anti-wage discrimination practices.

EMPLOYEE BENEFITS

Fringe benefits provided by ISD 726 vary from one particular job to another. The benefits noted below apply to all employees. The school district contributes toward these benefits on your behalf:

Unemployment Insurance
Workers Compensation
Social Security

The level and eligibility of the benefits mentioned below are based on the terms and conditions of your employment. Please refer to your CBA, individual contract, or group handbook for eligibility requirements and contribution amounts, if applicable.

ENROLLMENT PERIODS:

New employees will have the option to enroll in our benefit plans within 30 days of the time of hire. If they do not enroll at that time, they must wait for the open enrollment period, which is in September of each year. The new plan year begins October 1st and ends September 30th.

HEALTH INSURANCE:

Eligible employees may enroll in the school district's health insurance program provided by HealthPartners.

HealthPartners: 952.883.5000

Online: www.healthpartners.com

DENTAL INSURANCE:

Eligible employees may enroll in the school district's dental insurance program provided by Delta Dental.

Delta Dental Phone: 800.448.3815

Online: www.deltadentalmn.org

LONG-TERM DISABILITY INSURANCE:

The school district provides long term disability insurance to eligible employees through Madison National Life.

Madison National Life (NIS): 800.356.9601

LIFE INSURANCE:

The school district provides life insurance to eligible employees. Optional life insurance is also available to eligible employees.

Madison National Life (NIS): 800.356.9601

EMPLOYEE ASSISTANCE PROGRAM (EAP):

The Employee Assistance Program ("EAP") offers confidential support, information and resource referrals for a variety of concerns, both work and personal. This is a free and confidential service provided to you 24 hours per day.

Phone: 866.451.5465

Online: www.niseap.com

Login: NISEAP

Password: EAP

FLEXIBLE SPENDING ACCOUNTS (FSA):

Eligible employees may enroll in a flexible spending account to be reimbursed for certain dependent care and/or medical expenses tax-free. This information is provided at the date of hire and during the open enrollment period.

TAX SHELTERED PLANS - MATCHING CONTRIBUTIONS:

The school district may match contributions toward a tax sheltered plan for eligible employees. Eligibility is specified by each CBA, individual contracts, or group handbooks. Matching benefits may require an employee to be employed for a duration of time before eligibility. Information about tax sheltered plans can be found on our District website under Human Resources -> Payroll and Benefits. Employees must complete a form during the open enrollment period if they would like to receive the District match, or if there is a change in their District match amount. If an employee does not complete this form during open enrollment, they will not receive the District match for that year.

RETIREMENT PLANS / CONTRIBUTIONS

TRA: For employees in a position that requires a Minnesota Teacher License, contributions are made to the Teachers Retirement Association (TRA). Contact TRA at 1.800.657.3669 or www.minnesotatra.org for more information.

Employer Contributions: 9.81%

Employee Contributions: 8%

PERA: For employees meeting minimum earning requirements in a position that does not require a Minnesota Teacher License, contributions are made to the Public Employees Retirement Association (PERA). Contact PERA at 1.800.652.9026 or www.mnpera.org for more information.

Employer Contributions: 7.5%

Employee Contributions: 6.5%

CONDUCT AND BEHAVIOR EXPECTATIONS

CODE OF ETHICS FOR EMPLOYEES

CODE OF ETHICS FOR EMPLOYEES (PROFESSIONAL BEHAVIOR):

All employees are expected to maintain the highest standards of integrity, honesty, and professionalism in all work-related interactions. As public school employees, we serve as role models for students and representatives of the district. Conduct must reflect respect, responsibility, and a commitment to ethical decision-making. Employees are expected to refrain from off-duty conduct that would have a negative impact on the employee's effectiveness in their position in the District, or that would call into question the integrity of the District.

Employees must comply with all district policies, applicable state and federal laws, and professional codes of conduct. Any behavior that undermines the integrity or safety of the school environment may result in disciplinary action. This includes misuse of district property, insubordination, dishonesty, or inappropriate behavior toward students or coworkers.

Employees are expected to:

- Communicate respectfully with students, staff, families, and community members.
- Demonstrate punctuality, preparedness, and reliability.
- Refrain from gossip, insubordination, or disruptive workplace behavior.
- Maintain professional boundaries at all times. Unprofessional conduct may result in corrective action, up to and including termination.

These requirements are in no way intended to limit the first amendment rights of employees.

CODE OF ETHICS FOR MINNESOTA TEACHERS (STATUTE 8710.2100):

Licensed staff are required to comply with the Code of Ethics for Minnesota Teachers. This includes treating students with respect and dignity, maintaining confidentiality, avoiding conflicts of interest, and upholding the values of the teaching profession. Violations may be reported to the Professional Educator Licensing and Standards Board (PELSB).

POLITICAL ACTIVITY AND CAMPAIGNING:

Public employees may engage in political activity outside work but must not campaign or distribute materials during work hours or on district property.

HARASSMENT, DISCRIMINATION, AND BULLYING

Becker Public Schools is committed to fostering a safe, respectful, and inclusive environment for all employees and students. Harassment, discrimination, bullying, and any form of workplace violence are strictly prohibited. This includes behavior based on protected characteristics such as race, color, religion, sex, gender identity, age, disability, sexual orientation, or national origin. Employees must maintain professional boundaries at all times and are expected to report any suspected misconduct, threats, or violations of district policy to their supervisor or Human Resources. All good faith reports are protected from retaliation. The district promotes early, respectful conflict resolution whenever possible, and formal grievance procedures are available if concerns are not resolved informally. Expectations regarding conduct, reporting obligations, and staff-student relationships are outlined in Policies 401, 413, 423, and 514.

DRUG, ALCOHOL, AND TOBACCO USE

Becker Public Schools maintains a drug-free and tobacco-free workplace in accordance with state and federal law. Employees are prohibited from using, possessing, distributing, or being under the influence of alcohol or controlled substances while on duty or on district property. Similarly, the use of tobacco, including vaping products, is not allowed in any school buildings, vehicles, or grounds. Violations of these policies may result in disciplinary action, up to and including termination. Staff are expected to model healthy, safe behavior in alignment with district values and legal standards.

TECHNOLOGY USE AND RESPONSIBLE COMMUNICATION

RETURN OF DISTRICT-ISSUED DEVICES:

A change in the employment status of teachers, administrators, paraprofessionals, food service, secretaries, custodians, and all other staff require adjustment in access to email/network accounts and devices to reflect privileges consistent with that change. Questions related to this process should be directed to Human Resources or the Technology department.

At the time of resignation or retirement, and prior to leaving the district, you are responsible for returning any district property in your possession to your supervisor. This includes computers, iPads, phones, keys, fobs, identification badges, etc. If any of your devices have passcodes on them, you must provide those passcodes to your supervisor, or disable them.

Individuals will be issued an invoice for the replacement cost of a new device for any device not returned upon separation.

PROGRESSIVE DISCIPLINE

PROGRESSIVE DISCIPLINE:

To address performance or behavioral concerns, Becker Public Schools generally follows a progressive discipline process intended to correct issues through clear expectations and support. The standard steps in this process include:

1. **Corrective Coaching** – Informal guidance to clarify expectations and improve performance.
2. **Verbal Warning** – A documented conversation noting specific concerns and required changes.
3. **Written Warning** – A formal written notice of ongoing or serious concerns.
4. **Suspension** – Temporary removal from duty, with or without pay, depending on circumstances.
5. **Termination** – Dismissal from employment with the District.

While the District values consistency in applying this process, it reserves the right to advance to any step in the disciplinary sequence, including immediate termination, based on the nature/severity of the issue.

SAFETY AND EMERGENCY PROCEDURES

WORKPLACE SAFETY

LEAVING THE BUILDING:

Employees are required to notify their supervisor and/or clock in and out when leaving the building during the workday. This is to help document employee locations in case of emergency or injury.

ENTERING THE BUILDING AFTER HOURS:

Employees are required to receive training on how to enter the building during non-school hours. Employees must properly arm and disarm the proper alarms to alleviate emergency situations or alerts. If you are not properly trained, you should not enter the building when alarms are set. Privileges may be removed for employees who do not follow the proper procedures.

PHOTO IDENTIFICATION BADGE:

All employees will be issued a photo identification badge at the time of hire. Badges must be worn at all times while on District property. This badge informs students, parents, staff, and the general public that you are an employee of ISD 726 and assists in providing a secure campus for our students.

Employees are responsible for keeping their badge secure at all times to avoid any unauthorized access to buildings and other facilities.

BUILDING FOBS / KEYS:

Some positions require access to secured areas. Employees who require access will be given building keys. Should your employment with the District end, you are required to return all keys to your supervisor.

LOST FOBS / KEYS / BADGES:

If you lose your fob or building keys, please report it immediately to your Supervisor, or the Director of Buildings and Grounds at 763-261-6345.

VIDEO SURVEILLANCE

To help ensure the safety and security of students, staff, visitors, and school property, the District utilizes video surveillance equipment in and around school buildings, grounds, and vehicles.

Video monitoring may occur in common areas such as hallways, entrances, cafeterias, parking lots, and buses, but not in areas where there is a reasonable expectation of privacy (e.g., restrooms/locker rooms).

Key Points for Employees:

- Surveillance is continuous in many areas and may be reviewed by administration at any time.
- Video footage may be used to support investigations related to student discipline, employee conduct, safety incidents, or criminal activity.
- Employees should have no expectation of privacy in areas under video surveillance.
- Access to surveillance footage is limited to authorized personnel and will be handled in accordance with state and federal data privacy laws.

Employees with questions about video surveillance or its use should contact their building administrator or the District Office.

EMERGENCY RESPONSE PLANS AND STAFF ROLES

SAFETY AND SECURITY POLICIES (INCLUDING EMERGENCY PROCEDURES):

All employees are expected to comply with district safety protocols, including fire drills, lockdown procedures, and emergency response plans. Safety is everyone's responsibility. Any hazards or security concerns must be reported promptly.

EMERGENCY RESPONSE PLAN

The safety of students, staff, and visitors is a top priority. The District maintains a comprehensive Emergency Response Plan that outlines procedures for a wide range of potential emergencies.

Staff Responsibilities:

- All staff are expected to be familiar with the emergency procedures for their building.
- Emergency response posters and maps are displayed in each classroom and key areas throughout the building.
- Participation in emergency drills is mandatory and includes fire drills, lockdown drills, and severe weather drills, in compliance with Minnesota state requirements.
- Know the location of exits, fire extinguishers, AEDs, and safe shelter areas.
- Ensure students remain calm and are accounted for during drills and emergencies.
- Report any safety concerns or potential hazards to administration immediately.

For questions regarding emergency protocols, contact your building supervisor.

WORKPLACE INJURIES AND STUDENT EMERGENCIES

EMPLOYEE WORK INJURIES:

If you are injured at work, you must complete a First Report of Injury as soon as possible by calling the SFM Work Injury Hotline at 952.838.2020. A hotline nurse will submit the report of injury and determine the next steps.

If you are absent from work for reasons related to a work injury, you must enter your absence using the "Workers Comp" absence reason, which is used in conjunction with sick leave. If you receive workers comp payments, provide copies of the payments to the HR Director as soon as possible.

STUDENT INJURIES AND EMERGENCIES:

High School Health Office:	Ext # 3802
Middle School Health Office:	Ext # 4101
Intermediate Health Office:	Ext # 2143
Primary School Health Office:	Ext # 1103
School Liaison Officer:	Ext # 3169

DISTRICT NURSE:

The District Nurse holds a Registered Nurse Licensure. Each school has a health office staffed by a licensed school nurse. The health office is open during school hours to provide care for injured and ill students. If at all possible, the licensed school nurse should be making the determination of care for students injured during school hours. For non-life threatening injuries, send a student to the health office under the supervision of another student or staff member. With a serious injury or illness, please call the school office and the school nurse will go to the injured student. Some emergencies would require a staff member to call 911 immediately. If this occurs, please notify the office second. Contact building health assistant to record incidents as needed.

LIFE THREATENING EMERGENCY PROCEDURES:

- Call 911 and send someone to get the school nurse and notify the office.
- Check pulse for breathing.
- If necessary, give CPR. If you are not trained to do this, ask if anyone is. The school nurse or liaison officer will take charge of patient care when he/she arrives.
- Do not move the patient or administer anything orally. Stay until medical help arrives.
- If an ambulance is needed and no parent/guardian available, a staff member may be asked to ride along if necessary.

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS):

Becker Public Schools is committed to the health and safety of students, staff, and visitors. Automated External Defibrillators (AEDs) are available in designated locations throughout district buildings for use during cardiac emergencies.

In the event of a cardiac emergency, call 911 immediately and follow the instructions on the AED unit. AEDs are designed for use by trained and untrained responders.

If you notice an AED is missing or not functioning properly, report it to the school office or building supervisor immediately.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Employee safety is our top priority. If a position or task requires the use of personal protective equipment (PPE), employees are expected to wear the appropriate equipment at all times while performing that task.

If an employee does not have access to the required PPE, they must notify their supervisor immediately before proceeding with the work. The District will provide necessary PPE and training in accordance with applicable safety standards and job requirements.

DISTRICT AND SCHOOL BOARD POLICIES

Employees of Becker Public Schools are responsible for reading, understanding, and following all School Board Policies. Below you will find a brief description for key policies relating to your employment at Becker Public Schools. Please note, this list is not all inclusive.

The full policies are posted on the district website at: <https://www.becker.k12.mn.us/home/district-policies>.

Policy 401: Equal Employment Opportunity

Brief Summary: The district provides equal employment opportunity to all applicants and staff, and prohibits harassment based on protected characteristics.

Policy 402: Disability Nondiscrimination

Brief Summary: The district complies with ADA and MN law by providing reasonable accommodations for employees with disabilities. Contact HR to request.

Policy 404: Employment Background Checks

Brief Summary: All employees and volunteers must pass a criminal background check prior to service.

Policy 406: Public and Personal Data

Brief Summary: Explains what personnel data is public (e.g. name, job title) and what is private. Governs use of personal information.

Policy 407: Employee Right-to-Know (Hazardous Substances)

Brief Summary: Employees have the right to access information about workplace chemical hazards and be trained on them.

Policy 410: Family & Medical Leave (FMLA)

Brief Summary: Eligible staff may take up to 12 weeks unpaid leave per year for eligible health or family reasons; 26 weeks to care for a covered service member.

Policy 412: Expense Reimbursement

Brief Summary: Employees must submit itemized, pre-approved claims for reimbursement of district-related expenses.

Policy 413: Harassment & Violence

Brief Summary: The district prohibits harassment/violence based on protected status. Employees must report immediately. Retaliation is prohibited.

Policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Brief Summary: All staff must report suspected child abuse or neglect within 24 hours. Report to child protection or law enforcement—notification to administration follows.

Policy 415: Maltreatment of Vulnerable Adults

Brief Summary: Staff working with vulnerable adults must report suspected abuse or neglect to appropriate authorities.

Policy 416: Drug & Alcohol Testing

Brief Summary: Outlines required testing for certain employees (e.g. CDL drivers) and consequences.

Policy 417: Chemical Use & Abuse

Brief Summary: Use, possession, or being under the influence of chemicals/drugs on duty or at school is prohibited.

Policy 418: Drug-Free Workplace and Schools

Brief Summary: Maintains compliance with federal law prohibiting drugs/alcohol in schools.

Policy 419: Tobacco-Free Environment

Brief Summary: No smoking, vaping, or tobacco use anywhere on district property, in compliance with MN law.

Policy 423: Employee–Student Relationships

Brief Summary: Employees must maintain professional boundaries; personal or romantic relationships with students are prohibited.

Policy 424: License Status

Brief Summary: Employees must maintain At all time Current licensure current licensure that is required for their position.

Policy 470: Political Campaigns & Activities

Brief Summary: Employees may participate in politics outside school hours, but political campaigning on district time/property is prohibited.

Policy 902: Use of School District Facilities and Equipment

Brief Summary: Employees may use District facilities and equipment by following the procedures outlined in this policy.

KEY CONTACTS AND RESOURCES

DISTRICT OFFICE CONTACT INFORMATION

Name / Title	Contact Information	Areas of Support
Jennifer Lorentz Director of Human Resources	763-261-6331, ext. 3131 jlorentz@isd726.org	<ul style="list-style-type: none"> • Labor and Employee Relations • Policies and Procedures • Contract Questions / Compliance • License Requirements / Questions • Work Accommodations • Workers' Compensation • Human Rights Officer / Title IX • Employee Assistance Program • Unemployment
Michelle Hayes Human Resources and Payroll Coordinator	763-261-4502, ext. 3155 mhayes@isd726.org	<ul style="list-style-type: none"> • Insurance Benefits • Payroll Questions • Retirement / Resignation Information • Absences • Extended Leaves of Absences • COBRA • Frontline / SmartER Questions • Employment Verifications / Student Loan Forgiveness
Angel Oswald Administrative Assistant to the Superintendent / HR Specialist	763-261-4502, ext. 3117 aoswald@isd726.org	<ul style="list-style-type: none"> • Job Postings / Applications • New Employee Onboarding • Substitutes and Volunteers • Seniority Lists

		<ul style="list-style-type: none"> • Lane Changes / Credit Approvals • Frontline Questions • School Board Agenda
Brenda Gruber Payroll Specialist	763-261-4502, ext. 3142 bgruber@isd726.org	<ul style="list-style-type: none"> • Payroll Processing • Direct Deposit Changes • SmartER Questions • Name and Address Changes • HSA Changes • Employee Withholdings (W-4) • W2's
Janice Maiers Finance Assistant	763-261-4502, ext. 3128 jmaiers@isd726.org	<ul style="list-style-type: none"> • Purchasing • Budget Activity Reports / Questions • Accounts Payable <ul style="list-style-type: none"> ○ Field Trip Payments ○ Workshop Registrations ○ Reimbursements ○ PCard Reconciliation
Angela Spinler Business Office Assistant	763-261-4502, ext. 3130 aspinler@isd726.org	<ul style="list-style-type: none"> • Cash Boxes • Field Trip / Activity Deposits • Outgoing Mail Processing • Retiree Insurance / COBRA Reconciliation
Kevin Januszewski Director of Business Services	763-261-6317, ext. 3118 kjanuszewski@isd726.org	<ul style="list-style-type: none"> • Budget / Audits • Grant Reimbursements • Cash Flow • Investments • Bank Reconciliations
Shane Knutson Director of Technology	763-261-6312, ext. 3171 sknutson@isd726.org	<ul style="list-style-type: none"> • Technology Questions • Email Support • Phone Systems • Cameras • Cyber Security
Felicia Kittok Director of Food Service	763-261-6302 fkittok@isd726.org	<ul style="list-style-type: none"> • Oversees Food Service • Meal Planning / Ordering
Rick Kraus Director of Buildings and Grounds	763-261-6345 rkraus@isd726.org	<ul style="list-style-type: none"> • Buildings and Grounds • Maintenance • Employee Fobs / Keys • Door Security / Alarms
Kim Spoden Director of Transportation	763-261-4588, ext. 1811 kspoden@isd726.org	<ul style="list-style-type: none"> • Oversees Transportation • Activity Trip Coordination