



Crosslake Community School
35808 County Road 66
P.O. Box 1020
Crosslake, Minnesota 56442

STAFF HANDBOOK ADDENDUM February 13, 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.

EMPLOYEE SIGNATURE

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, grandparents 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.
- For staff with at least 80 hours of PTO: 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)
- For staff with less than 80 hours of PTO: Any unused PTO will be paid out at the end of the year (June 30th) to be adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings, grandparents 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, grandparents 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.
- Any unused PTO will be paid out at the end of the year (June 30th) to be adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- 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.
- For staff with at least 80 hours of PTO: 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)
- For staff with less than 80 hours of PTO: Any unused PTO will be paid out at the end of the year (June 30th) to be adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings, grandparents 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.
- For staff with at least 80 hours of PTO: 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 \$15.00 per hour)
- For staff with less than 80 hours of PTO: Any unused PTO will be paid out at the end of the year (June 30th) to be adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- 5 days of bereavement for spouse, significant other, child, miscarriage, parent, in-laws, siblings, grandparents 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.
- Any unused PTO will be paid out at the end of the year (June 30th) to be adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- 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, grandparents 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.
- Any unused PTO will be paid out at the end of the year (June 30th) to be adjusted based on the FTE of the staff (paid at staff's regular rate of pay).
- 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, grandparents or grandchildren to be adjusted based on the FTE of the staff.

NURSING MOTHERS, LACTATING EMPLOYEES, and PREGNANCY ACCOMMODATIONS

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

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

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.