



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

STAFF HANDBOOK ADDENDUM

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

Administrator Staff (.5 FTE or above)

- * Staff only Medical insurance premium paid by CCS (up to \$520 per month).
- * Staff only Dental insurance premium paid by CCS.
- * Term Life and Long-Term and Short-Term Disability coverage.
- * TRA and PERA matching funds.
- * 15 days of Paid Time Off per year.
- * No PTO carry over.
- * 5 days of bereavement for spouse, child, parent, in-laws or siblings 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, they would have earned, it will be deducted from their final paycheck.
- * Pre-tax option for purchase of optional health insurance by the staff. The fee for this service is the responsibility of the staff.
- * Optional vision insurance premium paid by staff.
- * 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)

Licensed Exempt Staff (.5 FTE or above)

- * Staff only Medical insurance premium paid by CCS (up to \$520 per month).
- * Staff only Dental insurance premium paid by CCS.
- * Term Life and Long-Term and Short-Term Disability coverage.
- * TRA and PERA matching funds.
- * 10 days of Paid Time Off per year.
- * No PTO carry over.
- * 5 days of bereavement for spouse, child, parent, in-laws or siblings 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, they would have earned, it will be deducted from their final paycheck.
- * Pre-tax option for purchase of optional health insurance by the staff. The fee for this service is the responsibility of the staff.
- * Optional vision insurance premium paid by staff.
- * 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)

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

- * 10 days (80 hours) of paid time off to be adjusted based on the FTE of the staff.
- * 5 days of bereavement for spouse, child, parent, in-laws or siblings 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, 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).
- * No PTO carry over.
- * TRA and PERA matching funds

Non-Licensed Exempt Staff (.5FTE or above) Contracted for More Than 176 Days

- * PERA and/or TRA matching funds.
- * 13 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 (paid at \$17.50 per hour).
- * Life and Long-Term and Short-Term Disability insurance coverage.
- * Optional vision insurance premium paid by staff.
- * Optional dental insurance premium paid by staff.

Hourly Staff (20 hours or more per week) Contracted for More Than 176 Days

- * PERA and/or TRA matching funds.
- * 13 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 (paid at \$15.00 per hour).
- * Life and Long-Term and Short-Term Disability insurance coverage.
- * Optional vision insurance premium paid by staff.
- * Optional dental insurance premium paid by staff.

Non-Exempt Hourly Staff (20 hours or more per week)

- * PERA matching funds.
- * Five days of Paid Time Off per year based on the hours of the staff.
- * 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 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, child, parent, in-laws or siblings to be adjusted based on the FTE of the staff.
- * Life and Long-Term and Short-Term Disability insurance coverage.
- * Optional vision insurance premium paid by staff.
- * Optional dental insurance premium paid by staff.

Non-Exempt Hourly Staff (less than 20 hours per week)

- * PERA matching funds.
- * Five days of Paid Time Off per year based on the hours of the staff.
- * 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 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, child, parent, in-laws or siblings to be adjusted based on the FTE of the staff.

JURY DUTY

Nonexempt employees will be paid for up to two weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Exempt employees are subject to the same two-week limitation except that they will also receive pay for any days they serve as a juror or witness in a work week in which they actually perform work. All employees may use any accrued time off if required to serve more than two weeks on a jury. If an employee is released from jury duty after four hours or less of service, he or she must report to work for the remainder of that workday. Any notice a staff receives for jury duty or a subpoena to testify as a witness must be turned in to the Human Resources/Business Manager as soon as possible so that arrangements for substitutes may be put in place.

PURCHASING

Electronic Purchase Orders (P.O.) are found on the staff intranet. Please make a copy of this form and submit it to the Director for approval. Approval will be based on the budget review. The Director-approved P.O. will be given to the Human Resources/Business Manager for ordering. In some cases, the Human Resources/Business Manager may require the staff member requesting the order to complete the purchase. If you have not received a confirmation of processing, please inquire.

In order for the Business Office to close the fiscal year in a timely and accurate manner, purchases are encouraged to be made by May 1 for bookkeeping purposes. Balance of current itemized budget for all departments will be issued periodically as needed and should be monitored by department. This is necessary in order for all of the bills to be paid by June 30th, the end of our fiscal year. Bills received after that date require special bookkeeping entries.

A Pre-Approval Form signed by the Director is needed if you wish to be reimbursed for purchases made without a purchase order. Forms are available from the Human Resources/Business Manager. After the purchase has been made, submit the Pre-Approval Form, a voucher, and the original receipt (not a photocopy). Reminder: since we are a tax-exempt entity, we cannot reimburse sales tax. You should have the CCS tax number available when making the purchase so that you are not charged sales tax.

You will be notified when your order has been received and checked in. Please do not take any packages from the receiving area until you are notified. All purchases made by CCS will require a "property of CCS" label before order is released.