



MEMORANDUM

TO: ISD 110 School Board

FROM: Jeni Super, Director of Human Resources

DATE: July 27, 2026

SUBJECT: Employee Handbook Revisions

Executive Summary

The Human Resources and Business Office teams have completed a comprehensive review and update of the Waconia Public Schools employee handbook. The primary goals of this update are to strengthen building security protocols, incorporate relevant employee policies, and establish clear operational guidelines for district staff.

Below is a summary of the key additions, policy revisions, and formatting enhancements included in the updated handbook.

1. Statutory Compliance & Mandatory Updates

- **Precedence Clause:** Incorporated explicit language clarifying that if an employee handbook provision conflicts with a Collective Bargaining Agreement (CBA) or work agreement, the CBA or contract takes precedence.
- **School Board Policy Summaries:** Updated and condensed several mandatory policy summaries to align with legal requirements and School Board policy, including:
 - **Policy 421 (Gifts to Employees and School Board Members):** Clear thresholds and prohibitions regarding gift acceptance.
 - **Policy 424 (License Status):** Reaffirmation of teacher responsibility for maintaining current licensure.
 - **Policy 529 (Staff Notification of Violent Behavior):** Clarified protocols for confidential notice and staff management meetings.

2. Operational & Financial Policy Enhancements

- **Quarterly Expense & Mileage Reimbursement Deadlines:** Established a structured quarterly submission schedule (Oct 15, Jan 15, April 15, July 15) for expense and mileage claims to ensure timely budget monitoring and proper fiscal year accounting.

- **Direct Deposit Update:** Clarified the mandatory direct deposit requirement and outlined the limited, case-by-case exception process managed by the Payroll department.

3. Workplace Environment & Technology Guidelines

- **Building Security & Access:** Strengthened rules prohibiting the propping open of exterior doors, restricting entry to unauthorized individuals, prohibiting the sharing/loaning of access credentials (especially to non-employees/students), and requiring immediate reporting of lost or compromised badges/keys.
- **Personal Electronic Devices:** Added language clarifying that while personal devices may be used when appropriate, the district provides technology for job duties. Employees who choose to use personal equipment do so at their own risk, and the district is not responsible for loss, theft, or damage.

Next Steps

By strengthening communication regarding building security, incorporating updated employee policies, and providing clear operational standards, this handbook ensures our staff are well-supported and informed. We welcome questions regarding these employee handbook updates.