



Employee Handbook

This handbook is subject to change without notice as laws, policies, and procedures change.

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CONTACT INFORMATION

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952-442-0645 | jsuper@isd110.org

- Equal Employment Opportunities/Non-Discrimination
- Human Resources Policies and Procedures
- Labor Relations & Contract Administration
- Salary Lane Advancement and Advanced Education Course Approval
- Human Rights Officer/Title IX Coordinator
- Data Practices Official

Lisa Olson | Sr. Human Resources Generalist | Human Resources

952-442-0694 | lolson@isd110.org

- Employee Insurance Benefits
- New Employee Orientation (Licensed, Non-licensed, and Management Employees)
- Labor Relations & Contract Administration
- Educator Licensing
- Employee Seniority Lists
- Employee Assignments / Status Changes
- Skyward Assistance

Samantha Landon | Human Resources Generalist | Human Resources

952-442-0600 | slandon@isd110.org

- Employment Postings and Applications
- New-Employee Orientation (Seasonal and Substitute Employees)
- Employee Leaves of Absence
- Workers' Compensation
- Employee Leave Calculations
- Type III Vehicle Certification
- Substitute Employees

- Red Rover Absence Management (formerly Frontline)

Tina Vinkemeier | Payroll Specialist | Business Office

952-442-0604 | tvinkemeier@isd110.org

- Payroll Deposits and Calculations
- Name and Address Changes
- Employee Withholding (W-4)
- Employment Verifications
- Time Sheet Completions
- 403(b) Plan Enrollment and Modification

If you are unsure who to contact about HR needs, please email HumanResources@isd110.org.

GENERAL INFORMATION

Introduction

Welcome to Waconia Public Schools! We are excited to have you as a part of our team. The purpose of this handbook is to provide you with general information and guidelines about your employment. It is not intended to be comprehensive and it does not confer any contractual rights, either expressed or implied. It is your responsibility to read this handbook and understand its contents. Any questions should be addressed to the Human Resources Department.

Our Mission

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Our Vision

ISD110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

Our Core Values

Respect: We honor and listen to all voices to ensure everyone feels valued.

Collaboration: We achieve our common goals through trust, teamwork, and partnership

Inclusiveness: We welcome all and seek multiple perspectives to create one connected community.

Empathy: We listen and act with genuine care.

Resilience: We empower one another and persevere with courage, determination, and optimism.

ISD110 Strategic Plan can be viewed on the district website:

<https://isd110.org/sites/default/files/files/content/finalstrategicplan.pdf>

Teamwork and Professionalism

Providing a quality education for students and a quality work experience for you involves teamwork and professionalism. Teamwork and Professionalism are demonstrated by showing respect, cooperation and integrity at all times. Serving as an effective member of your team is key to accomplishing the school district's mission.

Employee Dress Code Expectations

General Guidelines:

Each employee is a representative of Waconia Public Schools as well as their building/department. All employees are expected to dress professionally for work. An employee's clothing should not interfere with their job duties or disrupt the workplace. Some jobs may have additional restrictions for safety reasons. Your supervisor may assist you in determining what attire is professional. The following standards shall be considered the minimum expectations and will be enforced fairly and consistently. If a uniform is provided, the employee is expected to wear that uniform and to keep it in clean, presentable condition.

Professionalism:

Staff members are expected to dress in a manner that reflects professionalism and respect for their role as educators and mentors. All clothing and accessories should be clean and well-maintained.

In addition to being neat and clean, all clothing and body ornamentation must be free of any printed material advertising tobacco, alcohol products or anything that may be offensive. Offensive is defined as obscene, indecent, sexually explicit, advocates or symbolizes sexual acts or conduct, associates with an extremist group, gang affiliation or political activity, or advocates prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, or age.

Safety:

Staff members should avoid wearing clothing or accessories that could pose a safety hazard in a school environment or disrupt the learning environment.

Footwear:

- Closed-toe shoes are recommended for safety.
- Athletic shoes are acceptable as long as they are clean and well-maintained.
- Flat/sandal type shoes with no backing such as flip flops and slippers are not permitted due to safety

Headwear:

- Hats shall not be worn indoors, with the exception of maintenance, custodial and Nutritional Services staff (excluding religious headwear and medical accommodations).

Special Consideration about Spirit Days:

- Schools may allow staff to dress more casually on designated school spirit days. Guidelines for casual attire should still reflect professionalism. Spirit day attire may include shirts with district or department logos.

Political Speech & Activities Guidelines

As you know, we live and work in a politically charged environment. As we work through a variety of political issues, ranging from collective bargaining to elections, we thought it would be helpful for employees to receive clear guidance on some types of conduct that is prohibited and some types of conduct that is permitted on school property.

Permissible Conduct

When employees are not acting pursuant to their job duties and are outside the presence of students at school, employees are free to express their personal views on politics and may display political messages or engage in political advocacy as long as they do not use any school district resources to do so and do not violate any laws or school board policies. For instance, while in the staff lounge during a duty-free meal break, employees may wear buttons expressing their support for or opposition to a political issue and may openly discuss their views on political matters, including support for or opposition to a public union, so long as employees do so in a manner that does not violate the law or any school district policy prohibiting harassment or discrimination.

In accordance with District Policy 524, unions may communicate with their bargaining unit members using their school email addresses regarding collective bargaining, the administration of collective bargaining agreements, the investigation of grievances, other workplace-related complaints and issues, and internal matters involving the governance or business of the union.

Unions may meet with their members in facilities owned or leased by the District regarding collective bargaining, the administration of collective bargaining agreements, grievances and other workplace-related complaints and issues, and internal matters involving the governance or business of the union, but the use must not interfere with District operations, and the union must comply with applicable District policies and security protocols. This authority to meet is limited to meetings in District facilities with union members. It does not extend to rallies or protests with the public, and it does not extend to school grounds outside school buildings.

Prohibited Conduct

While at school and in the presence of students during the duty day, employees may not express their personal views on political matters or display political messages on attire, buttons, signs, or other materials. Political messages include messages supporting or opposing a public union.

While at parent-teacher conferences, employees may not express their personal views on political matters or display political messages on attire, buttons, signs, or other materials. Again, political messages include messages supporting or opposing a public union.

In accordance with District Policy [524](#), while using a District email account, employees may not express their personal views on political matters, display political messages, including messages supporting or opposing a public union, or communicate with students or parents about collective bargaining matters.

Employees may not have any false statements on email, including any statement indicating that their “contract time” is limited to a specific eight-hour block. Similarly, employees may not have any statement indicating that they are working without a contract on their email. An example of a statement you could have on your email would be “My typical work hours are Monday-Friday, X a.m. to X p.m. I will respond to the email within X hours of receipt.” This additional information should be placed at the bottom of an employee’s branded email signature in a color that is in accordance with the District’s Brand Guidelines, which can be found on the Communications Department website.

Employees, acting individually or on behalf of a group, may not hold rallies or protests on school property without complying with District Policy 902.

Personal Electronic Devices

When appropriate, the District provides employees with technology (such as Chromebooks, computers, and other district equipment) to perform their daily job duties. While employees are not prohibited from using personal electronic devices (e.g., cell phones, tablets, laptops) when appropriate, personal devices must not interfere with employee duties or student supervision. Employees who choose to use personal electronic devices in place of District-issued equipment do so at their own risk. The District is not responsible for reimbursing, repairing, or replacing any personal devices that are lost, stolen, or damaged on school property or during school-sponsored activities. Please refer to school board policy [524](#) for additional information on permissible usage.

POLICIES AND PROCEDURES

Photo Identification Badge

All employees will be issued a photo identification badge at the time of hire. Employee identification badges are an important part of providing a secure environment for our students and employees. Badges should be worn at all times while on District property and should be worn in a visible spot on your body. Should your employment with the District end, you are required to return your photo identification badge to your supervisor.

Exterior doors are kept locked during normal school hours. Your new ID badge will only unlock exterior doors that are equipped with a card reader.

Most staff will be assigned daytime access to a particular campus unless 24/7 access is designated by the principal/director/administrator of that building.

LOST BADGES: If you ever lose your badge, please report it **immediately** to Kathy Cervony at the district office at kcervony@isd110.org or 952-442-0600. Lost badges will be turned off and a new badge will be issued.

Building Keys

~~Some positions require access to secured areas. Those 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.~~

Building Security & Access

To maintain a safe and secure environment for all students and staff, employees must adhere to the following building security standards:

- **Building Access & Security:** Employees must not prop open exterior doors or otherwise compromise the security of District buildings. Do not grant building entry to unauthorized individuals or permit access outside of established District procedures.
- **Credential Safeguarding:** Keys, key fobs, and access cards are assigned to individual employees for their sole professional use. Credentials must be safeguarded at all times and may never be shared, loaned, or transferred—especially to students or non-employees. Keys, key fobs, and access cards must be returned to the school district upon ending employment.
- **Immediate Reporting:** If a key, fob, or access card is lost, stolen, or compromised, notify your supervisor and the Human Resources/Operations Department immediately so access can be promptly disabled and secured.

Address Changes

Residence address changes can be made in the Skyward system under Employee Access > Employee Information > Personal Information > Address.

Name Changes

If you change your name, then you must provide a copy of your new social security card to the district's Payroll Specialist. Name changes will not be made in the district's payroll, finance, human resources or technology systems until that process has been completed. It is important that

accurate, up-to-date information is kept on file for you in the district, so please report changes promptly.

Email and Voicemail Communication Expectations

Most employees of the school district will be assigned an email address and voicemail at their time of hire. Employees are expected to regularly monitor their email and voicemail messages on duty days. If an employee is unavailable to check their email/voicemail on a particular day (such as absence due to training, vacation, illness, etc.), then they are expected to create automatic “out-of-office” email and voicemail replies to inform stakeholders of their unavailability.

Employees are expected to respond to emails and voicemails of significance (e.g., from colleagues, parents, students) within a reasonable amount of time, which is defined as within forty-eight hours during duty days. Shorter response times are necessary when dealing with urgent matters or when so requested by the caller/sender. If an employee determines that additional time is necessary in order to provide a complete response to the sender/caller, then they are expected to contact the sender/caller to let them know the status of their inquiry and the anticipated amount of time necessary for them to provide a complete response.

Emergency Closings

Information concerning school closings and emergencies will be announced on local radio and news channels. Consult your work agreement to determine if you are required to report to work in the event of a school closing. Work agreements can be found on the school district’s website.

Employee Attendance

Employees are expected to report to their assigned work location on time each scheduled workday. Most positions in the school district accrue leave to be used to replace lost wages for an employee’s absence. If you need to request an absence from your position, please speak to your supervisor about the leave request process utilized in your department. Requests for unpaid leave will not be considered unless an employee has exhausted all other applicable paid leave. Once paid leave has been exhausted, unpaid leave requests for discretionary purposes will only be approved in cases that involve special circumstances as determined by the school district. Regular attendance is an essential duty of all positions.

Employee Groups and Work Agreements

All school district job classifications have been assigned to particular employee groups. The district’s teachers, educational support professionals and custodians are union groups and have collectively bargained employee contracts. All remaining employee groups have terms and conditions of employment that are approved by the School Board and governed by district policies, procedures, federal and state law. Work agreements can be found on the district’s website.

Union Information

Following is a list of union leaders in the district:

- Waconia Education Association (WEA-Teachers)
 - Roxanne Kuerschner, Union President

- Education Minnesota District 110 Educational Support Professionals
 - Amanda Phenix, Union President
- Service Employees International Union Local 284 Custodial/Maintenance Employees
 - Andy Seltz, Union Steward
- Minnesota School Employees Association (Nutritional Services Employees)

Licensure/Certification

Each employee who works in a position that requires licensure or certification must maintain a current license or certificate with the Human Resources Department. Employees are responsible for maintaining their license(s) and ensuring validity at all times.

Data Privacy

The Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act classify student educational information as private. As an employee of Waconia Public Schools, it is your responsibility to ensure student information remains private by:

- Protecting the privacy of student educational information inside and outside the classroom;
- Accessing student information only if you have a legitimate educational interest for the information;
- Releasing student information (other than public directory data) only with written consent from the student and/or parents;
- Maintaining the privacy of student academic work at all times;
- Making certain that student information is only released to persons with a legitimate educational interest in receiving the information;
- Securing student information stored in an electronic format by keeping user identification numbers and passwords confidential;
- Refraining from discussing student educational information in public spaces including school hallways and lounges; and
- Abstaining from ever discussing student educational information with family, friends, or neighbors.

Title IX

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.

ISD 110 TITLE IX COORDINATOR

Jeni Super, Director of Human Resources
 512 Industrial Boulevard
 Waconia, Minnesota 55387
 Telephone: (952) 442-0645
 Email: TitleIXCoordinator@isd110.org

Questions relating solely to Title IX and its regulations may also be referred to the [Assistant Secretary for Civil Rights of the United States Department of Education](#).

[Title IX Sexual Harassment Grievance Process](#)

[Title IX Overview and Investigation Training Materials](#)

Employment of Relatives

Waconia Public Schools is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to a potential for perceived or actual conflicts, such as favoritism, conflicts of interest, and family discord, which can be carried into the daily working relationship, Waconia Public Schools will hire relatives of persons currently employed only if candidates for employment will not be working directly for or supervising a relative.

“Relatives” are defined to include: father, mother, stepfather, stepmother, daughter, son, stepdaughter, stepson, foster son, foster daughter, husband, wife, son-in-law, daughter-in-law, great grandfather, great grandmother, grandfather, grandmother, brother, sister, stepbrother, stepsister, great grandson, great granddaughter, grandson, granddaughter, spouse’s grandfather, spouse’s grandmother, father-in-law, mother-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, or any member of the supervisor’s household.

The hiring supervisor is responsible for ensuring compliance with this policy including monitoring changes in employee reporting relationships after initial hire to ensure continued compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor. No exception will be made to this policy without the consent of the Director of Human Resources.

This policy shall not be interpreted to restrict the rights of students to enroll in or be assigned to classes taught by family members.

Tutoring Services by Employees

Waconia Public Schools recognizes that tutorial support through direct instruction can be beneficial to students. Teachers are encouraged to assist students during class and on an individual basis as a part of their professional responsibilities.

As provided in the Code of Ethics for Minnesota Teachers, “A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.” Teachers shall not accept payment for tutoring services if that service may appear to be a conflict of interest. Teachers may not accept payment for providing tutoring services to a student that is assigned to them during the current school year.

Tutoring services for payment must occur outside of the contracted day. Teachers that provide tutoring services for payment are required to reserve their classroom or other building space through Community Education.

General Expense Reimbursement Guidelines

The employee expense reimbursement system is not to be used as an alternative to the normal district purchasing process. Employee expense claims may be denied if it is determined that the purchase should have been handled through the normal procurement process. To see the full Reimbursement Guidelines, click [here](#). The school district’s expense reimbursement policy can be found [here](#).

To ensure accurate financial reporting and timely budget tracking, all employee expense and mileage reimbursement requests must be submitted quarterly according to the schedule below. Expenses submitted after the applicable deadline may not be eligible for reimbursement.

- **July 1 – Sept 30** Expenses: Due by October 15
- **Oct 1 – Dec 31** Expenses: Due by January 15
- **Jan 1 – March 31** Expenses: Due by April 15
- **April 1 – June 30** Expenses: Due by July 15

PAYROLL

Pay Dates

Employees are paid on the fifteenth day and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday, or a holiday, the payday will be the preceding work day. Employees wishing to change their withholding allowances or marital status should provide a completed W-4 form to the district’s Payroll Specialist. W-4 forms are available on the school district’s website. Hourly employees are required to track their hours worked in the school district’s electronic timekeeping system.

Direct Deposit

~~Direct deposit is required for all employees and allows you to have your paycheck directly deposited into an account of your choosing on payday. Account changes can be made by contacting the district's Payroll Specialist.~~

Direct deposit is required for all employees and delivers pay directly to an account of your choice. Account changes can be made by contacting the Payroll Specialist. Under extenuating circumstances, an employee may request a temporary exception through the Payroll Department. Exceptions are evaluated case-by-case and are generally limited to a single pay period before direct deposit must resume.

Teachers Retirement Association (TRA)/Public Employees Retirement Association (PERA)

When you begin your employment with the Waconia School District, you also begin contributing to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period your contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf. Both employee and employer contributions are mandated by Minnesota law.

If you are interested in obtaining more information about your retirement account, then please use the following contact information:

Teachers Retirement Association

651-269-2409 or www.minnesotatra.org

Public Employees Retirement Association

651-296-7460 or www.mnpera.org

Specific information regarding work schedules, overtime and comp time can be found in [work agreements](#) on the school district website.

EMPLOYEE BENEFITS

Benefits Introduction

The Waconia School District provides an array of healthcare benefits to eligible employees including health, dental, vision, life and long-term disability insurance, and medical and daycare flexible spending accounts. Eligibility for and the school district's contribution towards these benefit plans are determined based on your specific employee group. Employee Insurance Cost Sheets can be found on the school district's website.

Benefits Plan Year

Insurance plans follow a July 1 through June 30 plan year. Payroll deductions for benefit plans are calculated based on the period of coverage. You may elect individual coverage or add eligible family members to your selected insurance plans. The cost of coverage in excess of the school district's

contribution is paid by payroll deduction. Payroll deductions for an employee's share of health and dental premiums are made on a pre-tax basis. The elected coverage must remain in effect for the entire plan year, unless the employee experiences a qualifying life event. A change in the election is only possible within thirty days of a qualifying life event that is consistent with the requested insurance change.

Health Insurance

The school district currently offers its eligible employees health insurance through Medica. Coverage is available upon the first date of eligible employment, but shall be effective only upon enrollment. The opportunity for enrollment is within the first thirty days of initial employment or within thirty days of a change in employment status due to a qualifying life event. A summary of benefits for the district's medical insurance plans can be found on the school district's website.

Dental Insurance

The school district currently offers its eligible employees dental insurance through Delta Dental of Minnesota. Coverage is available upon the first date of employment, but shall be effective only upon enrollment. The opportunity for enrollment is within the first thirty days of initial employment or within thirty days of a change in employment status due to a qualifying life event. A summary of benefits for the district's dental insurance plan can be found on the school district's website.

Vision Insurance (Materials Only)

Vision insurance (materials only) is available through EyeMed for eligible employees and their dependents. This benefit is 100% employee-paid via payroll deduction. A summary of benefits for the district's vision insurance plan can be found on the school district's website.

Group Life Insurance

The school district currently offers group life insurance to eligible employees through CIGNA. Employee-paid supplemental plans are also available. Eligibility and plan amounts are based on your specific employee group. Employee Insurance Cost Sheets can be found on the school district's website.

Long-Term Disability Insurance

The school district currently offers long-term disability insurance to eligible employees through New York Life (previously CIGNA). Under the plan, a disabled employee would receive 66.67% (up to a predetermined maximum) of their regular salary after a 90-day waiting period.

Flexible Spending Accounts (Medical and Dependent Care)

The school district currently offers both medical and dependent care flexible spending accounts to eligible employees. Eligible employees can elect to participate in these plans by setting aside money from their paychecks on a pre-tax basis to pay for certain eligible health care and dependent care expenses. The maximum annual elections are currently \$3,400 for the health care account and \$7,500 for the dependent care account. A summary of benefits for the district's flexible benefit accounts can be found on the school district's website.

403(b) Plan/Tax Sheltered Annuity (TSA) Plan

A 403(b) plan allows an employee to make pre-tax contributions from their paycheck into an account. You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, which usually occurs after you retire. Earnings and gains on amounts in your 403(b) account are not taxed until you withdraw them. Penalties for early withdrawal do occur if funds are withdrawn prior to the time allowed by the IRS.

All employees have the opportunity to enroll in the Waconia Public Schools 403(b) Plan. Matching contributions are available for some employees based on position and years of service. Information about the school district's approved vendors and financial advisors is available on the district's website. Matching contribution details can be found in the applicable employee work agreement.

Employee Assistance Program

The school district currently provides employees with access to an employee assistance program through AllOne Health. This benefit is provided to all benefit-eligible employees and their immediate family members. AllOne Health provides confidential counseling and referral services to help resolve personal problems that may be affecting your life at work or at home.

Skilled counselors are available 24 hours a day, 7 days per week including holidays, and can help with:

- Stress or burnout
- Financial concerns
- Relationship and family problems
- Alcohol or chemical dependency
- Work-related problems
- Parent-child difficulties
- Emotional problems

The "Work Life Wellness" page of the AllOne Health website contains articles, online assistance, and self-assessment tools that you may find helpful in achieving and maintaining a healthy work-life balance. Go to www.sandcreekeap.com and click on the Work Life Wellness Login tab to access this portion of the website.

User Name: Waconia

Continuation of Benefits: COBRA Rights

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and their dependents with the right to continue group insurance benefits provided under the employer's group health plan for limited periods of time under certain circumstances such as voluntary or involuntary employment loss. Qualified individuals are required to pay the entire premium for any coverage continued.

Lactation Rooms

Lactation rooms are available at each district building and offer a dedicated, private and comfortable space for breastfeeding employees to use to pump and collect their breast milk. An employee that needs to express breast milk during working hours may do so during normal break times. For time that may be needed beyond the usual break times, employees may work with their supervisor to schedule and make-up the additional time. Employees may reserve their building's lactation room on the district's Google calendar using the room designation "lactation room." The calendar has been preset to show "busy" as the purpose of the scheduled event; however, hovering over the time slot will show the creator's name. To remain anonymous, please ask your building's secretary to schedule the room on your behalf.

SCHOOL BOARD POLICY SUMMARIES

Below please find summaries of mandatory School Board policies. Full versions of these and all School Board policies are available on the school district's website under [District Policies](#).

If any provision of this handbook conflicts with a collective bargaining agreement (CBA) or an individual employment contract, the terms of the CBA or contract will govern.

School Board policies and procedures are subject to change at any time.

Equal Employment Opportunity

The Waconia School District prohibits discrimination in any form on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, veteran status, or familial status. The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment. It is the responsibility of every school district employee to follow this policy.

The above paragraph is a summary of Board Policy 401

Public and Private Personnel Data/Protection and Privacy of Pupil Records

All student data maintained by a school district is private educational data under the law. Student data can only be provided to the student who is the subject of the data and his or her parents. Virtually all records maintained by a school district regarding students are private if they name the student or provide a basis for identifying a student. The willful violation of a student's privacy rights constitutes a misdemeanor offense and is grounds for employee discipline.

The District will comply with requests for public information as they are received in accordance with state and federal law and school district policy.

The above paragraph is a summary of Board Policy 406 and 515

Employee Publications, Instructional Materials, Inventions and Creations

The School District will identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for three years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, inventions, and/or creations, including domestic and foreign patents and copyrights.

The above paragraph is a summary of Board Policy 409

Family and Medical Leave Act of 1993

The Family and Medical Leave Act of 1993 (FMLA) requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family or medical reasons. Employees are eligible if they have worked for the District for at least 12 months and have worked a minimum of 1,250 hours during the 12 months prior to the requested leave.

The above paragraph is a summary of Board Policy 410

Harassment and Violence

It is the policy of the School District to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

The School District prohibits any form of harassment or violence. It shall be a violation of this policy for any employee to harass or inflict, or threaten to inflict, violence upon a pupil, teacher, administrator or other school personnel.

The School District will discipline or take appropriate action against any pupil, teacher, or administrator or other school personnel who is found to have violated this policy. The District prohibits retaliation against individuals who participate in the complaint process.

Any person who believes they have been the victim of harassment or violence, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this

policy, should report the alleged acts immediately to the building principal or their department supervisor. A person may report harassment or violence directly to the Director of Human Resources or Superintendent of Schools.

The above paragraph is a summary of Board Policy 413

Mandated Reporting of Child Neglect or Physical or Sexual Abuse

The State of Minnesota requires that school district employees who know or have reason to believe that a child or vulnerable adult is being neglected or physically or sexually abused must immediately report the information to the proper authorities. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment. Submission of a good faith report under Minnesota law and this policy will not adversely affect the employee reporter's employment.

The above paragraph is a summary of Board Policies [414](#) and [415](#)

Drug and Alcohol Testing

All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed or alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed or alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed or alcohol are prohibited from entering or remaining on school district property.

Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

The above paragraph is a summary of Board Policy 416

Drug and Alcohol Free Workplace/Chemical Use and Abuse

Use of controlled substances, toxic substances, or alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

It shall be a violation of policy for any employee to use alcohol, toxic substances, or controlled substances in any school location. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

The above paragraph is a summary of Board Policies [417](#) and [418](#)

Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

The Waconia School District is committed to providing a healthy, safe, and productive environment for employees. It shall be a violation of policy for any employee to smoke or use tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district. Employees who violate this policy shall be subject to discipline.

The above paragraph is a summary of Board Policy 419

Gifts to Employees and School Board Members

Employees may not solicit or accept any gift of greater than nominal value from students, parents, or individuals/organizations doing business with the district. Please consult administration for guidance before accepting any gift, as violations of this policy may lead to disciplinary action up to termination.

The above paragraph is a summary of Board Policy 421

Employee-Student Relationships

At all times, whether on or off duty and on or off of school district locations, students will be treated by school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board, or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors

and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

The above paragraph is a summary of Board Policy 423

License Status

It is the sole responsibility of each teacher to maintain a valid and current Minnesota teaching license appropriate for their specific assignment. While the school district conducts annual audits and will endeavor to notify you in writing if your license is within one year of expiration, the duty and responsibility of maintaining an appropriate teaching license as required by this policy shall remain with the teacher. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license. Failure to maintain active and appropriate licensure is grounds for immediate discharge from employment.

The above paragraph is a summary of Board Policy 424

Weapons Policy

No employee shall possess, use or distribute a weapon when in a school location except as provided for in Board policy. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge. When an employee violates the district's weapons policy, law enforcement may be notified.

The above paragraph is a summary of Board Policy 501

Bullying Prohibition

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

The school district will act to investigate all reported complaints of bullying. Consequences for employees who permit, condone, or tolerate bullying or engage in an act or reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination of employment.

The above paragraph is a summary of Board Policy 514

Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any education program or activity operated by the school district on the basis of sex.

The above paragraph is a summary of Board Policy 522

Internet and Technology Acceptable Use and Safety

The school district provides employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. A non-exhaustive list of unacceptable uses of the school district's computer system and Internet resources can be found in Board Policies 524-524.5.

The above paragraph is a summary of Board Policy 524

Hazing Prohibition

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated policy.

The above paragraph is a summary of Board Policy 526

Staff Notification of Violent Behavior by Students

To maintain a safe learning environment, any employee who becomes aware of a student with a history of violent behavior must immediately report this information to their building principal.

Prior to classroom placement, administration will provide confidential written notice to the student's assigned teachers (including substitutes) and other staff members with a legitimate educational interest. Notified staff may participate in administrative meetings to collaborate on safe management and intervention strategies, but must strictly protect the privacy of this sensitive student data..

The above paragraph is a summary of Board Policy 529

SCHOOL DISTRICT NOTICES

HIPAA Notice

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by Waconia Public Schools in any form, whether electronically, on paper, or verbally, are kept properly confidential. This Act gives you significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, Waconia Public Schools has prepared this explanation of how we are required to maintain privacy of your health information and how we may use and disclose your health information.

We may use and disclose your medical records only for each of the following purposes:

- Treatment – Providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include case management.
- Payment – Such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be adjudicating a claim and reimbursing a provider for an office visit.
- Health care operations – This includes business aspects of running our health plan, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example of this would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive an accounting of non-routine disclosures of protected health information.

Waconia Public Schools has the obligation to provide and you have the right to obtain a paper copy of this notice from us every three (3) years.

Waconia Public Schools is required by law to maintain the privacy of your protected health information and to provide you with a notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of July 1, 2011 and we are required to abide by the terms of the Notice of HIPAA Privacy Rights currently in effect. We reserve the right to change the terms of the Notice of HIPAA Privacy Rights and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of HIPAA Privacy Rights from the Educational Services Center.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with Waconia Public Schools at the address below, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

For more information, contact:

Jeni Super, Privacy Officer
Waconia Public Schools
512 Industrial Blvd.
Waconia, MN 55387
952-442-0600

For more information about HIPAA
or to file a complaint, contact:
U.S. Department of Health & Human
Services Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
1-877-696-6775

Minnesota Paid Leave Notice

Purpose

Minnesota Paid Leave (MNPL) provides payments and job protections when you need time off to care for yourself or your family. MNPL eligibility is determined by the MN Department of Employment and Economic Development (DEED). MN Paid Leave is effective January 1, 2026.

Who is Covered / Eligibility

Most workers in Minnesota are covered by MNPL. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year. (See [MN Department of Employment and Economic Development MN Paid Leave Eligibility page](#) for current wage threshold.)

Qualifying Events & Duration

Waconia Public Schools will provide for the concurrent use of Minnesota Paid Leave and various paid and unpaid leaves available to employees. This includes, but is not limited to, Family and Medical Leave Act (FMLA), MN Pregnancy and Parenting Leave, MN Earned Safe and Sick Time (ESST) and Childcare leave.

Employees are eligible for the following:

- Up to 12 weeks of **Medical Leave** (for yourself) to take care of yourself due to a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of **Family Leave** (to care for someone else) to:
 - Bond with a child during birth, adoption, or foster placement
 - Care for a loved one with a serious health condition
 - Support a military family member called to active duty
 - Respond to certain personal safety issues such as domestic violence, sexual assault, stalking, or similar issues
- The combined maximum for medical and family leave cannot exceed 20 weeks per 12-month period.

- The 12-month period will be determined using a rolling 12-month period which starts on the first day the employee uses MNPL for a qualified reason.

All leaves under the program require documentation from a healthcare or service provider stating the medical necessity for leave. Except for a request for benefits for bonding leave, any request for benefits must be based on a single qualifying event lasting at least seven calendar days.

Wage Replacement & Funding

- The program provides partial wage replacement through the state (DEED). Benefit amounts are based on an employee's typical wages. For many employees, benefit amounts will range from approximately 55 % to 90 % of regular wages, up to a weekly maximum which is set at the State Average Weekly Wage. You can find an [estimated paid leave payment calculator](#) on the MN Paid Leave website.
- The program is funded via premiums. The premium rate for 2026 for all employees is 0.44 % of taxable wages. Waconia Public Schools will also pay a premium of 0.44%. The premium rate is subject to an annual adjustment.

Job Protection & Return to Work

- Employees who have been in their job at least 90 days upon return from leave, will be reinstated to their former position or an equivalent position.
- While the employee is on leave, medical, dental and life insurance coverage will continue as if the employee were actively working. Employees are responsible for paying their portion of the premiums via personal check to the school district. Payments must be received by the Business Office no later than the last day of the month preceding the month of coverage.
- Retaliation against an employee for use of MNPL is strictly prohibited by law.

Leave Coordination

MNPL will run concurrently with all federal, state and school district leave programs that provide the same or similar coverage. This includes, but is not limited to, Family and Medical Leave Act, MN Pregnancy and Parenting Leave, MN Earned Safe and Sick Time (ESST) and Childcare leave.

Supplemental Pay

Employees may not supplement/top off MN Paid Leave payments with other paid leave balances. Employees may choose to use school district paid leave balances in lieu of MN Paid Leave.

Intermittent leave

Intermittent leave for qualifying events may be taken in full day increments.

Employee Responsibilities

- Notify your supervisor as soon as you reasonably anticipate needing leave, providing sufficient information about the qualifying reason for leave.
- Complete a [Request for Leave of Absence Form](#).
- Communicate with your supervisor about your expected return to work date and if circumstances change (such as needing additional leave).
- While on leave, you may be required to provide periodic updates about your status and expected return.

For inquiries related to MNPL, please contact Minnesota Paid Leave at 651-556-7777 or visit paidleave.mn.gov.

Asbestos Notice

In accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), Waconia Public Schools continues to implement an E.P.A. approved asbestos management plan. This plan has been developed to identify and manage asbestos containing materials within school buildings. The school district approaches this issue in a safe and proactive manner to ensure the health and safety of students, staff and other building occupants.

If you have questions regarding the district's asbestos management plan, it is on file at the Educational Services Center and is available for public viewing during normal business hours. If you have questions regarding this information, please contact the District Asbestos Program Manager Tim Bisek at (952) 442-0657.

WORKING ENVIRONMENT

Job Safety

Safety is important for all of us. Help prevent injury to yourself and others by observing general safety rules, removing hazards from your work space, and immediately reporting unsafe conditions to your supervisor. The District is committed to developing and maintaining a safe working environment.

It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions. This is not an exhaustive list, but it provides some ideas for ways to help keep you safe.

- Know the locations of exits, fire extinguishers, and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.

- Know the nearest location of First Aid materials.
- Immediately report any safety hazards to your supervisor.
- Be aware of your surroundings.

Workers' Compensation/Reporting Accidents

Workers' Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.

In order to avoid possible delays in processing workers' compensation claims, it is very important that all work-related injuries are reported immediately.

In the event of an injury, you should immediately contact your supervisor. If your supervisor is not available, then you should contact the school district's work injury hotline service directly. To be most beneficial, the call should be made as soon as possible after the injury occurs. A nurse will answer the call and speak with the supervisor first (if available) and then privately with the injured employee in order to complete the First Report of Injury form and discuss next steps.

★ SFM Work Injury Hotline: (855) 675-3501

For additional information about this process, please contact the Human Resources Department.