

# Morris Area Community Education

## School Year—Office Hours

Monday—Thursday, 8:00 a.m.—4:30 p.m.

Friday, 8:00 a.m.—4:00 p.m.

## Summer—Office Hours

Monday—Thursday, 8:00 a.m.—4:00 p.m.

Friday, Closed

## Phone

320-589-4394

## School District Website

[morris.k12.mn.us](http://morris.k12.mn.us)

Everyone at Morris Area Community Education sincerely appreciate your talents and efforts as a part-time employee. Any suggestions or critical observations you might wish to share are welcome. We are here to assist you, and if we can make your job more pleasant in any way, please do not hesitate to contact us.

Thank You!



# Morris Area Community Education's

# Handbook for Part-Time Employees & Instructors

**Welcome to Community Education!** We are excited to have you as part of the Community Education "team".

Our program is continually expanding and growing to meet the needs and interests of our community. The outstanding performance of our employees and their willingness to share their time and talents with others, has been the primary reason for this growth.

We have compiled this **handbook** to help ensure that you will continue to have a very positive experience with Morris Area Community Education.

To be an employee in the Community Education Program is an opportunity, a challenge, and a stimulating experience. It demands of you patience, skill, knowledge, and pride.

It is our hope that you will have a very rewarding experience as a part of the Morris Area Community Education team.

Tony Reimers, Director

Morris Area Community Education

## **Morris Area Community Education**

Tony Reimers, Director

Brooke Viss, Office Manager

Diane Strobel, Early Childhood Coordinator

Cody Hickman, Youth Program and Zone Coordinator

Salvador Monteagudo, Peg Rinkenberger, ESL & ABE

Instructors — Part-time and Temporary employees — Volunteers

## **Community Education Advisory Council**

Alissa Sayles, Chair

Mike Koehler, Vice Chair

Jennifer Cihak

Jane Lesmeister

Emma Wentz

Steve Just

Monica Cid

Kolby Gausman

Jeff Boyle

Brian Solvie

Tony Reimers

## **District #2769 School Board**

Anthony Ekren, Chair

Matt Johnson, Vice Chair

Jennifer Goodnough, Clerk

Kurt Wulf, Treasurer

Mike Odello, Director

Steve Just, Director

Renee Konz, Director

## **Morris City Council**

Kevin Wohler, Mayor

Kim Gullickson

Zachary Kroells

Brian Solvie

Jeff Miller

# **DISTRICT #2769**

## **HARASSMENT POLICY**

1. **Everyone at District 2769 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.**
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - a. name calling, jokes or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available on the District webpage under policies.

***The Purpose of this Handbook is to acquaint you with the policies, procedures and information which relate to the Community Education Program. After having read this handbook, if any person has questions or is unclear about any procedure, it will be his/her responsibility to ask the Community Education Director for clarification.***

## **COMMUNITY EDUCATION**

The purpose of Community Education is to promote lifelong learning and increase the sharing of concerns among individuals in an effort to improve the quality of life and strengthen the overall community. It provides opportunities for worthy use of leisure time and for sharing of human talents.

Community Education offers a wide variety of classes, workshops, and programs that stress job entry, retraining, recreation, and enrichment. It is meeting community needs with community resources...it is people helping people.

*Religious, racial, and sexual harassment and violence are against the law. Discrimination is against the law.*

## **ASPECTS OF YOUR JOB**

The Community Education Director or other Community Education staff members will be at your first day of work to make sure things start smoothly.

Employees should be on the job site at all times. Never leave your site unsupervised. Also, it is the policy of Community Education that employees working with young children remain with those children until all have been picked up.

## **ATTENDANCE/REVENUE**

If your job requires you to collect a fee from participants it is your responsibility to collect fees from everyone. You also need to log attendance at your event on the appropriate forms given to you. Revenue should be turned into the Community Education office the day after the completion of your event.

## **EMERGENCY SCHOOL CLOSING/ INCLEMENT WEATHER**

Activities will be cancelled when District #2769 schools are closed due to inclement weather. School closings and/or cancellations will be announced on KMRS/KKOK and the MACE Facebook page.

## **PAYROLL**

It is expected that all workers record on their time sheets the proper hours worked. All personnel paid by Community Education funds are paid the 20th of each month.

Time sheets are generally due in the Community Education office the last day of the month. UMM workstudy students are paid bi-weekly and hours are recorded online. Workstudy checks are dispersed through the UMM Financial Aid office.

## **COMMUNITY EDUCATION DAILY DISCIPLINARY PROCEDURE**

Community Education, under the auspices of both the School District and the City of Morris, is responsible, in many cases, for the direct or indirect supervision of activities, programs, and facilities governed by these two sponsoring groups. In order to maintain law and order, all rules specific to all activities, programs, and facilities, will be enforced so as to protect individuals and equipment.

### **Steps to follow in order to enforce rules:**

1. Violator will be informed of specific rule violation (warning).
2. If second violation occurs, whether it be the same as the previous or something new, the individual will then be asked to leave the premises. Parents will be contacted if appropriate. An incident report form should be completed.
3. Any extraordinary behavior, including belittlement or belligerence, etc. which the Community Education staff deems it necessary to remove the participant from said area, may result in that action being taken.
4. At any time, that a violator is told to leave the premises and refuses to do so, the Sheriff's Office will be contacted and a complaint will be filed against the violator on behalf of the Community Education office.
5. Once the Sheriff's Office has been contacted, the Community Education office, even if the violator has left said premises, may follow through with its complaint. Court action will then dictate disciplinary action.

## **FACILITIES & EQUIPMENT**

### **FACILITIES**

You are responsible for returning the facility to the exact condition it was in before starting/opening. All lights must be off, all doors locked, all windows closed and all equipment put away. Supervisors must be the last people to leave the site.

### **KEYS**

You may be issued a key to unlock the site you are supervising. Please take extreme caution to know the whereabouts of this key at all times. If a key is lost/stolen, please report this to the Community Education Director immediately. Keys should be turned in at the conclusion of your activity.

### **EQUIPMENT USE**

Workers will insure that all equipment is properly used and will assume the responsibility of issuing and checking in equipment.

### **FOOD AND SMOKING**

Food and beverage are allowed in the cafeteria, lounge, and commons areas of the school buildings only. **TOBACCO IS NOT ALLOWED** in any buildings or on the grounds of the schools.

## **ABOUT YOUR JOB**

Employees are responsible for reading through their job description and asking any questions they may have about their position with Community Education.

Employees are expected to report to their job sites in sufficient time to perform their duties. Make sure to give yourself enough time to be able to open up, or set up prior to the start of your activity.

Workers will be expected to be on the job on scheduled days. It is your responsibility to find a qualified sub to work for you in the event you can not work. You must notify your immediate supervisor and have this sub approved.

### **Discipline for Tardiness or Unauthorized Leaving of Job Site:**

- (1). 1st offense - oral warning
- (2). 2nd offense - written warning
- (3). 3rd offense - Layoff (length determined by C.E. Director)

As an employee of Morris Area Community Education, you are in a very important position from teaching individuals a new skill to ensuring a safe environment for people. In addition, you are also in a very important public relations position. Make sure all your actions reflect this position of responsibility. All employees are expected to behave in a courteous manner. Your language should never be profane. Absolutely no smoking or drinking is ever permitted on the job.

Discipline for Drinking/Smoking - termination

Discipline for inappropriate behavior - same as tardiness

If you are supervising an activity which requires pre-registration, you are expected to take attendance.

## **PART-TIME EMPLOYEE RESPONSIBILITIES**

### **CONTRACTS**

Complete an Instructor Contracted Service Agreement for the position you will be working. Completing the form means:

Include your name, address, phone number, and Social Security number on the Contracted Service Agreement; and sign.

### **NON-DISCRIMINATION POLICY**

ISD #2769 will not deny any person the opportunity to participate in any program on the grounds of race, color, national origin, creed, religion, sex, marital status, age or status with regard to public assistance and disability.

### **NEW EMPLOYEE FORMS**

If you are a "first-time" employee with Community Education, you will need to complete payroll documents and complete a background check. You will not be paid until these forms are completed. If you are a UMM Workstudy student, a Workstudy Eligibility Contract needs to be completed and signed.

### **ORIENTATION**

In addition to the Handbook, Community Education staff meet with new employees to acquaint you with necessary information. This orientation informs you of the policies, guidelines and information necessary and acquaints you with Community Education, the buildings and facilities used by Community Education.

## **SAFETY & EMERGENCY PROCEDURES**

1. Safety and the prevention of accidents is the responsibility of the employee. In all cases, the employee must provide instruction in the safe use of equipment and supply adequate supervision for participants, particularly while doing a hazardous task.
2. When there is an INJURY or serious ILLNESS, your responsibility is to aid the victim. Contact a staff person on duty and only if you know the proper procedures administer first aid. If needed, call 911.
3. In the event an accident does occur, you must contact the Community Education office and report the incident to the Director as soon as possible. All accidents must be reported in writing on a "Accident Report" form.
4. In case of FIRE, activate the fire alarm system immediately! Evacuate the building; inform staff members of the location of the fire; and DO NOT attempt to put the fire out, no matter how small, without first sounding the fire alarm, evacuate the building right away. Never look for the fire and never assume it is a false alarm. Wait for the all clear from a custodian or fire department before re-entering the building.
5. INSURANCE COVERAGE: All certified and non-certified employees are covered under the school district's liability coverage provided you are conducting a program sponsored by Morris Area Community Education. Keep in mind that this insurance coverage does not free you from personal liability due to negligence.