



Crosslake Community School
35808 County Road 66
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Crosslake, Minnesota 56442
218-692-5437

STAFF HANDBOOK ADDENDUM DECEMBER 2022

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

ATTENDANCE

Providing service to the students and to the people we work with is the reason the CCS exists. Any time you are absent or late impacts our ability to deliver these services and places an extra burden on your co-workers. CCS has an attendance policy that states employees will be notified and warned of absences that exceed the allotted days per year. Additionally, excessive absenteeism, as described in the attendance policy, without medical documentation will result in disciplinary action and possible termination of employment.

Should tardiness become apparent, disciplinary action will be taken and could result in termination of employment.

BENEFITS

Administrator Staff (.5 FTE or above)

(Director of Seat-Based Learning and Director of Online Learning)

- * Staff only Medical insurance premium paid by CCS (\$710.38 per month).
- * Staff only Dental insurance premium paid by CCS (\$39.50 per month).
- * Optional vision insurance premium paid by staff.
- * Term Life and Long-Term and Short-Term Disability coverage.
- * TRA/PERA matching funds.
- * 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, child, parent, in-laws or siblings to be adjusted based on the FTE of the staff.

Licensed Full-Time Exempt Staff (.5 FTE or above)

(Classroom Teacher, Special Education Teacher, Learning Coach, Social Worker)

- * Staff only Medical insurance premium paid by CCS (\$710.38 per month).
- * Staff only Dental insurance premium paid by CCS (\$39.50 per month).
- * Optional vision insurance premium paid by staff.
- * 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.
- * 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, child, parent, in-laws or siblings 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, 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 that 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).
- * TRA and PERA matching funds

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

(Human Resources/Business Manager, Executive Assistant, Technology Coordinator, Food Service Coordinator)

- * Staff only Medical insurance premium paid by CCS (\$710.38 per month).
- * Staff only Dental insurance premium paid by CCS (\$39.50 per month).
- * Optional vision insurance premium paid by staff.
- * Life and Long-Term and Short-Term Disability insurance coverage.
- * 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 that 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).
- * 5 days of bereavement for spouse, child, parent, in-laws or siblings to be adjusted based on the FTE of the staff.

Non-Exempt Full-Time Hourly Staff (20 hours or more per week) Contracted for More Than 176 Days

(Administrative Assistant, Attendance Coordinator, Admissions Coordinator, State Reporting Coordinator, Custodian/Maintenance)

- * Staff only Medical insurance premium paid by CCS (\$710.38 per month).
- * Staff only Dental insurance premium paid by CCS (\$39.50 per month).
- * Optional vision insurance premium paid by staff.
- * Term Life and Long-Term and Short-Term Disability coverage.
- * 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 that 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).
- * 5 days of bereavement for spouse, child, parent, in-laws or siblings to be adjusted based on the FTE of the staff.

Non-Exempt **Full-Time** Hourly Staff (20 hours or more per week) Contracted for 176 days **or less**
(Paraprofessional, Academic Interventionist, Behavior Interventionist, Food Service Assistant, School Cleaner)

- * Staff only Medical insurance premium paid by CCS (\$710.38 per month).
- * Staff only Dental insurance premium paid by CCS (\$39.50 per month).
- * Optional vision insurance premium paid by staff.
- * Term Life and Long-Term and Short-Term Disability coverage.
- * 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 that 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).
- * Three floating holidays (non-session days, paid at regular rate and FTE)
- * 5 days of bereavement for spouse, child, parent, in-laws or siblings to be adjusted based on the FTE of the staff.

Non-Exempt **Part-Time** Hourly Staff (**less than 20 hours per week**) Contracted for 176 days **or less**
(Please see HR for questions regarding positions under this category)

- * 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 that 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).
- * Three floating holidays (non-session days, paid at regular rate and FTE)
- * 5 days of bereavement for spouse, child, parent, in-laws or siblings to be adjusted based on the FTE of the staff.