

Version 2.0

Adopted: 02/23/16

Last Board Approval: 8/27/18

Last Revision: 8/2023



# EMPLOYEE HANDBOOK

---

Athlos Academy of St. Cloud  
MN Charter District #4250

3701 33<sup>rd</sup> St S  
St. Cloud, MN 56301  
Phone 320.281.4430  
Fax 320.281.4431  
Website [athlosstcloud.org](http://athlosstcloud.org)

## Contents

Introduction .....	3
Mission .....	3
Vision .....	3
Employee Rights and Standards .....	4
Hiring & Dismissal .....	11
Employee Leave .....	13
Absences .....	17
Time Keeping.....	18
Attendance.....	19
Employee Conduct and Disciplinary Actions .....	20
Payroll and Benefits .....	30
Building Security .....	31
Use of School Property .....	37
Employee Acknowledgment Form .....	39

## Introduction

This Employee Handbook is intended to give employees basic information about the policies and procedures as well as benefits applicable to employment with Athlos Academy of St. Cloud (AASC). This Employee Handbook replaces and supersedes any prior employee policy/procedures/benefits handbook. This Employee Handbook, the policies, practices, or benefits within, are not intended to a contract of employment or legal document. Employment or continued employment with AASC following the distribution of this handbook will be considered to be acceptance of policies, procedures and benefits set forth in the handbook.

The materials in this Employee Handbook are not exhaustive; it does not cover every situation that may arise. AASC reserves the right to unilaterally withdraw, supplement or modify these policies, procedures and benefits at any time. When there is an addition or change to a policy/procedure/benefit, we anticipate that we will be able to communicate that change in a timely fashion; however, we reserve the right to make changes without advanced notice.

Each employee is responsible for reading, understanding and following the provisions of this handbook. An employee should ask questions concerning any portions that are not understood. When questions arise, interpretation of the policies and procedures are left to the discretion of AASC leadership. As for benefits, the actual plan document takes precedence in the event of any discrepancy or error. AASC abides by all applicable local, state and federal laws and regulations regarding employment and education. The provisions set forth in this handbook indicate the current policies of Athlos Academy of St. Cloud with respect to general employee matters. This handbook applies to all employees of Athlos Academy of St. Cloud. Please contact the Assistant Executive Director with any questions.

Employees of AASC will also receive other manuals describing particular employee job duties and other specific program information. Job duties and program content fall outside the scope of this Employee Handbook.

All Governing Board policies are available online.

## Mission

Athlos Academy of St. Cloud empowers students to live fulfilling, responsible, and successful lives by building on the three foundational pillars of Prepared Mind, Healthy Body, and Performance Character.

## Vision

Athlos Academy of St. Cloud produces students who are well-prepared to face the challenges of life through development of critical thinking skills and a broad knowledge base, healthy lifestyle habits, and cultivation of performance character. The daily educational experience includes promoting a rich and engaging academic curriculum, a healthy lifestyle, and strong Performance Character.

These traits include:

- **Grit:** Rising-up to meet challenges and persevering in spite of failure
- **Leadership:** Making responsible decisions and motivating others to action
- **Social Intelligence:** Navigating relationships and interactions with respect and confidence
- **Focus / Self-Control:** Focusing our minds and bodies by resisting distractions and actively concentrating
- **Optimism:** Believing that effort today improves tomorrow
- **Curiosity:** Finding wonder and passion in the experience of learning
- **Energy / Zest:** Engaging in life with enthusiasm and excitement each day

- **Courage:** Taking risks and standing up for what is right
- **Initiative:** Taking action to help ourselves and others without being asked
- **Humility:** Allowing accomplishments to speak for themselves
- **Integrity:** Striving to do the right thing all the time
- **Creativity:** Thinking “outside the box” and solving problems with innovation

We are committed to supporting each student’s development of these traits. It is our goal that Athlos students become engaged citizens who understand that learning, wellness, and strong Performance Character are inextricably connected. As a result, our extended vision for our students is that each and every one of them mature into courageous, persevering, humble leaders who contribute to a better society and daily inspire others in their careers and communities to live fulfilling, responsible, successful lives. Athlos Academy of St. Cloud’s Performance Character Pillar is to be exemplified by all school personnel.

## Employee Rights and Standards

### Nature of Employment

Employment with Athlos Academy of St. Cloud is on an at-will basis. This means that the employment relationship may be terminated by either the employee or Athlos Academy of St. Cloud at any time, with or without notice, for any reason or no reason, with or without prior notice. Likewise, Athlos Academy of St. Cloud has the right to reassign, alter compensation, or terminate employment at any time, with or without reason, and with or without cause or advance notice. Nothing in the Employee Handbook or any other document should be understood as creating a guarantee of continued employment, a right to termination only for specific reasons or pursuant to specific procedures, or of any other guarantee of continued benefits.

### Categories of Employment and Work Schedules

Each paid position at AASC is designated as **Exempt** or **Non-Exempt** in accordance with the standards described in the federal **Fair Labor Standards Act (FLSA)**. Positions are designated as Regular Full-Time, Regular Part-Time, Temporary/Seasonal. In addition, some positions may be 10-month or 12-month positions. The standard work hours scheduled for employees are established to ensure our school provides the best programs and services to our students and families.

Below is information about employment categories and work schedules:

- An **Employee** receives wages or salary from AASC.
- A **Regular Full-Time** employee is regularly scheduled to work a minimum of a thirty-hour (30) week and maintains continuous, regular employment status. Regular full-time employees typically consistently work the same hours daily. It is expected, however, that school and student needs may, on occasion, require a change to the work schedule. Employees will be given as much advanced notice as possible when schedule changes are needed.
- A **Regular Part-Time** employee works a regular schedule of less than thirty hours (30) a week. Regular part-time employees generally work the same hours weekly or monthly. However, the days and hours may vary depending on the needs of AASC. Schedule changes will be communicated to employees with as much notice as possible.
- A **Temporary/Seasonal** employee works on a flexible schedule to perform specific services on a time-specific basis as determined by the school.
- An **Exempt** employee is engaged in a professional position as defined by FLSA such as teaching, social work, supervisory or administrative with specifically defined responsibilities. Exempt positions are paid on a salaried basis regardless of the number of hours worked. Exempt employees do not receive additional compensation for hours worked over a forty-hour (40) work week.

- A **Non-Exempt** employee generally works in area(s) defined by FLSA as more routine with set standards and guidelines such as technician, teaching assistant, and clerical. A non-exempt employee will be paid overtime pay at the rate of one and one-half (1 ½) times the employee's regular hourly rate for all hours worked in excess of forty (40) hours in a work week.  
***Non-exempt employees must receive approval from their supervisor prior to working overtime.*** Unapproved overtime hours recorded beyond the regular schedule is not acceptable and may result in disciplinary action.
- **Volunteers** are utilized by AASC and provide services to the school but are *not employees* and therefore do not receive compensation or a stipend from AASC.

### **Overtime**

In the event that overtime is required, non-exempt (hourly) employees will be paid one and one-half times their regular rate for all actual time worked in excess of 40 hours each week. For example, time attributable to vacations, sick leave, and holiday pay will not be counted as "hours worked" for purposes of computing overtime. Non-exempt employees must obtain their supervisor's approval prior to working overtime. Non-exempt employees should not access job related emails or conduct other work outside of approved working hours. Exempt Employees are not eligible for overtime pay.

### **Equal Employment Opportunity (See Personnel Policy 4018)**

Athlos Academy of St. Cloud will provide equal opportunity for each applicant for employment and for each employee. The school will not discriminate against any employee or applicant for employment because of race, age, sex, religion, creed, color, national origin, disability, marital status, pregnancy-related condition, sexual orientation, gender identification, citizenship status, family leave status, veteran status, status with regard to public assistance, or any other protected status under federal or state law. Each school administrator and staff member must comply with this policy. Failure to comply will result in appropriate discipline.

### **Disability Accommodations**

Athlos Academy of St. Cloud provides equal employment opportunities to qualified individuals with disabilities, which includes providing reasonable accommodations as required by law. Any employee who believes that they require an accommodation based on a disability in order to perform their job expectations may request reasonable accommodations.

Requests for accommodations will be promptly and carefully considered and will be arranged for as deemed reasonable. Employees may be required to provide a statement from their health care provider documenting the need for the accommodations. *(Requests for accommodations should be made to the Assistant Executive Director.)*

### **Reasonable Accommodation**

Athlos Academy of St. Cloud provides reasonable accommodation to known physical or mental limitations of a qualified Employee with a disability unless the accommodation would impose an undue hardship on the school. Reasonable accommodation may be, depending on all the circumstances, modification or adjustment to a job, the work environment, or the way things usually are done that enables an Employee with a disability to perform the essential functions of a job and to enjoy equal benefits and privileges of employment.

The school will provide reasonable accommodation to an Employee for health conditions related to pregnancy or childbirth if the accommodation does not impose an undue hardship on the operations of the school.

If an Employee requests a reasonable accommodation, he/she/they should do so in writing. The school will engage in an interactive process with respect to the Employee's request for a reasonable accommodation. The school may request a physician's or certified doula's statement regarding the requested accommodation. All requests for reasonable accommodation should be submitted to the Assistant Executive Director.

### **Eligibility to Work**

Federal law requires that all employers verify the identity and employment eligibility of all persons hired to work in the United States. All employees must fully complete the Employee Section of the INS Form I-9 and provide documents that establish their identity and employment authorization, prior to beginning work. AASC uses E-Verify to provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the Government cannot confirm an employee hired by AASC is authorized to work, AASC will provide the employee with written instructions and an opportunity to contact the SSA and/or DHS before taking adverse action, including termination.

### **Conflict of Interest (See Board Policy 2005)**

Employees of the school must avoid any interest, influence, or relationship which might conflict, or appear to conflict, with the best interests of Athlos Academy of St. Cloud, or which might affect their judgment or loyalty. Employees must avoid any situation in which their loyalty may be divided, and promptly disclose any situation where an actual or potential conflict may exist. Anyone with a conflict must disclose the conflicting interest to the Assistant Executive Director. Failure to disclose is grounds for disciplinary action up to and including termination of employment.

### **Communications**

Effective communication between employees and administration is critical to maintaining a productive and healthy work environment. This is especially true when addressing employee complaints or grievances. If there is a concern about a position or the school's policies or procedures, employees are encouraged to talk to a school administrator or the Assistant Executive Director. In addition, concerns or suggestions related to the general maintenance, facilities and services of AASC or other matters of concern are welcome and should be made to a school administrator.

### **Internal Posting and Hiring**

When a position becomes available due to an employee leaving the school or because a new position has been added, the position will first be posted internally for a period of 48 hours before posted externally so that current staff members are aware of the opening and may compete for the position.

### **Nepotism (See Personnel Policy 4016)**

It is the policy of Athlos Academy of St. Cloud to address the issue of nepotism while ensuring that the school complies with the Minnesota Human Rights Act.

- A. "Nepotism" means the inappropriate action regarding appointment, employment, promotion, or the advocacy of such action, by a public official in a position to influence directly or indirectly, these personnel decisions.
- B. "Relative" for this policy means an individual who is related to an employee as a father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, grandchild, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or legal guardian. It also includes individuals of the same sex or opposite sex living together

in a committed relationship whether married or not.

Employees and independent contractors will be hired based on meeting the objective criteria established by the school board for the position or the contract.

Individuals must notify the Assistant Executive Director if any family member applies for a position for which they will be responsible or may influence the employment actions referred to in this policy. The Executive Director must notify the Board Chair if any of his/her/their family members apply for a position.

Internal and external applicants are required to self-disclose, at the time of the application, if the position for which they are applying reports to or supervises a family member.

Internal and external applicants who have family members who work at the school must have an approved alternative arrangement in place prior to being approved for employment if the family member is involved in any employment actions regarding the applicant. If a conflict cannot be eliminated through alternative arrangements, the hire will not be approved.

All employees hired who have family members working at the school must have on file an approved Family Relationship Disclaimer with an approved arrangement if necessary. Contact the Assistant Executive Director to file a Family Relationship Disclaimer form.

Individuals who do not notify the Assistant Executive Director and who do not have the necessary arrangements, are in violation of school policy and will be subject to corrective action. Individuals violating this policy will be held accountable with consequences up to and including termination.

#### **Prohibiting Discrimination (See Personnel Policy 4022)**

Athlos Academy of St. Cloud will not advocate or permit workplace discrimination on the basis of race, creed, color, national origin, religion, age, sex, gender identity, pregnancy-related condition, veteran status, disability, or any other protected status under federal or state law, among its employees and its students. Discrimination against an individual because of their association with another individual for the abovementioned criteria is likewise prohibited.

#### **Employee Harassment Policy (See Personnel Policy 4012)**

Athlos Academy of St. Cloud's position is that harassment undermines the integrity of the employment relationship. All employees have the right to work in a safe environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to disciplinary action up to and including termination of employment.

##### Harassment

Harassment is defined as unwelcome verbal, visual, written or physical conduct, which creates an intimidating or hostile environment. Some examples include but are not limited to the following: derogatory comments or jokes regarding a person's race, color, age, religion, sex, national origin, sexual orientation, citizenship status, disability, physical appearance, or any other legally protected characteristic or activity; and includes the distribution or display of written or graphic materials which have the same effect.

##### Sexual Harassment

According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual

nature when:

- Submission to such conduct or communication is made either explicitly or implicitly as a term or condition of employment, or of obtaining an education;
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

"Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

#### Examples of Prohibited Harassment or Violence

- A. Harassment includes, but is not limited to the following conduct:
  1. Verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.
  2. Unwelcome conduct if the student or employee did not request or invite it and/or considered the conduct to be undesirable or offensive.
  3. Conduct that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the charter school's programs.
- B. Racial, color, creed or national origin harassment/violence
  1. Intimidation or abusive behavior toward a student or employee, based on perceived or actual race, color, creed or national origin, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the charter school's programs.
  2. Racial violence is a physical act of aggression or force, or the threat thereof, which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin.
- C. Religious harassment/violence
  1. Intimidation or abusive behavior toward a student or employee based on perceived or actual religious beliefs that create a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the charter school's programs.
  2. Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.
- D. Sexual harassment is based upon sex/gender and/or sexual orientation, considering the following:
  1. The conduct is unwelcome, meaning that the student or employee did not request or invite the conduct and considered the conduct undesirable or offensive. Whether the conduct is unwelcome should be determined by consideration of all circumstances and not be determined by submission or failure to complain.
  2. The conduct may include, but is not limited to, the following:
    - a. Unwelcome verbal harassment or abuse;
    - b. Unwelcome pressure for sexual activity;



- c. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
  - d. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. Unwelcome behavior or words directed at an individual because of gender.
- E. Sexual violence: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statute §609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
  - 1. Sexual violence includes but is not limited to the following:
    - a. Rape, sexual assault, and coerced sexual intercourse or other sexual acts. The physical act is considered nonconsensual if a person is incapable of giving consent due to alcohol or drug use or due to an intellectual or other disability.
    - b. Touching, patting, grabbing, or pinching another student's or employee's intimate parts or the clothing covering the intimate parts.
    - c. Coercing or forcing or attempting to coerce or force a student or employee to touch anyone's intimate parts.
  - 2. A police report does not relieve the school of its responsibilities under Title IX.
- F. "Assault" is:
  - 1. An act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. The intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. The threat to do bodily harm to another with present ability to carry out the threat.

#### Reporting Procedures for Harassment

In handling harassment, or sexual harassment, if it is safe to do so, employees are encouraged to first politely, but firmly, confront whoever is engaging in the inappropriate conduct, and request that the person cease the unwanted behavior immediately. If the person refuses to cooperate, report the incident immediately to the Assistant Executive Director in accordance with the reporting procedures.

- Complete a written complaint using the *Employee Harassment Reporting Form*, accessible from the Assistant Executive Director and the AllStaff Sharepoint page.
  - If the complaint involves the Assistant Executive Director, the complaint should be filed directly with the Executive Director.
- Complaints under this policy will be investigated by the Assistant Executive Director and/or the Executive Director, in as confidential a manner as possible.
- If an investigation confirms that harassment has occurred, Athlos Academy of St. Cloud will take corrective action as appropriate against the violator, up to and including termination of employment.
- The Federal Equal Employment Opportunity Commission and the appropriate state agency investigate and prosecute complaints of prohibited harassment in employment.
- In the event a complaint of harassment is found to be either maliciously raised or is without basis, appropriate disciplinary measures may be taken against the employee who brought the complaint.

**Whistleblower Protection Policy (See Personnel Policy 4030)**

We require our employees and volunteers to practice the highest levels of business and personal ethics when conducting their duties and responsibilities. This means that school personnel must practice honesty and integrity in their job duties and comply with all applicable laws and regulations. The objectives of this Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or auditing matters by employees on a confidential and anonymous basis;
- The receipt, retention, and treatment of complaints received by Athlos Academy of St. Cloud regarding accounting, internal controls, or auditing matters; and
- The protection of reporters from retaliatory actions.

**Reporting Procedures for Whistleblowers**

1. A confidential report will be made directly to the Assistant Executive Director;
  - Concerns regarding the Assistant Executive Director will be made to the Executive Director.
2. The Executive Director and/or the Assistant Executive Director will notify the Governing Board.
3. The Assistant Executive Director will notify the reporter and acknowledge receipt of the reported concern within 10 business days, if possible.
4. No employee who, in good faith, reports a concern will be subject to retaliation or adverse employment action.

**Retaliation Policy (See Personnel Policy 4030)**

No employee or volunteer who, in good faith, reports a concern will be subject to retaliation or adverse employment action. Any person who retaliates will be subject to disciplinary action up to and including termination of employment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Likewise, an individual who reports a concern who is not acting in good faith, does not have reasonable grounds for believing the information disclosed indicated an improper accounting or auditing practice, or who makes unsubstantial allegations that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, may be subject to disciplinary action, up to and including termination of employment.

**Grievance Process (See Student Policy 5501)**

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with the appropriate person or school employee. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If this does not solve the problem, or if mediation is required, the employee may talk with the Executive Director who will work to resolve the situation. The Executive Director will keep the Assistant Executive Director and the School Board informed of any final written warnings or possible legal issues and concerns.

Grievance Process for an employee with a job-related problem or complaint:

- Discuss problem or complaint with appropriate staff member
- If the matter cannot be resolved, discuss the problem with the Executive Director, who may use mediation, and who can be an arbiter in making a decision
- If the resolution reached by the Executive Director is not satisfactory, the staff member with the complaint should go to the School Board, who will be the final arbiter in the grievance process. If the Executive Director is the subject of the grievance, the individual should take the complaint to

the School Board.

### **Open Door Policy**

Athlos Academy of St. Cloud will attempt to treat all internal grievances as confidential, recognizing, however, that in the course of resolving internal complaints, some dissemination of information to others may be necessary or appropriate.

### **Mediation Process**

If warranted, school administration will bring both parties to engage in the mediation process, conducted on the basis of the following points:

- Identifying both parties' needs and interests;
- Generating alternatives and solutions;
- Choosing a solution that provides maximum joint benefit; and
- Enforcing non-retaliation.

In cases where mediation fails, or a resolution cannot be reached by the Executive Director, the Assistant Executive Director or designee, the matter may be elevated to the attention of Athlos Academy of St. Cloud's Governing Board. In serious cases, state or federal agencies may become involved as well.

### **Hiring & Dismissal**

#### **Licensing Requirements for Teachers (See Personnel Policy 4028)**

Athlos Academy of St. Cloud's licensed employees are required to hold a valid teaching certificate, permit, or other document equivalent that makes them eligible to perform those services in the state of Minnesota. Copies of licensing documents, undergraduate and graduate level transcripts, and any other documents relevant to the credentials of being a licensed professional should be submitted to the Assistant Executive Director. It is the responsibility of the licensed employee to maintain a valid license, and submit the proper CEU documentation for renewals.

Teachers must have graduated from a credentialing program. Candidates with ESL endorsements may be given preference over candidates who are otherwise equally qualified for a position. Substitute teachers need to provide proof of appropriate licensure prior to providing substitute services.

#### **Background Checks (See Personnel Policy 4002)**

Anyone at Athlos Academy of St. Cloud with significant access to students, or unsupervised time spent with students, is required to submit to a background check prior to engaging with students; including all employees, volunteers, substitutes, or emergency replacements. Employees must notify the Assistant Executive Director of any criminal conviction. The school will determine whether any employment action is warranted as a result.

The Assistant Executive Director is responsible for supervising students to ensure their safety, and provides heightened supervision of substitutes, emergency replacements, volunteers and/or guest speakers, until a background check clears.

### **Background Checks Procedure**

- If a person is denied employment or dismissed based on information in a background check, they will receive notice of the reason, and will be given the opportunity to respond.
- The cost of the background check will be paid by Athlos Academy of St. Cloud.

**Discipline or Dismissal of Employee (See Personnel Policy 4017)**

Dismissal of employees are without discrimination and in compliance with Minnesota Stat. § 181.932. Employment with Athlos Academy of St. Cloud is considered an “at-will” relationship and the employee or AASC are free to terminate the employment relationship for no reason at all. The following information does not modify the at-will status of the employer-employee relationship in any way.

**Resignation**

AASC recognizes that employees may choose to leave the school and we request that Non-Exempt, Regular employees give a minimum of two (2) weeks’ notice and that Exempt, Regular employees give a minimum of four (4) weeks’ notice along with a letter of resignation. This will help us to provide the necessary continuation of service to our students and families. An “eligible employee” within the meaning of this provision means an employee who has voluntarily terminated his or her employment and provided appropriate notice to AASC as described above.

**Layoff**

Layoff constitutes the termination of employment with AASC due to no fault of the employee. This may occur due to elimination of a position due to changes in programming or budget. In the case of a layoff, the employee is considered to be an “eligible employee” for purposes of payment of their pro-rated portion of accrued work time.

**Job Abandonment**

If an employee does not show up to work for three (3) consecutive scheduled work days, without notice or a prior request for time off approved by the Assistant Executive Director, the school will consider the employee to have voluntarily resigned from their employment with Athlos Academy of St. Cloud. It is the employee’s responsibility to notify the Assistant Executive Director and direct supervisor if they will be away from work.

**Involuntary Termination**

Termination from employment with AASC may occur for a number of reasons including but not limited to unsatisfactory job performance, or violation of policies or procedures. AASC may terminate your employment at any time for any reason or for no reason.

**Administrative Leave**

Circumstances may arise which require AASC to investigate an issue. In order to protect all parties involved, an employee may be placed on administrative leave immediately, with or without pay, pending the findings of the investigation. Administrative leave is not always considered disciplinary action.

**Return of Property**

Terminating employees must return all Athlos Academy of St. Cloud equipment, keys, etc. to the Assistant Executive Director.

**Processing the Final Paycheck**

The terminating employee must provide the final timesheet and, if applicable, any outstanding expense reports in order for the Assistant Executive Director to process the final paycheck check. An employee may be held responsible for unreturned or damaged materials or equipment. However, wages may not be deducted for broken equipment or lost money etc., unless after the loss occurs, the employee gives voluntary written authorization for their wages to be deducted or the employee is found liable by a court. Any outstanding lunch account balance will be deducted from the final paycheck.

Should an employee be involuntarily discharged, they will receive their final paycheck after termination as required by law. Should an employee's contract not be renewed for the following school year, their final paycheck will be issued on the next scheduled pay date following the last reporting date, and will include the payout of their contract. Additionally, any insurance coverage an employee holds through the school will expire June 30<sup>th</sup> of that year.

Upon severing employment with Athlos Academy of St. Cloud, any PTO used beyond what the employee accrued by days worked must be paid back to Athlos Academy. This will be done via deduction from the final paycheck with voluntary written authorization for their wages to be deducted.

## **Employee Leave**

### **Requesting Leave**

All leaves of absence must be requested and approved at least two weeks in advance by the employee's direct supervisor and the Assistant Executive Director through the absence management system. In the case of emergency or last-minute notice, employees must make contact with their supervisor and the Assistant Executive Director by phone, text or email.

Based on recent legislation, changes may occur to policies regarding sick and personal time for employees in education. AASC will determine and communicate a plan for sick and personal time after January 1<sup>st</sup>, 2024.

### Preparing for Substitutes

To maintain consistency for students, teachers are expected to prepare for absences. Staff requiring a substitute will keep an easily accessible folder that contains information to support a substitute including (to be adjusted per job duties):

- Lesson Plans
- Class Lists/Seating Charts
- Instructional Grouping Lists Class & Team Schedules
- Teacher Schedule including any duties
- Emergency Management Plans
- IEP requirements for individual students
- Medical information for special needs students
- Expectations for behavior
- First Aid information

Lesson plans should also be emailed to the Assistant Executive Director and Director of Academics.

### **Paid Time Off (See Personnel Policy 4038)**

Athlos Academy of St. Cloud makes an effort to provide competitive leave policies that are compliant with state requirements. Leave is approved by the Assistant Executive Director on a first come first served basis. Leave should not be taken on PD days, blackout days, or within the first two weeks or last two weeks of employment unless approved by the Assistant Executive Director.

The amount of Paid Time Off leave an employee receives is specific to their position. At the end of each school year, unused PTO is paid out at \$150.00 per day, no carryover is allowed. Should a staff member end their contract year early (terminated or resigned), there will not be a PTO payout.

### **Sick Time (See Personnel Policy 4038)**

These hours are to be used for personal/family member illness and medical or dental appointments that cannot be scheduled outside of the normal work day. A qualified family member includes; child, step-child, foster child or grandchild, spouse, sibling, parent, step-parent, mother-in-law, father-in-law, grandchild, step-grandchild, adopted child or grandchild, or grandparent.

The amount of Sick Time leave an employee receives is specific to their position. At the end of each school year, unused sick time is paid out at \$150.00 per day, no carryover is allowed. Should a staff member end their contract year early (terminated or resigned), there will not be a sick time payout.

### **Family Medical Leave Act (See Personnel Policy 4019)**

Athlos Academy of St. Cloud fully complies with the federal Family and Medical Leave Act (FMLA) which requires the school to grant eligible employees leaves of absence for specified purposes. FMLA Leave is up to 12 weeks of unpaid leave.

#### Eligibility

Full-time employees are eligible for FMLA Leave, including Military Caregiver Leave, if they have been employed by Athlos Academy of St. Cloud for at least one year, worked at least 1250 hours during the 12-month period immediately preceding commencement of the leave, and are employed at a worksite where Athlos Academy of St. Cloud employs at least 50 employees within a 75-mile radius. Part-time employees may be eligible for FMLA Leave based on the hours they work. An eligible employee's leave entitlement under the FMLA is limited to a total of 12 workweeks of leave in a 12-month period for any one or combination of the events for which FMLA Leave is available. An eligible employee who takes Military Caregiver Leave is entitled to a combined total of 26 workweeks of FMLA Leave during a single 12-month period for Military.

#### Requesting FMLA

An employee should request FMLA Leave or Military Caregiver Leave by completing a Request Form and submitting it to the Assistant Executive Director. Employees requesting FMLA or Military Caregiver Leave should provide not less than 30 days' notice, or such shorter notice as is practicable.

When possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt Athlos Academy of St. Cloud's operations. Retaliation against employees for taking leave protected by the FMLA is prohibited by law.

FMLA Leave may be taken for any of the following reasons:

- Birth of a child;
- Adoption of a child;
- Placement of a foster child;
- A serious health condition of the employee;
- Care of a spouse, child, or parent with a serious medical condition; and/or
- A military qualifying exigency arising as a result of a spouse, child, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces.

For the duration of FMLA leave, the employer must maintain the employee's benefits, including health coverage under any "group health plan," as described above. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Contact The Assistant Executive Director for inquiries or concerns regarding job reinstatement and pay.

#### Military Caregiver Leave Provision

Along with the criteria for FMLA Leave, Military Caregiver Leave may be taken up to 26 weeks to care for the employee's child, parent, spouse, who is a current member of the Armed Forces, or a member of the Armed Forces, the National Guard, or Reserves who is on the temporary disability retired list, and has a serious injury or illness that was incurred in the line of duty for which they are undergoing medical treatment, recuperation, or therapy.

#### **Other Time Away from Work**

##### Holidays

All employees will be provided with a calendar of dates that they are expected to work with the employment offer; holidays are designated on this calendar.

##### Bereavement Leave (See Personnel Policy 4038)

Employees working more than half-time will be granted up to three work days of leave with pay in the event of a death of a member of the immediate family. PTO may be used to cover non-eligible funerals. Immediate family member is defined as a parent, child, spouse or domestic partner, or legal dependents who live in the employee's household.

##### Jury Duty

If an employee receives a notification to serve jury duty, the employee should immediately notify the Assistant Executive Director. After one year of service, Full-Time, benefits eligible employees (based on employment classification) serving on a jury may be paid for a maximum of five (5) days, once in any 36-month period, without reduction in pay. Any time served by the employee beyond these limits will be considered unpaid time, (*See the Assistant Executive Director for details*). In order to be paid by AASC for the first five days of jury duty, the employee must provide the school with jury attendance verification provided by the jury clerk or court. This documentation must be submitted to the Assistant Executive Director. The court may pay the employee for jury service. The employee is not required to remit that payment to AASC.

##### Parental Leave

If an employee is not eligible for leave under the School's FMLA policy, the employee may still be eligible for parenting leave under this policy for the birth or adoption of a child. Employees are eligible for parenting leave of up to 12 weeks under this policy if: (1) they have been employed by the School for at least 12 months preceding the request and (2) during those 12 months the employee worked an average of 20 hours per week. If the employee is also eligible for parenting leave under the School's FMLA policy, then the employee's rights are governed solely by that policy.

Under this policy, the employee will be entitled to an unpaid leave of absence for 12 weeks. Employees are required to use any available paid time off, such as personal or sick hours during the 12-week period.

Parenting leave may run concurrently with another type of leave of absence. During any unpaid portion of parenting leave, the employee will not accrue any benefits such as vacation or PTO.

While on parenting leave an employee is eligible to continue their insurance benefits, but must pay the employee's portion of the premium. Information will be provided about the cost and procedure for continuing insurance during unpaid leave.

At the end of the parenting leave, the employee will be reinstated to their same position or if that position

is unavailable, to a comparable position. Employees must notify the Assistant Executive Director of their intent to return to work at least two weeks prior to returning. Failure to return to work will be considered voluntary resignation.

#### Other Leave

An employee may make a request for a leave of absence for other reasons.

#### **Employee Duties**

Specific duties may vary from employee to employee based on expertise and job title. All employees are responsible to become familiar with, and perform their duties in compliance with, school calendars, organizational charts, policy addendums and other annual information pertaining to each school site, which will be provided in a supplemental packet at the beginning of each school year.

#### **Schools Expectations**

The Administration expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, guardians and students. The Administration expects employees to comply with all applicable Board policies, work rules, administrative regulations, job descriptions, terms of this Handbook and legal obligations. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

#### **Job Responsibilities**

Positions have specific responsibilities which employees are expected to perform. It is important that employees fully and clearly understand responsibilities and the expectations supervisors have for them. Speak with supervisors if there are questions regarding the functions you are able or unable to perform. Employees should be flexible and willing to take on new assignments, understanding that responsibilities change over time.

#### **Substitute Pay**

As of this school year, the COVID relief funding that was designated to offset costs of teacher shortages is no longer available to schools. As a result, there will not be additional pay provided to staff who are assigned to sub.

#### **Right of Assignment**

The school administration has the right of assignment of all employees of the school.

#### **Children at Work**

Employee children may not be in offices or classrooms at any time during an employee's contracted work time. This includes before, during, and after school unless permission has been given by the Assistant Executive Director. If permission is granted to bring a child to the workplace, the employee/parent/guardian is responsible for the care and supervision of the child at all times without compromising work responsibilities and duties. Permission will not be given to bring a child with an infectious illness to the workplace. Employee children may not come to the school's special events at which the employee is scheduled to work unless they are accompanied by a non-school adult who is over the age of 18. This adult is responsible for the care and supervision of the child/children at all times.

#### **Employee Work Hours & Breaks Including Lunch**

The Athlos Academy St. Cloud building is open for staff from 6:30 a.m. to 4:00 p.m., Monday - Friday when school is in session. Staff are expected to be at their workstation for their scheduled hours each day of student contact. Non-student contact work hours may vary. The workweek begins Sunday at 12:01am



through Saturday at 12:00am, unless Administration makes other arrangements with the employee.

Before-school and after-school hours are available to interact with guardians and students.

### **Prep time**

Prep time is contracted paid time for teachers to be working in the building. Teachers may not leave the building during this time for lunch or personal reasons without permission from an administrator. This time is provided for you so that you may get your work done; it is not to be used for social time. Since many times prep time is scheduled while students are at specials, staff should be mindful of picking up and dropping off students at classes on time so that prep time of colleagues scheduled before and after your prep time is not affected.

### **Meal periods**

All full-time exempt employees will receive an unpaid meal break of 30 minutes. Non-exempt staff will receive a 30-minute unpaid meal break. Meal breaks are not counted toward hours worked. Meal breaks must be coordinated within the work group so that students or areas are never left unattended.

If an employee chooses, they may purchase breakfast for \$2.50 and lunch for \$5.00. Payments should be made at the front office where the money will then be entered into their individual meal account. Staff are not allowed to charge meals. Money must be in their account before purchasing. The staff member will use their PIN at the cafeteria to purchase a meal.

Employees are to be completely relieved from duty during their meal break. If a nonexempt employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

When employees need to use the lunch period for errands or other personal business, they are to return in time to ensure no disruption of instruction or supervision. Employees must notify appropriate personnel to receive approval before leaving school grounds during a break and are required to clock out for that time.

Personal business should be conducted on the employee's own time. If unexpected personal business arises, employees must notify their supervisor to make provisions as necessary. Employees who do not adhere to the break policy are subject to disciplinary action. It is the policy of Athlos Academy to comply with state and federal laws regarding meals and breaks.

### **Reasonable Accommodation**

Reasonable accommodation may be requested due to the observance of religious practices. Requests must be approved by the Assistant Executive Director and the direct supervisor ahead of time. Athlos Academy will not be able to accommodate a request when the schedule change creates an undue hardship that will disrupt business operations. Under Title VII, religious accommodation is an undue hardship when it poses a "more than de minimis" cost or burden.

### **Enforcement**

Department supervisors are responsible for the scheduling of meal breaks. Employees who fail to return on time from breaks or lunch will be subject to disciplinary action and docking of pay for time missed.

### **Absences**

Absence from work is defined as time off without pay or time charged to a leave account. Employees must notify Athlos Academy of St. Cloud by texting the Assistant Executive Director, 320-406-9456 before 5:30 AM if they will be unexpectedly absent, leaving early, or arriving late. Additionally, when advance notice is not possible, the employee's direct supervisor/designee should be called no later than 15 minutes before an employee's regularly scheduled start time. The reason for the absence and the estimated length of the absence should be given. If absence is anticipated on subsequent days, the employee should notify the appropriate person by 11:00 AM each day prior to the absence.

Licensed staff must email lesson plans to the Assistant Executive Director and Director of Academics by 5:30AM on days of planned and unexpected absences.

When absences are planned in advance, a copy of detailed lesson plans must also be printed and placed in the classroom lesson plan binder. Sub plans may not include summative assessments. All summative assessments must take place with the classroom teacher in attendance.

Should a substitute not be available, EL, SPED, and Intervention teachers need to email/notify the classroom teachers with whom they work to let them know that their students will not be serviced on that day. This is for both planned and unplanned absences. They should make arrangements with teachers to support them with plans/activities in the event of their absence.

If a sub is needed for a meeting or staff development during the school day, email the Assistant Executive Director at least one full week (7 days) before the meeting to ask if an in-house sub can be arranged. In your email, you must state the purpose of the meeting, who has approved the meeting, the hours of the meeting, and the location of the meeting.

If you have an emergency during the school day (illness/family emergency) first call the Assistant Executive Director who will work with you to arrange a sub. If you cannot reach the Assistant Executive Director, call the front desk to ask for their support in locating the Assistant Executive Director to take your call. If the Assistant Executive Director is out of the building, call the front desk, explain your situation, and ask them to connect you with an administrator who will support you in finding a sub.

## **Time Keeping**

Accurately reporting time worked is the responsibility of every nonexempt employee. Athlos Academy must keep an accurate record of time worked to calculate employee pay and benefits.

### **Time Worked**

Time worked includes all time that an employee is required to perform duties for the school. Time worked is used to determine overtime pay required for nonexempt employees. The following provisions are included as time worked:

- If approved by the Assistant Executive Director, work performed off the premises or at home by a nonexempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance in writing by the Assistant Executive Director.
- Break time: Rest periods of 15 minutes or less are counted as time worked.

### **Time Not Worked**

Per the Fair Labor Standards Act (FLSA), Athlos Academy does not count the following provisions as time worked:

- Paid leave. Approved paid absences, including sick leave, vacation leave, holiday leave, Family and

Medical Leave Act (FMLA) leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.

- Lunch periods. Uninterrupted time off for lunch is not counted as time worked.

### **Timeclock**

Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. Electronic timesheets are used for all timekeeping. Paper timesheets will not be accepted unless stated by the Assistant Executive Director.

It is the employee's responsibility to certify the accuracy of all time recorded. The Assistant Executive Director will review and confirm the time record before submitting it for payroll processing. In the event of an error in reporting time, employees must immediately report the problem to the Assistant Executive Director.

### **Enforcement**

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

## **Attendance**

### **Daily Attendance**

Employee reliability and dependability is essential for AASC to achieve its mission. The staff of AASC works as a team, which requires that individuals are in their assigned work areas, ready to start each day at their scheduled time. Employees are expected to report to work each day, on time, unless prior authorization has been given. Employees that are late to work without prior arrangement/permission will have their earned but unused PTO deducted for the time missed. If the employee does not have earned but unused PTO, the missed work time will go unpaid. Tardiness is not acceptable and may result in disciplinary action up to and including termination of employment.

All non-exempt staff members must clock in and clock out on-site using the electronic timesheet. The system can be accessed via website on the provided kiosk computer. Staff can request their login information from the Assistant Executive Director. Excessive absences or tardiness will be subject to discipline, up to and including termination.

### **Staff Meeting Schedule & Attendance Expectations**

Employees may be required to attend staff meetings, committee meetings, grade level meetings, or content area meetings outside of standard work hours and/or outside of the standard 40-hour workweek if necessary. Meetings are scheduled within the workday as often as possible. Every effort will be made to schedule meetings immediately after school. Meetings may potentially start earlier or run later than those hours. Staff are expected to attend these meetings, to be on time, and to attend for the duration.

### **Additional Assignments**

All staff may be required at activities that are scheduled beyond the core school day and beyond the core school year including but not limited to school events, IEP meetings, staff meetings, late busses, summer professional development, parent meetings/conferences, and family events or activities. Unless excused by administration, in writing, staff attendance is required at all meetings or events directly related to the employee's position and job duties regardless of whether the staff member is full-time or part-time. Meetings, events, individual classroom curriculum/instruction activities/project development and required

assignments are all considered a part of professional responsibility relative to the primary contract and are not eligible for additional compensation. Meetings and assignments will be communicated on an ongoing basis throughout the year and may be rescheduled due to weather or at the discretion of administration. As of this school year, the COVID relief funding that was designated to offset costs of teacher shortages is no longer available to schools. As a result, there will not be additional pay provided to staff who are assigned to sub.

### **Training and Instruction**

Each August, all employees are required to complete training in general safety practices, accident and incident management, basic first aid, building security, and crisis management. Training may be required by grade level or content area and/or department.

### **Snow Days**

In the event of snow days, regular full-time hourly employees and regular part-time hourly employees will be paid for the first two snow days of the school-year calendar if the employees were scheduled to work on those dates. In the event of additional snow days during the school year, hourly staff will not be paid for those days but will be welcome to use remaining sick or hourly time if available. Make-up days may be added to the school calendar at the discretion of the Executive Director and/or Assistant Executive Director with calendar approval from the School Board. Make-up days may be considered required work days for all staff.

### **Weather & Emergency Related Closings or Delays**

At times, emergencies such as severe weather, fires, or power failures can disrupt school operations. The decision to close or release students early the school will be made by the Assistant Executive Director. This decision will be communicated to employees, families, and the community through our school messaging system, social media, and notification on the school website. For weather-related closings or delays, Athlos may follow decisions made by local districts but look for information that relates directly to Athlos Academy of St. Cloud for confirmation.

Time off from scheduled work due to emergency closings will be unpaid for all hourly and other non-exempt employees. However, if employees would like to be paid, they are permitted to use personal leave, if it is available to them. At the discretion of the Assistant Executive Director, employees may be scheduled for additional hours/tasks to work hours missed.

## **Employee Conduct and Disciplinary Actions**

### **Standards of Conduct**

Standards of conduct have been developed for all school personnel to maintain day-to-day relations with the school community. Employees are expected to be professional at all times. Employees should not engage in behavior detrimental to Athlos Academy of St. Cloud's reputation or in violation of school policies. Such conduct may result in an evaluation of the employee's job performance.

The following violations are considered misconduct and may result in disciplinary action up to and including termination of employment. Since it is impossible to enumerate every act or omission that would justify the imposition of disciplinary action, the following list is not intended to be all-inclusive.

- Unexcused absence and/or lack of punctuality;
- Data Privacy: Release of confidential information without authorization (*See Personnel Policy 4004; Student Policy 5105*);
- Possession and/or suspicion of being under the influence of alcohol or other controlled substances

while reporting to work (*See Personnel Policy 4026*);

- Any willful act that endangers the safety, health or well-being of another individual, or that intimidates or threatens an individual;
- Possession of firearms, or any other weapon, while acting within the course of employment with Athlos Academy of St. Cloud;
- Failure to follow any established policy or procedure of Athlos Academy of St. Cloud;
- Violations of federal or state laws affecting Athlos Academy of St. Cloud or status of employment with Athlos;
- Failure to report a violation (*See Personnel Policy 4023*); and
- Failure to notify the Assistant Executive Director and School Social Worker of a qualified mandated report.

### **Employee Evaluation (See Personnel Policy 4011)**

The Executive Director or delegated administrator will conduct performance reviews with all full-time and part-time employees at least once per year. The Executive Director and delegated administrator(s) will be visiting and/or observing multiple classrooms a day. These observations and visits may or may not be scheduled, and may also not be directly tied to an evaluation.

### **Improvement Plan**

Athlos holds each of its employees to high standards in regards to school policy, standards of conduct and adult community relations. When an employee deviates from these expectations, the Assistant Executive Director or designated administrator may meet with you to create an improvement plan.

An improvement plan may be progressive. That is, the action taken in response to a policy infraction or violation of stated expectation typically follows a pattern of increasing in seriousness until the expected behavior is improved upon or the employee agreement is terminated.

Though committed to a progressive approach to corrective action, Athlos considers some rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form; insubordination; threatening or intimidating any person within the school community including students; vandalism or destruction of school property, the use of school equipment without prior authorization; untruthfulness about background check information; does not adhere data privacy expectations; the undermining of, or verbally spreading dissatisfaction and/or blame regarding school systems and procedures to others in the school community; and misrepresentations of Athlos to a member of the school community.

### **Confidentiality of Employee Records (See Personnel Policy 4004)**

Athlos Academy of St. Cloud enforces relevant laws designed to govern access to and control of government records, effectively protecting the dissemination of confidential employee records. Employee records are the property of AASC and are treated as confidential. The following private personnel records include, but are not limited to:

- Employment records that would disclose that individual's home address, phone number, Social Security number, insurance coverage, marital status, or payroll deductions;
- Medical records containing data on individuals describing medical history, diagnosis, condition, treatment, evaluation, or similar medical data;
- Information obtained through a criminal background check; and
- Other records containing data on individuals, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy under state or federal law.

In accordance with *Community Relations Policy 8008*, an employee, by written request, will be permitted to examine or receive a copy of their personnel file, which is kept in a secure location at the school. Requests will be fulfilled within 5 business days. Personnel records, whether positive or negative, are maintained in this file and not in a separate file that can be presented later.

We consider all employment, performance, pay and personal information about current and former AASC employees to be private and as such will treat this information confidentially and sensitively. The only personal information about employees that Athlos Academy of St. Cloud collects is that which relates to their employment. Access to personnel file information is restricted to those who need to know such information in order to perform their jobs. Non-Personnel File documents containing private Employee information (e.g., consumer reports, I-9 forms, wage garnishment documents, credit card information, mortgage application inquiries, reference check results, and pre-employment or drug testing results) are kept in confidential files separate from Personnel Files.

Access to this information is limited to people with a need to know and any release of the information to others must be authorized in advance by the Assistant Executive Director. Personal information is released outside Athlos Academy of St. Cloud only with employee approval, except to satisfy legitimate investigatory or legal requirements or as allowed for under data sharing agreements Athlos Academy of St. Cloud has with third party entities as described in the Tennessee Warning.

If the school collects information on a medical condition or disability, it is collected and maintained in separate files and treated in a confidential manner. The school will only disclose such information to (1) Supervisors who need to be informed regarding necessary work restrictions and necessary accommodations; (2) first-aid and safety personnel who need to be informed about emergency treatment; (3) government officials who are investigating compliance-related issues and (4) as required by insurers pursuant to contract requirements or in the course of handling work-related claims (e.g., worker's compensation claims). Information may also be released for purposes mandated by Local, State, or Federal law.

Pursuant to Minn. Stat. Sec. 181.172, employees have the right to disclose their wages. Those rights and remedies are outlined in the statute.

### **Employee Confidentiality**

If employees have access to any of Athlos Academy of St. Cloud's confidential information, including private student and/or employee information, they are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

### **Updating Employee Information**

An employee's personnel data should be accurate and current at all times. It is the responsibility of each employee to promptly notify the Assistant Executive Director of any changes in personnel data such as: mailing address, telephone numbers, marital status, name and number of dependents, and, individuals to be contacted in the event of an emergency. Failure to update address changes may result in delayed or lost payroll checks. It is also the responsibility of each employee to maintain and update the license/certification required for their position.

### **Dress Code Policy (See Personnel Policy 4010)**

It is expected that all employees present a professional manner in both actions and appearance while performing work duties.

All employees are expected to maintain appropriate standards of neat and professional dress and grooming. The key point in determining what is appropriate work attire is the use of common sense and good judgment, applying the dress standards as outlined below. Clothing should be appropriate for activities such as field trips, conferences, and other Athlos Academy of St. Cloud related off-site activities.

Employees will adhere to the following dress standards:

- Standard work attire is expected to be “business casual”, although teachers may exercise their discretion in wearing professional athletic wear in support of the school’s movement-oriented curriculum.
- Guidelines establishing limits on teacher athletic wear may be set by the Assistant Executive Director.
- Clothing should be appropriate for activities such as field trips, conferences, etc.
- Clothing should fit appropriately – not too tight or too loose.
- Clothing should be clean, neat, and modest.
- Particularly with athletic wear, modesty and professional appearance should be favored over comfort and range of motion when in conflict.
- Footwear should not interfere with safety.
- Jeans are acceptable. All school personnel are encouraged to wear school spirit wear, as well. While some days are more casual, it is still expected that the clothing will adhere to the above dress standards.

Clarifying questions about acceptable work attire should be directed to the Assistant Executive Director.

### **Employee-Student Relationships (See Personnel Policy 4033)**

At all times, whether on or off duty and whether on or off school grounds, students will be treated by teachers and other school employees in a professional manner. In addition, employees will be expected to keep professional boundaries with all school community members. This includes in person communication, social media, and written communication including email and text messages.

- Teachers and other school employees must be mindful of their inherent positions of authority and influence over students.
- Each school employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on an employee-student basis.
- Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

Any interaction/activity of a sexual nature between school employees and students, without regard to the age of the student and whether occurring on or off duty and on or off school grounds, are strictly forbidden and may subject the employee to criminal liability as well as disciplinary action up to and including termination in accordance with Minn. Stat. § 122A.40, Subd. 13.

Reports of alleged violations of this policy will be directed to the Assistant Executive Director.

### **The Protection of Children**

Every employee is expected to model boundaries and professional behavior. Putting your hands on students in a negative manner and/or corporal punishment is not permitted. A student who is not responding to verbal commands or directives should be reported to a Dean of Student Development through a Student

Support (SST) call.

### **Child Abuse and Neglect Reporting – Mandatory Reporting (See Personnel Policy 4003)**

Athlos Academy of St. Cloud believes that the daily contact of school personnel with children places them in a unique position to identify and refer suspected cases of child abuse or neglect to child protective services or law enforcement. Minnesota law requires that any professionals or their delegates engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education or law enforcement that has knowledge of or reasonable cause to believe a child has been or is being neglected or physically or sexually abused is required to **report the information immediately to the Executive Director, Assistant Executive Director and School Social Worker**. The reporter must be available for, and involved with, the filing of the report with County Human Services. Failure of an employee to report suspected physical or sexual child abuse or willfully neglects to do so is a misdemeanor under Minnesota law.

Child abuse is broadly defined as a physical injury that is inflicted by other than accidental means on a child by another person. Athlos Academy of St. Cloud employees are required to report real or suspected instances of child abuse or neglect when the employee has a “reasonable suspicion” that child abuse or neglect has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause another person in the same situation to suspect child abuse or neglect.

#### Reporting Child Abuse or Neglect

- **All employees** of public institutions are mandated reporters of suspected child abuse or neglect and are obligated to take immediate action by reporting to the county of the students' residence. If it is an emergency, the Assistant Executive Director and School Social Worker will assist the reporter in contacting law enforcement.
- Verbal reports will be made immediately to the county of residence, but no later than 24 hours of the suspected maltreatment. Written reports will be submitted no later than 72 hours of suspected maltreatment.
- The Assistant Executive Director and School Social Worker must **always** be notified of suspected maltreatment immediately. Written reports must also be provided to both the Assistant Executive Director and School Social Worker.
- The child's guardians may **not** be contacted.
- If a child is released to a child protective services agent, or a law enforcement officer, the reporter will **not** notify the guardians as required in other instances of removal.

All new employees at Athlos Academy of St. Cloud, at the time of hire, will be required to sign an acknowledgement of their duty to report any and all instances of known or reasonably suspected child abuse or neglect. See The Assistant Executive Director or School Social Worker for details.

### **Prohibiting Corporal Punishment (See Student Policy 5505)**

In accordance with state law, Athlos Academy of St. Cloud prohibits corporal punishment.

### **Use of Reasonable Force & Crisis Prevention Training (CPI)**

CPI training will be provided to specifically selected staff members. According to Minn. Stat. 121A.582, teachers, Directors, or other agents of the district in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to themselves or another. The Special Education Coordinator will distribute an annual list of CPI trained individuals to the appropriate staff members.



### **Electronic Communications (See Personnel Policy 4009)**

Athlos Academy of St. Cloud provides its employees with a work computer and an email address as tools to conduct business on behalf of Athlos Academy of St. Cloud.

Employees are expected to utilize the electronic systems (email, computers, internet access, etc.) in a manner that is consistent with the same professional expectations in other areas of conducting business. The electronic systems should be used only for Athlos Academy of St. Cloud's business. The email address assigned to employees should not be used for personal business. Employees must not use their personal email accounts to conduct Athlos Academy of St. Cloud business.

The electronic systems belong to Athlos Academy of St. Cloud, therefore:

- All messages and attachments sent, received, or stored on the email system are, and remain the property of, Athlos Academy of St. Cloud.
- Employees should be aware that the Executive Director and the Assistant Executive Director maintain the right to access the emails and documents stored in the email system.
- Employees who use the electronic systems should have no expectation that such use will be private.
- Athlos Academy of St. Cloud is a public entity; therefore, all emails and other correspondence must be archived, rather than deleted, for a period of three (3) years.
- For security purposes, no employee should attempt to access another employee's email, nor should an employee share their username and password with any other person.
- The email system should not be used to create or distribute any offensive or disruptive messages.
  - Among those that are considered offensive are messages that contain sexually explicit or implicit wording or images, racial or ethnic slurs, or other comments that offensively address someone's age, gender, sexual orientation, religion, national origin, ancestry, or disability.
- The email system should not be used to commit any crime consistent with all state, federal and local laws and regulations.

### Written Communications

Official correspondence written on behalf of Athlos Academy of St. Cloud that will be either on the school's letterhead or sent via a school email address that speaks to policy, procedures, programs, etc. must be approved by the Assistant Executive Director.

### Personal Cell Phone Use by Employees

Employees are expected to use their personal phones for urgent needs only, including conversations and text messaging. Use of a personal cell phone during work hours, other than scheduled breaks, in classrooms, hallways, or other common areas of the school is prohibited except in emergency situations. However, administration may request an employee use their personal cell phone in situations involving school safety or other circumstances where cell use becomes important.

At no time is an employee authorized to use their personal cell phone to take pictures or video of students. Reference policy #5105 Protection and Privacy of Pupil Records and policy #4104 Employee Use of Social Media, for details. Violation will result in disciplinary action, up to and including termination of employment.

### Telephone and Voicemail Usage

The telephones and voicemail are property of Athlos Academy of St. Cloud and should be utilized only for school-related business. Personal calls should be made as an exception only and when there is a serious

need.

#### TV and Radio Communications

The Assistant Executive Director or designee will use radio and TV stations to communicate closure and early release information to school community members.

#### **Personal Use of Social Media (See Personnel Policy 4014)**

Athlos Academy of St. Cloud recognizes that many of its employees use social media such as Facebook, Instagram, TikTok, Twitter, LinkedIn, YouTube, etc. However, employees' use of social media could become a problem if it, for example:

- Interferes with the employee's work;
- Is used to harass or discriminate against co-workers;
- Creates a hostile work environment;
- Divulges confidential information about the school, students, and/or personnel;
- Violates Athlos Academy of St. Cloud's policies; and/or
- Harms the goodwill and reputation of our schools.

Violation of this policy may lead to disciplinary action up to and including termination of employment.

#### **School-Related Use of Social Media (See Personnel Policy 4014)**

If there are any doubts regarding the appropriateness of a social media post regarding pictures of students or school-related data/news, check in advance with the Assistant Executive Director. Otherwise, we encourage employees to use social media for the promotion of Athlos Academy of St. Cloud within the following established guidelines:

- Employees should restrict the use of personal technology and social media for personal purposes to non-work times or hours.
- Do not post any comment or picture involving an employee of Athlos Academy of St. Cloud unless permission is given.
- Do not post any photographs or identifying information of students.
- Maintain a professional boundary with students on social media (Athlos Academy of St. Cloud employees should not be "friends" with students).
- All postings on social media specifically pertaining to the school, should comply with Athlos Academy of St. Cloud policies, including policies on confidentiality, electronic communications, ethical conduct, equal employment opportunity, and a harassment-free workplace.
- The employee is responsible for what is accessed, written or presented on their social media sites.
- Please respect Athlos Academy of St. Cloud's goodwill and reputation, and refrain from using social media in such a way as to negatively impact or bring into disrepute Athlos Academy of St. Cloud or its employees.
- If any conflicting situations arise, employees are encouraged to contact the Assistant Executive Director for consultation on a case-by-case basis.

Violation of this policy may lead to disciplinary action up to and including termination of employment.

#### **Outside School Employment (See Personnel Policy 4007)**

Athlos Academy of St. Cloud recognizes that public school educators have knowledge and training in various subjects and skills and should have the opportunity to enrich the community with their expertise while still honoring their duties as an Athlos Academy of St. Cloud employee. This policy provides parameters for employees who provide private educational services outside of their employment at Athlos Academy of St.

Cloud and wish to advertise those services appropriately.

An employee that provides a private educational service, even one related to Athlos Academy of St. Cloud specifically (such as tutoring), must keep the service separate and distinct from the employee's employment at Athlos Academy of St. Cloud.

The employee may **not**, in promoting the service or activity contact students at the school regarding other services: use school time to discuss or prepare for the private service or activity; or use education records or information obtained through his public employment unless the records or information are readily available to the general public.

The employee **may**, in promoting the service or activity offer educational services, programs or activities: promote to students provided that they are not advertised or promoted by the employee during school time; discuss the private educational activity with students or guardians outside of the classroom; use student directories or online resources which are available to the general public; and use student or school publications in which commercial advertising is allowed, to advertise and promote the activity.

#### **Confidentiality of Student Records (See Student Policy 5105)**

The student education records contained in Athlos Academy of St. Cloud's electronic and physical data sources are subject to the provisions in the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g.

With few exceptions, FERPA prohibits schools from disclosing personally identifiable information contained in student education records without prior written guardian consent. Violation of FERPA could subject Athlos Academy of St. Cloud to severe penalties including the termination of eligibility to receive funding under any applicable federal program.

However, one exception, which permits disclosure without prior guardian consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Athlos Academy of St. Cloud personnel may not disclose any of the personally identifiable information they acquire in the course of their duties to other parties who are not school officials unless they have obtained prior written parental consent in accordance with FERPA guidelines for the disclosure.

Personally identifiable information includes, but is not limited to:

- Student names;
- Names of students' guardians or other family members;
- Student or student families' addresses;
- Personal identifiers, such as student social security numbers or school-assigned student numbers;
- Lists of personal characteristics that would make student identity easily traceable; and/or
- Other information that would make a student's identity easily traceable.

Teachers are expected to maintain a relationship of trust and respect with each student, and in doing so, will not reveal student grades, scores, or other performance data to individuals other than the respective student, the student's guardians, and other school officials with a legitimate educational interest.

Notwithstanding this need to maintain confidentiality of student records, there are instances in which staff are required to report information about students, such as in the case of potential abuse (see Section 8.1)

and in cases where a student has a history of violent behavior. If any staff member or other employee obtains or possesses information indicating that a student has a history of violence as defined in *Personnel Policy 4039*, they are obligated to report it to the Assistant Executive Director. This information will be disseminated to classroom teachers and other relevant staff as outlined in the policy.

### **Expectations for Communication with Guardians & Community**

Regular communication between teachers and guardians is essential to a positive understanding between the school and the home. Teachers are responsible for creating an open and supportive environment that encourages the honest expression of concerns and enables them to assist the guardian in resolving any problems. Guardians of AASC students are assured upon enrollment that there will be high levels of communication between teachers and guardians. These are the required elements of communication to guardians from teachers:

- Attend all scheduled parent conferences
- Inform guardians by phone, in person, or by email if a student's grade drops below passing, or after any sudden and substantial change in performance or behavior
- Communicate in order to eliminate surprises: guardian should not receive negative news about their student's performance or behavior for the first time at conferences or upon receipt of report cards
- Prompt communication: respond within two school days to email or phone inquiries from guardians
- Participate in problem-solving process: attend team meetings and work with guardians and school staff to correct student performance or behavior problems
- Keep staff website information up to date and informative.
- The suggested process for meetings with guardians is as follows:
  - Set an appointment with the guardian and appropriate administrator.
  - Be prepared for the meeting. Create a hospitable meeting space and consider other items to have available.
  - If the guardian still has questions, let the guardian know that you will contact the Assistant Executive Director immediately following the meeting and they will respond in a timely manner. Let the School Administrator know as soon as possible of the details of the situation.

### **Acceptable Use of the Internet (See Technology Policy 7401)**

Internet access at Athlos Academy of St. Cloud is provided to students through school and personal devices for a limited educational use including the completion of classroom activities and educational research.

Student use of this network is a privilege, not a right, and is subject to the guidelines offered by *Technology Policy 7401* and local, state, and federal laws. Violations of this policy or any relevant laws may result in revocation of student access in addition to other consequences according to the school's Positive Behavior Support Plan. Inappropriate use includes, but is not limited to:

- Accessing, posting, distributing or storing materials inappropriate for or disruptive to an educational setting, including obscene, vulgar, threatening, disrespectful, or hateful materials,
- Posting false or defamatory information,
- Any illegal activities including gambling, copyright infringement, and hacking,
- Attempting to gain access to files or systems the student does not have permission to access,
- Posting private information about others without their consent,
- Use of personal social media networks, and
- Attempts to circumvent safety measures, including content filters, put in place by the school.

If a student inadvertently engages in inappropriate use of the internet, they should alert school staff immediately.

A content filter is in place to limit access to obscene materials and materials that may be harmful to minors. Attempts to circumvent this filter are a violation of this policy. Despite the use of this and other security features, use of the school's internet is at the student's own risk and the school cannot guarantee that inappropriate use will not occur. The school does not accept liability for loss, damage, or unavailability of data stored on school drives or servers, for missed deliveries or non-deliveries of information or materials across the network, or for the accuracy or quality of information obtained through the network. The school shall not be responsible for financial obligations arising through unauthorized use of the school's system or the Internet.

Use of the school's network should be with a limited expectation of privacy. The school does not relinquish control over materials stored on the school's network. Routine maintenance and monitoring of the system may result in discovery of violation of this policy or applicable law. Additionally, individual investigations may be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy. Guardians may request access to their student's files and emails at any time and may request termination of a student's account at any time. Information stored and created on the school's network by students shall be treated as student data and protected as described elsewhere in this handbook.

#### **Approval of Field Trips (See Personnel Policy 4001)**

The purpose of this policy is to establish the considerations that must be observed prior to granting approval for a field trip that requires transportation. All proposed field trips must be pre-approved by the Assistant Executive Director. Administrative consideration for approval includes:

- The trip's alignment to academic standards;
- Any competing risk or liability issues associated with travel, destination, or activity; and
- Fiscal responsibility.

#### **Standards for Gifts & Gratuities**

Athlos Academy of St. Cloud discourages gift-giving to school personnel. Staff will abide by Minn. Stat. §10A.071 with regards to gifts and will not take gifts of more than a minimal value from families or a school community member.

#### **Standards for Using Video & Images in Teaching**

Athlos Academy of St. Cloud trusts teachers to make wise decisions about visual media shown to students, and Athlos Academy of St. Cloud also respects the thoughtful choices individual guardians make about images they choose or choose not to have their students witness. The basic expectation is that visual images be age appropriate, have educational value, and have an obvious connection to the curriculum. Athlos staff need to abide by copyright laws as they apply to all intellectual materials, including books and various visual imagery. Any video involving social justice bullying hot topic issues must be approved ahead of time by administration.

#### **Expense Reimbursement (See Personnel Policy 4034)**

Reimbursement for approved purchases, approved mileage, etc. will be reimbursed via direct deposit. The deposit will be separate from payroll but paid to the same bank account set up for receiving payroll. If an account is unavailable, a live check will be mailed to the address on file. Requests for reimbursement must be itemized on an official school form and are to be submitted to the Assistant Executive Director. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form. Automobile travel will be reimbursed at the mileage rate set by Athlos Academy of St. Cloud's Governing Board.

## **Payroll and Benefits**

### **Payroll**

The payroll period at Athlos Academy of St. Cloud is semimonthly, meaning that pay periods fall on the 15th and last day of every month. Paydays that fall on holidays will be paid on the workday preceding the holiday or weekend.

If the employee does not renew their contract for the next school year, the employee will be paid out on the first pay day of August. If the school does not renew an employee's contract for the next school year, the employee will be paid out on next scheduled pay date following the last reporting date.

### **Payroll Deductions**

All withholding deductions required by law will be made from an employee's check, which include state and federal taxes as well as FICA and court-ordered withholdings. Any other type of deduction must be authorized by the employee and school administration.

### **Direct Deposit**

Payment of an employee's net pay to the employee's bank, either savings or checking is done via direct deposit. Paper checks will not be issued.

### **Skyward**

Athlos Academy of St. Cloud uses Skyward for payroll processing. Employees are able to access their pay stubs, year-to-date pay information, pay history, and W-2's as well as a variety of other information on the web. To access the Skyward system, log on to:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinathlosacamn/seplog01.w>

To login to Skyward, type the link above into your browser. Your employee ID should be entered as your first name.last name (ex. john.doe). For employees that have never been on the site, the password will be "Athlos" and the last four digits of your social security number (ex. Athlos1234). Passwords must then be changed after the initial log-in.

### **Teachers Retirement Association – TRA**

TRA is a Minnesota statewide public pension fund that provides retirement, disability and death benefits to Minnesota public school teachers.

As of July 1, 2023, contribution rates for employees is 7.75% and contribution rates for Athlos is 8.75%. Contribution percentage is determined by state statute and subject to change by the Minnesota legislature.

Participation is required by law.

### **Public Employees Retirement Association – PERA**

PERA is the counterpart to TRA for non-licensed positions. As with TRA, membership and contributions by both Athlos and eligible employees are automatic and determined by state statute.

Contributions rates for employees is 6.5% of gross wage and for Athlos it is 7.5% of gross wage.

Participation is required by law.

### **Benefit Continuation (COBRA)/Minnesota Continuation Coverage**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives Employees and their qualified

beneficiaries the opportunity to continue health insurance coverage under the school's healthplan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an Employee; a reduction in an Employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the Employee or beneficiary pays the full cost of the coverage plus an administration fee. The school will provide a written notice describing rights granted under COBRA when the individual becomes eligible for COBRA. This notice contains important information about the Employee's rights and obligations.

### **Employee Benefits Eligibility Guidelines -Medical, Dental, Vision and Life Plans**

- Medical health insurance
- Further HSA
- HealthiestYou Telehealth
- MetLife Dental
- MetLife Vision
- MetLife Life and AD&D
- MetLife STD & LTD
- MetLaw

Regular full-time employees as defined by their job description in a position that includes insurance benefits, are eligible to enroll in Medical, Dental, Vision and Life coverage along with their qualifying dependents. Eligible dependents include your spouse and dependent children under the age of 26. All coverage will take effect the first day of the month following their date of hire or event. AASC provides a semi-monthly contribution towards medical, dental and vision insurance based on the employee's Standard Hours. A minimum of 30 hours worked per week is required to qualify for insurance benefits. All employees enrolled will have a share of cost deducted from their paycheck semimonthly on a pre-tax basis. Dental and vision are voluntary and 100% paid by the employee.

AASC provides \$50,000 in Life and AD&D coverage. Eligible employees are automatically enrolled at no cost. Eligible employees may elect Supplemental Term Life coverage 100% paid by the employee. Short and Long Term Disability for regular full-time employees is 100% paid by AASC. MetLaw is voluntary and 100% paid by the employee.

## **Building Security**

AASC values the safety and security of all its employees, students, clients, parents, vendors, volunteers, visitors, and all others conducting business with the school. Accordingly, acts of violence or any threats of violence or behaviors indicating a potential act of violence will not be tolerated. AASC employees who violate this policy will be subject to disciplinary action, up to and including immediate termination.

It is the responsibility of all employees to immediately notify an administrator if they experience or become aware of conduct or behavior that may violate this policy. The Assistant Executive Director will investigate any reports concerning potential violation of this policy. AASC will not tolerate or condone any reprisal or retaliation against an employee who reports, in good faith, such conduct or behavior or who participates in an investigation of behavior under this policy.

Athlos building hours are 6:30am-4:00pm. Unless approved ahead of time, staff are not allowed in the building after hours or on weekends.

- The cooperation of every employee in enforcing the following policies and procedures is necessary to foster a safe learning environment for Athlos Academy of St. Cloud personnel and students.
- Administration reserves the right to charge employees for the cost of lost keys, including the re-keying of the building.
- In order to promote a safe and violence-free school, Athlos Academy of St. Cloud staff are expected to monitor their classrooms or offices as well as school hallways, restrooms, and general commons areas. Any staff member who has a student or students in their workspace is expected to monitor those students. When the staff member is leaving their workspace the door to the room should be locked, and the lights turned off, so that students cannot be in the room without staff supervision. Additionally, staff are responsible for the monitoring of hallways or commons areas in the vicinity of their workspace, particularly during transition times.
- Staff who have students assigned to them during school hours are directly responsible for monitoring those students.
- Staff should not send students out of the classroom to an unsupervised area of the school.
- Students are not allowed to be sent from the classroom at any time for behavior issues.

### **Firearms/Weapons**

Employees of AASC are prohibited from carrying or possessing firearms or other weapons while acting in the course and scope of employment with AASC. Except for law enforcement officials, AASC strictly prohibits any person, whether licensed to carry a weapon or not, from carrying or possessing firearms or other weapons on the business premises of AASC.

### **Employee Searches**

AASC reserves the right to conduct, and employees are deemed to consent to, searches and inspections of employees, employees' personal effects and employees' work areas. Employees have no right or expectation of privacy which would restrict AASC's search and/or inspection of employees, employees' personal effects and/or employees' work areas and Athlos email.

### **Employee Keys and Security Codes (See Personnel Policy 4013)**

Certain employees are issued keys (restroom, mechanical and/or electronic) to Athlos Academy of St. Cloud offices and facilities. These keys are never to be loaned out or given to anyone except management. For each Athlos Academy of St. Cloud classroom, office or facility, the designated personnel open and close the classrooms, office or facility. Closing or opening an Athlos Academy of St. Cloud classroom or office includes turning on/off the lights, electronic equipment and locking windows and doors.

Employee keys and fobs must be returned to the Assistant Executive Director at the end of each school year. Keys and fobs will then be redistributed prior to the employee's return date for the next school year.

Each staff member is issued a key and key fob to enter the building. If the staff member loses their key or key fob, it is their responsibility to report it immediately to an administrator so that the lost key/keyfob does not pose a security risk to the school. Once it has been determined that the key fob is lost or stolen, we will deactivate it, charge the staff member \$20.00 and issue a new one. If the fob is then found, it must be returned to the Assistant Executive Director.

### **Visitors & Volunteers in the Workplace (See Community Relations Policy 8003)**

To provide for the safety and security of employees, visitors, and the facilities, only authorized visitors are allowed in the school workplace and will be required to sign in at the front desk when students are in the



building. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. All visitors must enter through the main reception area. This expectation applies to spouses, partners, and all family members, friends and acquaintances of AASC staff.

### **General Safety Expectations (See Personnel Policy 4024)**

Common sense and personal interest in safety are the greatest guarantees of creating a safe work environment. Help others by reporting unsafe conditions or hazards immediately to the Assistant Executive Director. Be diligent in ensuring offices are free of any potential hazards.

To ensure safety, please observe and obey the following rules and guidelines:

- Pile materials, bins, boxes, or other equipment so as **not** to block exits;
- Keep work areas clean;
- Keep stairways and aisles clear;
- Promptly clean up spills; and
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common-sense safety rules.

### **Safe and Healthy Workplace/School Environment**

AASC seeks to provide a clean and safe environment for its employees, students and guests. Each employee should have a personal stake and share in the responsibilities of workplace safety. Employees should understand our safety rules and regulations and comply with them. Employees should wear appropriate clothing and, if required, use safety equipment and protective gear appropriately.

Each employee must report any hazardous or unsafe working conditions to the front office staff immediately. Employees should also know the location of fire extinguishers, first aid kits and emergency exits within the facility.

### **Accident & Injury Reporting (See Personnel Policy 4008)**

Federal and State OSHA regulations require all employees to immediately report accidents, illness or injury incurred while on the job regardless of severity. Even with a goal to provide a safe and healthy work place, accidents may occur. In the event of an injury or potential injury, first aid, if needed, should be applied and the injury reported immediately to the Assistant Executive Director. Please complete an Employee Accident Report immediately upon injury and submit it to the Assistant Executive Director. Employee Accident Reports can be found in the Employee Forms and Documents folder on SharePoint or by contacting the Assistant Executive Director.

Within 24 hours, qualifying accidents, injuries and illnesses must also be recorded by administration on OSHA forms and logs. (*OSHA logs are available in the Assistant Executive Director's Office*)

Athlos Academy of St. Cloud has a Workers' Compensation insurance policy. In order to be compliant with Workers' Compensation regulations, employees **must** report injuries immediately to The Assistant Executive Director. The Assistant Executive Director will provide an incident report to complete to ensure proper processing.

### **Parent or Visitor Accident/Injuries**

Injuries of parents, visitors or students should be directly reported to Assistant Executive Director.

### **Worker's Compensation**

Report any injury to your direct supervisor and the Assistant Executive Director immediately no matter how minor it may appear. You may lose the right to workers' compensation benefits if you do not make a timely report of the injury to AASC. Provide AASC with detailed information about your injury. Get any necessary medical treatment in a timely manner. Cooperate with all requests for information concerning your claim. The law allows the workers' compensation insurer to obtain medical information related to your work injury without your authorization, but they must send you written notification when they request the information. The insurer cannot obtain other medical records unless you sign a written authorization. Get written confirmation from your doctor about any authorization to be off work, the note should be as specific as possible, including specific restrictions. Workers' compensation pays for medical care for your work injury, as long as it is reasonable and necessary, and wage-loss benefits for part of your lost income (there is a three-day-calendar waiting period before these benefits start). If wage-loss benefits are paid, AASC will continue to pay the employer portion of medical insurance premiums, and employee will continue to be responsible for their portion. Employees may choose to use PTO to cover the three-day waiting period.

If an employee is injured in the workplace due to an activity that is in violation of any AASC policy, procedure or AASC handbook, the employee may be issued consequences. Consequences may include (but are not limited to) the following depending on the severity of the violation:

- Verbal or written warning
- Incident report filed in employee's personnel file
- Administrative Leave
- Termination

### **Light Duty Work**

Whenever possible, modified work assignments will be made available to employees who return to work after an injury with restrictions by their doctor. These *temporary* assignments will allow employees to maintain wage stability and provide AASC the opportunity to maintain the workforce. If an employee's restrictions prevent the employee from performing the essential functions of their position, they shall not return to work until they receive a full release from the treating physician or qualify for a vacant position within their restrictions.

### **Emergency Situations**

Emergency situations include fire and other evacuation emergencies; severe weather/tornado warnings; medical emergency; bomb threat; and other situations as grave as the aforementioned. When an employee determines that an emergency exists, the employee should call a member of **Administration** immediately. The caller should be prepared to describe the type of emergency, severity of the emergency, safety of the situation, location of the event, number of individuals involved and any other pertinent details. The employee should also refer to their **Emergency Procedures** document distributed at the employee's fall training.

### **Emergency Contact Forms**

Athlos Academy of St. Cloud requires each employee to complete an Emergency Contact Form that contains emergency numbers and contact person(s) in case of an emergency. Please contact the Assistant Executive Director to update emergency contact information changes.

### **Crisis Management**

Athlos Academy of St. Cloud has adopted a federally compliant crisis management plan. All employees are required to read and sign acknowledgement of their duties in a crisis. All employees will participate in annual training regarding crisis management. Employees should regard the crisis management plan as highly confidential for the purposes of student safety. Electronic and hard copies should be stored securely

and communication about plan details should only be discussed with employees and administrators. This plan may be adjusted by the Executive Director, the Assistant Executive Director, or the Crisis Emergency, Safety, and Wellness Team. The current documents will be available in the Employee Forms and Documents folder on SharePoint. Hard copies are also included in the red emergency folder in each classroom.

Teachers should expect 5 lockdown drills, 5 fire drills, and 1 tornado drill throughout the school year.

#### **Required Reporting of Employee Arrests (See Personnel Policy 4023)**

All employees, licensed and non-licensed, who are arrested, cited, or charged with the following alleged offenses will report the arrest, citation, or charge within 48 hours, or as soon as possible, to the Assistant Executive Director:

- Any matters involving an alleged sex offense;
- Any matters involving an alleged drug or alcohol-related offense;
- Any matters involving alleged bodily harm against oneself, or violence towards another person;
- Any matters involving an alleged crime of domestic violence; and
- Any matters involving an alleged crime under federal law.

All school personnel will report for work following the arrest and notice to the employer unless directed not to report for work by the Assistant Executive Director.

- Action resulting from the notification of an arrest or offense may include:
- Immediate suspension from student supervision and/or student transportation duties for alleged sex offenses, offenses involving alcohol or drugs, or other alleged offenses which may endanger students during the investigation period;
- Adequate due process for the accused employee; and
- A process to review arrest information and make employment decisions that protect both the safety of students and the confidentiality and due process rights of employees.

#### **Substance Abuse and Drug Free Workplace (See Personnel Policies 4026 and 4035)**

Athlos Academy of St. Cloud believes that quality education is not possible in an environment affected by drugs or alcohol, and is committed to maintaining a drug/alcohol-free workplace. Therefore it will seek to establish and maintain an educational setting which is not compromised by the use or evidence of use of any drugs or alcohol.

In accordance with federal and state laws, Athlos Academy of St. Cloud prohibits the manufacture, use, possession, concealment, or distribution of tobacco or tobacco-related devices, electronic cigarettes, drugs, alcohol, or any drug paraphernalia by employees on AASC premises. The term “premises” encompasses not only the physical school locations and its grounds but also any location where AASC students, employees and/or volunteers are present in accordance with official business and/or functions. Arriving to school or a school-related event impaired from the use of alcohol or a drug is likewise prohibited. Drugs include anabolic steroids, dangerous controlled substances, or substance that could be considered a “look-a-like” controlled substance. In addition, tobacco or tobacco-related products should be kept off the premises of AASC with the exception of items which may be kept inside a locked vehicle in the parking lot. Electronic cigarettes (e-cig or e-cigarette), personal vaporizers (PV) or electronic nicotine delivery systems or any look-alikes or similar devices are also strictly prohibited on school property.

An individual's health affects job performance, the quality of work performed and the opportunities for continued service and advancement. The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with law-abiding behavior expected of all employees. Use of controlled

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

Compliance with these policies is mandatory for all school personnel. Any violator will be subject to disciplinary action, in accordance with due process up to and including termination of employment. Athlos Academy of St. Cloud will discipline to the fullest extent permitted by state and federal law.

### **Reporting Suspected Violations Involving Drug and Alcohol**

If any Athlos Academy of St. Cloud employee has reason to believe that another employee is engaged in substance abuse in violation of this policy, they are required to report this fact to the Assistant Executive Director. Failure to report may result in disciplinary action up to and including termination of employment.

From that point, the Assistant Executive Director, in accordance with school policy, will authorize a *Reasonable Suspicion Drug Test Authorization Form*. The employee suspected of drug or alcohol use will be directed to provide a sample for testing immediately. Failure to acquiesce to a drug test will result in disciplinary action up to and including termination of employment. After the form is completed, the Assistant Executive Director will assume responsibility for proper processing. Pending the results of such a test, the employee will be removed from duty.

### **Legal Compliance**

Athlos Academy of St. Cloud ensures compliance with such federal and state record keeping and notice requirements as apply to employee drug and alcohol testing programs.

### **Treatment for Substance Abuse**

AASC encourages the earliest possible diagnosis and treatment for alcohol and drug abuse and supports sound treatment efforts. An employee experiencing problems resulting from drug or alcohol abuse or dependency is encouraged to seek professional evaluation. Whenever feasible, AASC will be supportive and provide assistance to an employee overcoming drug and alcohol abuse. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual employee's responsibility.

Employees needing support in seeking treatment for a substance abuse problem are encouraged to talk with the Assistant Executive Director. Early recognition and treatment are critical to any program to curb abuse and to enhance an employee's ability to perform satisfactorily. No person will be penalized for seeking or accepting counseling or treatment for a substance abuse problem. All conversations and information shared will be confidential.

### **Search and Seizure Policy (See Student Policy 5506)**

AASC strives to maintain a safe environment for students by prohibiting the use of drugs, alcohol, tobacco, toxic substances, controlled substances without a physician's prescription, and weapons. It is a violation of this policy for any employee to use or possess any type of drugs, alcohol, tobacco, weapon, or drug paraphernalia at AASC and any reasonable suspicion merits grounds for a search and seizure according to the school's *Student Policy 5506*. This policy extends to all school facilities and school property including lockers, cubbies, desks, personal possessions, and all off-campus school events. Notification is not necessary before a search is conducted.

Any employee found to be in possession of disallowed substances or weapons will be disciplined accordingly. Law enforcement may become involved if an employee is in possession of illegal substances or

a weapon or if school administration deems it necessary.

### **Prevention of Infection/Blood borne Pathogens**

The protection of AASC employees and students from exposure to infections and diseases while at school is very important. AASC expects all employees to take necessary precautions to reduce their own exposure and the exposure of students to infections and diseases while at school. Employees are to follow the recommendations outlined in the manual by the Minnesota Department of Health which was developed by the Hennepin County Community Health Department, with the support of the local and state disease prevention and control staff and childcare consultants, available at <http://www.hennepin.us/childcaremanual>. All staff are shown an informational video each year for training purposes.

### **Use of School Property**

Supplies and equipment purchased by AASC or donated to AASC will be used by employees for the execution of their work and are the property of AASC. The investment in supplies and equipment is a large part of AASC's operations costs and employees are expected to use supplies and handle equipment responsibly.

Employees may not remove any equipment or supplies from school premises without approval. Upon termination of employment with AASC or upon request at any other time, any and all records, documents, materials and equipment which belong to AASC, must be returned.

Books, workbooks, training manuals, binders, equipment, and supplies obtained through on or off-site training or professional development are considered school property. Items obtained from training and professional development must be turned in to the Assistant Executive Director upon the end of employment at AASC. Continuing Education Credit certificates from professional development and training are the property of the employee.

### **Computers/Electronic Media**

AASC encourages the use of electronic media and associated services---computers, internet, e-mail and voicemail because of the efficiency and effectiveness of these systems. Their purpose is to facilitate and support school-related activities. Employees should remember that this equipment is school property and while use for personal business may occur, employees have no right or expectation of privacy regarding any information or communication conveyed or received using AASC electronic media systems. All such communications or information are the property of AASC and subject to monitoring by AASC as deemed necessary. (See full policies 4.8.1, 4.8.2, 5.8.2, 5.8.3)

### **Lost or Damaged Curriculum, Equipment and Supplies**

Employees of the School are entrusted with curriculum, technology and other School supplies ("Equipment") necessary to perform duties of each employee's respective job. In the event an Employee loses or damages Equipment, the Employee agrees to reimburse School for the repair or replacement cost of the Equipment as School deems appropriate. AASC reserves the right to make the final determination as to whether the Equipment will be repaired or replaced. The Employee agrees that the Employee will execute an authorization allowing the School to deduct the repair or replacement cost of Equipment from the Employee's pay. In the event the Employee fails to execute an authorization for deduction of pay for reimbursement of costs related to lost or damaged Equipment, the Employee agrees that AASC reserves the right to seek reimbursement through other necessary and appropriate means. The School further reserves the right to take disciplinary action against the Employee, as appropriate, for lost or damaged

Equipment regardless of the Employee's actions to reimburse School for repair or replacement costs.

**Tax Exempt Purchases**

Employees eligible to make purchases will find a copy of the school's tax-exempt form in the mailroom. The school's tax-exempt number can only be used for items that the staff member is being reimbursed for. In the event that classroom teachers are provided with approval to make fall classroom purchases up to a certain amount, the employee must notify the Assistant Executive Director of any non-consumable purchases so that the items can be stamped and added to the employee's classroom inventory (curriculum resources, etc.). Consumable items need not be reported (bulletin board supplies, art supplies, etc.).

If employees choose to make purchases for their classrooms/offices that have not been pre-approved, these items will be considered personal purchases. Therefore, the school's tax-exempt number cannot be used and the employee will not be reimbursed. The school's tax-exempt number can only be used for items being paid for out of school funds.

## Employee Acknowledgment Form

By signing below, I understand this Employee Handbook describes important information about Athlos Academy of St. Cloud and I should consult the Assistant Executive Director regarding any questions I may have.

I understand, that the Governing Board is free to change any policy within this handbook at any time within its sole discretion.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to policies referenced in the handbook may occur. I understand that revised information may supersede, modify, or eliminate existing policies and it is my responsibility to stay informed on and read future revisions.

I understand, nothing in this handbook creates or is intended to create a promise or representation of continued employment or guaranteed terms and conditions of employment for any employee.

I have received the handbook and I understand that it is my responsibility to read and comply with all policies and any subsequent revisions provided to me.

---

Employee Name

---

Employee Signature

Date

***Please return a signed copy of this form to the Assistant Executive Director.***