



**st. croix** preparatory academy

EMPLOYEE HANDBOOK

2020-2021

## TABLE OF CONTENTS

MISSION STATEMENT .....	4
<b>GENERAL .....</b>	<b>4</b>
Employment-At-Will.....	4
Equal Employment Opportunity .....	4
Americans With Disabilities Act.....	5
Safe Work Environment .....	5
Criminal Background Screening .....	6
Data Privacy and Personnel Records.....	7
<b>GENERAL POLICIES AND GUIDELINES .....</b>	<b>7</b>
School Hours .....	7
Duties .....	8
Dress Code .....	8
Communication.....	8
Non-Harassment .....	8
Progressive Discipline.....	9
Grievance.....	10
Office Intimate Relationships .....	10
Teacher Relicensure .....	11
Building Access.....	11
Guest Building Access.....	12
General Student Arrival.....	12
Master Key Control System .....	12
Social Media.....	12
Inclement Weather and School Closing .....	13
Pet Policy* .....	14
Tobacco Free Environment.....	14
Mandated Reporting .....	14
Whistleblower .....	14
Work-Related Injuries .....	15
<b>COMPENSATION .....</b>	<b>15</b>
Categories of Employees .....	15
Required-Work Days .....	15
Time Tracking for Payroll.....	15
Pay Periods .....	15
Fair Labor Standards Act Compliance .....	16
<b>BENEFITS .....</b>	<b>16</b>
Medical, Dental, Vision, Life, Disability Insurance .....	16
<b>PAID AND UNPAID TIME OFF FROM WORK .....</b>	<b>16</b>
Sick Days .....	16

Personal Days.....	16
Excused Days.....	16
Holidays .....	17
<b>FACULTY ABSENCES .....</b>	<b>17</b>
Absence from Class .....	17
<b>LEAVES .....</b>	<b>17</b>
Bereavement Leave.....	17
Jury Duty.....	17
Leave of Absence .....	18
Military Leave .....	18
Family and Medical Leave Act (FMLA) .....	18
Military Family Leave Entitlements .....	18
<b>EMPLOYEE SERVICES.....</b>	<b>18</b>
Computers, Phones and Email .....	18
Supplies .....	19
<b>STAFF HANDBOOK ACKNOWLEDGEMENT OF RECEIPT.....</b>	<b>20</b>

# st. croix preparatory academy

ACADEMICS • CHARACTER • LEADERSHIP

## MISSION STATEMENT

St. Croix Preparatory Academy will develop each student's academic potential, personal character, and leadership qualities through an academically rigorous and content rich educational program grounded in the classical tradition.

## GENERAL

### Employment-At-Will

St. Croix Preparatory Academy (SCPA) maintains an employment-at-will relationship with all of its employees. Under this relationship, an employee is free to terminate employment with SCPA at any time with or without cause and with or without notice. When possible, SCPA requests a two-week notice from the employee regarding their intent to terminate the employment relationship. In addition, SCPA may terminate the employee's employment at any time with or without cause and with or without notice. Under normal circumstances, termination of employment is preceded by verbal and written communication between the employee and appropriate SCPA personnel (e.g. Director/Principal, Human Resources, etc.) In cases of egregious behavior by an employee, SCPA may determine to terminate an employee on a more accelerated timetable. Upon termination, the employee will be paid for all amounts earned up to the termination and will be notified of any benefits, which the employee may continue at the employee's expense after termination. The employee must return all school owned and provided items on or before their final day of employment.

### Equal Employment Opportunity

SCPA provides equal employment opportunities to all employees and applicants for employment. SCPA does not unlawfully discriminate on the basis of race, color, creed, religion, sexual orientation, national origin, age, disability, genetic information, marital status, status as a covered veteran, familial status, sex, status with regard to public assistance, family care leave status, or membership or activity in a local commission in accordance with applicable federal, state and local laws. SCPA complies with applicable federal, state and local laws governing nondiscrimination in employment. SCPA also makes reasonable accommodations for disabled employees. For reporting procedures for complaints, see SCPA's policy on Harassment and Violence or its Anti-Nepotism policy. If the complaint is one of disability or sex discrimination, however, see SCPA's Employee Disability Nondiscrimination policy or its Employee Sex Nondiscrimination policy.

SCPA expressly prohibits any form of unlawful employee harassment based on any of the categories listed above. Improper interference with the ability of SCPA employees to perform their expected job duties is absolutely not tolerated. For information about the types of conduct that constitute impermissible harassment and SCPA's internal procedures for addressing complaints of harassment, see SCPA's policy on Harassment and Violence.

This policy applies to all areas of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training, facilities, and privileges of employment.

Every SCPA employee shall be responsible for following this policy.

Any person having a question regarding this policy should discuss it with Human Resources.

## **Americans With Disabilities Act**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of SCPA to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

SCPA will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so would impose an undue hardship on SCPA. Contact Human Resources with any questions or requests for accommodation. SCPA may refuse to hire an applicant or may discharge an employee who poses a direct threat to the health or safety of himself/herself or others that cannot be eliminated or reduced by reasonable accommodation.

For more specific details regarding this policy and the reporting procedures, see SCPA's Employee Disability Nondiscrimination policy.

## **Safe Work Environment**

SCPA strives to maintain an environment free from intimidation, threats or violent acts. Threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, and/or carrying weapons of any kind on to school property is inappropriate. The school reserves the right to call the police if persons and/or an employee's possessions are thought to be illegal or potentially dangerous. Any employee carrying, possessing or concealing a firearm or any dangerous or hazardous device or substance on school grounds may be terminated immediately.

The school expects all employees to practice common sense, sound judgment and to act in a respectful, responsible manner. The following examples illustrate unacceptable behavior that may result in disciplinary action, up to and including termination:

- Personal relationships with students, other than a teacher/student relationship
- Theft or inappropriate removal of school or another employee's property.
- Violence or threatening violence.
- Inappropriate use of any school property, including computers.
- Illegal drugs and smoking anywhere in the school buildings or on the grounds

Minnesota State Law requires educators to report physical abuse, sexual abuse, or neglect of children to authorities. Any employee, who knows of or has reason to believe a child is being abused or neglected, must report this to the appropriate authorities. SCPA also requests that the reporter alert school administration of the report.

Any violation of the preceding should be reported immediately to a supervisor. If it involves the executive director of the school, it should be reported immediately to a member of the Executive Committee of the Board or Board of Directors. Resolution of the situation will follow the grievance policy procedures. There will be no retaliation against an employee for raising a complaint or concern. For complaints of violence based on a protected classification, see SCPA's Harassment and Violence policy.

## **Criminal Background Screening**

All new employees and volunteers must receive a criminal background check prior to starting employment or a volunteer assignment with SCPA. St. Croix Preparatory Academy will re-run background checks on all employees periodically. An individual will be disqualified and prohibited from serving as an employee or volunteer if that individual has been found guilty or entered a plea of non-contender (no contest), regardless of the adjudication for any of the following disqualifying offenses:

1. Sex Offenses
  - a. All Sex Offenses – Regardless of the amount of time since the offense.
    - i. Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
2. Felonies
  - a. All Violent Felony Offenses – Regardless of the amount of time since the offense.
    - i. Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
  - b. All Felony Offenses, other than violent or sex within the past ten (10) years.
    - i. Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.
3. Misdemeanors
  - a. All Violent Misdemeanor offenses within the past five (5) years, or multiple offenses within the past seven (7) years.
    - i. Examples: Driving under the influence, simple drug possession, drunk and disorderly conduct, public intoxication, possession of drug paraphernalia, etc.
  - b. Any other Misdemeanor offense within the past five (5) years that would be considered a potential danger to children, or is directly related to the functions of that employee or volunteer.
    - i. Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft (if person is handling monies), etc.

SCPA reserves the discretion to consider additional factors and information, including whether the nature of the offense implicates a behavior that is contradictory to an individual's job description, when making employment decisions.

## **Data Privacy and Personnel Records**

The school maintains essential information on its employees such as address, phone number, items effecting benefit status, beneficiary designation, dependents, emergency contact information, etc. It is the responsibility of each employee to notify the Human Resources Manager when changes occur. Additionally, SCPA creates and maintains personnel files for each employee. The file contains information that is used to administer employment activities and information that is required by law. Personnel files belong to SCPA; however, an employee has a right to review his/her personnel records once every six months and at least once per year following termination. Legal remedies are available to employees if SCPA does not provide legally required access to personnel files to employees. SCPA will not use information that is not included in the personnel record reviewed by the employee in any civil or administrative proceeding. An employee may ask to have information removed from the personnel file and can include an explanation of up to five pages in the personnel file if the disputed information is not removed. Finally, SCPA will not retaliate against an employee who properly requests to view his/her personnel file, and legal remedies may be available to employees if such retaliation occurs.

With the exception as those contents designated as “public data” by the Minnesota Data Practices Act, no one else will have access to employee’s personnel files except for administrators with a need to know.

### **Confidentiality**

As an employee of St. Croix Preparatory Academy, you share the responsibility to maintaining the confidentiality of any employee or student information that may be available to you. It is your responsibility to ensure the rights and confidentiality of any information both written and verbal is maintained. Employees are not to discuss academic or other confidential information regarding student or employees. Any breach of confidentiality will be carefully reviewed and if substantiated could result in termination of employment, and may result in legal action.

### **Board of Directors**

The Board of Directors is responsible for the strategic initiatives that align with the mission of the School. These include maintaining fiscal oversight, reviewing student achievement, planning for long term initiatives, ensuring legal and financial integrity, and enhancing the school’s public standing. The Board consists of parents, faculty, and community members. Please refer to the School Board page of our website for a current listing of parent, faculty and community board members.

## **GENERAL POLICIES AND GUIDELINES**

### **School Hours**

The student hours at SCPA are from 9:30 a.m. to 4:00 p.m. It is expected that full time staff be here during the school day, as well as times outside of student hours for meetings, professional development, and other school events. SCPA views our staff as professionals and know faculty spend numerous hours outside of the school day performing duties related to their job responsibilities. SCPA does not monitor your arrival or departure time; only requests that faculty members are present to ensure students have an organized start to the school day and a safe departure at the end of the day. Administration reserves the right to enforce a start/end time for those employees who do not honor the professional standards previously noted. For staff other than faculty, the work year and hours will depend on your job description.

## **Duties**

All staff will be expected to follow the duties of their job descriptions. Additionally, staff may be expected to perform various duties (e.g., lunch, recess, before and after school duty, etc.), which will be equitably assigned. Attendance at committee meetings, staff development workshops, all-school and division meetings, and school community events is also expected.

## **Dress Code**

The employee dress code is “business casual”. Employee attire should be comfortable but neat and professional – such as collared shirts, sweaters, casual skirts, khaki pants, and slacks. On Thursdays, employees may wear jeans and SCPA spirit wear or Prep for Life wear. On Fridays, employees may wear jeans and a sweatshirt or t-shirt from a college or university. Inappropriate “business casual” attire includes jeans, shorts, flip-flops, t-shirts, and athletic wear. Neatness, cleanliness and modesty should be observed at all times. Managers are responsible for enforcing the policy, and may send home an employee who is improperly dressed. SCPA recognizes there may be some days or jobs where casual attire may be more appropriate.

## **Communication**

St. Croix Prep attempts to maintain a communication process that facilitates efficiently resolving an issue. The guidelines below are intended to improve communication, respect responsibilities, and maintain efficiency. It is important to direct your communication to the person most directly responsible for the issue. If the issue is unresolved, then escalation procedures include bringing the issue to the School Principal, then the Executive Director, and finally the Board of Directors (via a Board member). Depending on the issue, Human Resources may be involved in the escalation communication.

## **Non-Harassment**

SCPA is committed to providing an environment free from discrimination or harassment based on a person’s race, color, religion, sexual orientation, national origin, age, disability or other classification protected by law. Unlawful harassment in any form is prohibited. SCPA intends to provide a safe work environment free from unreasonable interference, intimidation, hostility or offensive behavior. Each employee has a responsibility to keep the workplace free of any form of harassing behavior. SCPA expects the full cooperation of every employee in making this policy effective. Harassment, sexual or otherwise, is against the law and will not be tolerated.

Examples of inappropriate behavior that are violations of this policy include, but are not limited to verbal harassment (e.g. indecent or belittling comments, jokes or references, and offensive personal references), unwanted physical contact of any kind, the display in the workplace of derogatory gestures, posters, cartoons, drawings or calendars, harassing electronic communication (e.g. email, texting of demeaning, insulting, intimidating or suggestive messages, and threatening adverse employment actions if sexual favors are not granted or promising preferential treatment in return of sexual favors). Employees should promptly report any incidents in accordance with the procedures outlined below.

Any person who feels that he or she has been subject to or witnessed unwelcome harassing behavior should report this conduct immediately to the principal of his or her school. If the complaint involves the principal of your school, please report the incident directly to Human Resources.

When an individual submits a complaint, he or she will be asked to provide information regarding the incident(s), including the identity of the harasser, the date(s) of the incident (s), the conduct giving rise to the complaint, and witnesses, if any, to the alleged conduct. All complaints will be investigated

promptly, impartially, and with respect for the privacy of those involved, consistent with SCPA's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations. The complaint and investigation will be thoroughly documented and only those who need to know about such a complaint or those who are authorized by law will be advised of its existence and resolution. If it is determined that the person charged has violated the Non Harassment Policy, such person will be subject to appropriate disciplinary action, up to and including termination of employment. Action will be determined at the sole discretion of SCPA. SCPA reserves the right in each case to differentiate between violations and situations on whatever basis it considers appropriate and to take such action as it believes to be in the best interests of the parties and the school based on all the facts and circumstances of the case. Retaliation in any form against an employee who exercises the right to make a complaint is strictly prohibited, and will in itself constitute a basis for disciplinary action up to and including termination. Any employee, in the judgment of SCPA, who intentionally makes a false allegation of harassment, may be subject to discipline up to and including termination.

For more specific details regarding this policy and the reporting procedures, see SCPA's Harassment and Violence policy and its Equal Employment Opportunity section of this Handbook. For specific policies and reporting procedures for complaints of sex or disability discrimination, see SCPA's Employee Disability Nondiscrimination policy of SCPA's Employee Sex Nondiscrimination policy.

## **Progressive Discipline**

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

SCPA supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed to be consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. SCPA reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines SCPA's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the serious nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to

perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

SCPA reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

## **Grievance**

SCPA aims to resolve problems and grievances promptly and as close to the source of conflict as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary. For specific grievance and reporting procedures for complaints of harassment or violence on the basis of a protected classification, complaints of discrimination on the basis of disability or sex, or complaints of discrimination on the basis of other protected classifications, see SCPA's Harassment and Violence policy, Equal Employment Opportunity policy, Employee Disability Nondiscrimination policy, or Employee Sex Nondiscrimination policy.

### **Statement of General Principles**

- Complaints must be fully described by the person with the grievance
- The person(s) should be given the full details of the allegation(s) against them
- The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to communicate their version of the facts before resolution is attempted
- Proceedings should be conducted honestly, fairly and without bias
- Proceedings should not be unduly delayed.

### **PROCEDURES**

The following is a three step process for grievance resolution:

1. The employee attempts to resolve the complaint as close to the source of conflict as possible. This step is quite informal and verbal.
2. If the matter is not resolved, the employee notifies the supervisor (in writing or otherwise) as to the substance of the grievance and states the remedy sought. Discussion should only be held between employee and the other relevant person(s). This step will usually be informal, but either party may request written statements and agreements.
3. If the matter is not resolved, the supervisor refers the matter to Human Resources and/or the Executive Director (or Board of Directors if applicable). A grievance taken to this level must be in writing from the employee. The supervisor will forward any additional information thought relevant. HR will investigate/communicate with any other parties involved or deemed relevant. HR will provide a written response to the employee.

## **Office Intimate Relationships**

SCPA believes that an environment where employees maintain clear boundaries between their personal and business interactions is the most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships are conducted during working hours and on company premises. During working hours and at work locations, employees are expected to keep personal

exchanges limited so that others are not distracted or offended by such exchanges. During non-working time hours, such as lunches, breaks, and before and after work periods, while on SCPA property, employees' conversations and other behaviors should be expressed in a manner not perceived as offensive or uncomfortable to a reasonable person. The provisions of this policy apply regardless of the sexual orientations of the parties involved.

Individuals in supervisory/management or other influential roles are subject to more stringent performance under this policy due to their access to sensitive information and their ability to influence others, promotions, and terms and conditions of employment of their subordinates. An employee in a management or supervisory position over another employee, who has developed a relationship with an employee that a reasonable person would determine is beyond a normal friendship should inform his/her manager or Human Resources of the relationship. Failure to report such relationships is a violation of the SCPA Harassment Prevention Policy. Employees who allow personal relationships with coworkers to adversely affect the working environment will be subject to transfers or disciplinary action up to and including termination of employment.

### **Teacher Relicensure**

Each faculty member is responsible for maintaining the licensure required for him or her to assume his or her teaching duties. The relicensure committee will assist you in recording and submitting clock hours for your continuing education credit. In the event licensure is not maintained, the School (by law) will post the open position and proceed with a hiring process. A renewed copy of your license must be filed with the school principal and Human Resources by April 1 of each year.

### **Building Access**

The staffed building hours are from 7:30 a.m. to 4:30 p.m. Except for general student arrival time from 9:00 am to 9:30 a.m. the front entrance will be the only point to enter and exit the building during normal school day operations. A reception area staff are positioned with an unimpeded view of the front entrance. The reception staff will have the responsibility for screening and granting access to all building entrants. The buildings bathrooms, service spaces, stairwells, or other amenities will not be accessible without passing this front desk. Please see security details below. Any students participating in activities before general student arrival time begins must adhere to their division's policy for building access which may include providing a pass by the supervising staff member for building admittance. The division principal will outline the process for each division.

- **All Exterior Doors Locked During School Hours and Non-Student Contact Days**  
All exterior doors will be locked from 9:30 am to 4:00 pm (school hours). Visitors may gain access through an intercom system located on the exterior wall to the left of the main entrance. The only doors that will be unlocked before and after school hours on student contact days are the main entrance doors.
- **Building Attendant On-Duty After School Hours on Weekdays**  
This position enhances facility safety and security after school hours when the building is used by many in our school community. This position will maintain a presence in the front atrium when not patrolling the building, ensure interior and exterior doors are locked as scheduled, be a facility resource for those using the facility and monitor the facility for unsanctioned use and perform light maintenance duties.
- **SCPA Building Hours and Supervisory Coverage:**

Student Contact School Days:  
7:30-9:30 am - Main doors open  
8:30-4:30 pm - Main office open  
9:30-4:00 pm - All exterior doors locked  
4:00-9:30 pm - Main doors open

- Non-Student Contact Weekdays Except for Holidays:  
Main doors remain locked for entire day  
8:30-4:30 pm - Main office open and visitors access through use of intercom system

Please refrain from propping a door open for convenient reentry into the building. Routine inspections by the Facility Director will ensure that exterior doors are not propped open for any reason which may allow outsiders access into the building.

### **Guest Building Access**

Any building occupant expecting a guest should notify the front desk and provide the guest's information before the guest's arrival. The receptionist will contact the staff person being visited to confirm the appointment before permitting the guest access to the premises. Before being permitted access to the premises all guests/visitors must sign-in. This includes parents who may be dropping off lunches or signing their students in/out. Each division has specific procedures for students signing in/out which will be outlined by the division principal. Generally, if a student is being dropped off late the parent must come to the front office to sign their student in. Likewise, if a student is being picked up early the parent should sign the student out at the front office and wait until the division office manager sends the student to the front. A visitor should not be granted access to the rest of the building unless they have an appointment. All guests must sign out with the front desk when leaving.

### **General Student Arrival**

Students arrive at school from 9:00 am to 9:30 am. During this time, the following doors will be open for student access: Main doors, K-4 main entrance, south entrance near stairs to upper school, and north cafeteria doors. All doors will be re-locked at 9:30 am.

### **Master Key Control System**

The Facility Director is responsible for monitoring the distribution of keys, fobs, and duplicates of these. Only authorized employees will have keys that offer access to specified areas of the building. Accordingly, staff will only obtain keys that are relevant to their position (e.g. teachers do not need keys for mechanical rooms). When an employee terminates their employment with SCPA, they must return their keys.

### **Social Media**

SCPA views social networks, web based discussion, and other emerging forms of social media as means of public communication. Employees who engage in social networking should ensure that their public communication is responsible and consistent with SCPA's mission, purpose and values.

Only a select group of employees are authorized to publicly speak on behalf of SCPA, therefore, employees must have prior authorization to be a spokesperson to the extent their social networking communications represent, or appear to represent SCPA's official view or perspective on any particular topic.

General guidelines and examples of prohibited communications are noted below. For purposes of this discussion, social media is any usage of Web 2.0 technologies and sites such as blogging, micro blogging (Twitter, WordPress, Tumblr), photo sharing (Flickr, Shutterfly, Instagram), video sharing (YouTube, Vimeo, Snapchat), live casting/streaming (Facebook Live, Periscope, Justin.TV), networking (Facebook, LinkedIn), and so forth. Please note that this list shows examples and is not intended to be an exhaustive list of social media sites or applications.

**General Guidelines:**

- When appropriate, personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and does not represent the views of SCPA. When appropriate, we recommend not including any SCPA reference to your social media site profile, blogs, etc.
- Communication in social media networks should comply with the school's confidentiality and data privacy statutes and policies. This also applies to comments posted on other blogs, forums, and social networking sites.
- In your on-line communication, be respectful to the school, other employees, parents, students, partners, and competitors. Do not reference or site school employees, parents, students, or partners without their express consent.
- Photos of students and staff are not permitted.
- Social media activities should not interfere with work commitments.
- School logos and trademarks may not be used without written consent.
- It is strongly recommended that, outside of your school responsibilities, staff and students not "friend" or "follow" each other on any social networking sites while the student is enrolled at SCPA. Communication is acceptable once a student has become an alumnus and is over the age of 18.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and act appropriately. Consult with your manager or supervisor if you are uncertain.

No SCPA policy limits employees' rights under Minnesota and other applicable law, to disclose and discuss their wages with others. SCPA will not take any adverse employment action against an employee for disclosing their wages or discussing another employee's wages which have been disclosed voluntarily. SCPA will not retaliate against an employee for disclosing their wages or discussing other SCPA employees' wages as provided in this paragraph. Minnesota law allows an employee to bring a civil action against an employer who violates the rights described in this paragraph, and a court may award reinstatement, back pay, restoration of lost service credit if appropriate and the expungement of any related adverse records of an employee whose rights have been violated.

### **Inclement Weather and School Closing**

Because St. Croix Prep is dependent upon ISD 834 for bus transportation, St. Croix Prep will close when the Stillwater School District closes school. Staff members will be notified via School Messenger and email for any school closings or delays. SCPA (and Stillwater) currently provide WCCO-4, KSTP-5 and KARE-11 with their school closing information. SCPA recommends tuning to these TV stations and their websites ([www.wcco.com](http://www.wcco.com); [www.kstp.com](http://www.kstp.com); [www.kare11.com](http://www.kare11.com)) for school alert information. Remember the basic rule – St. Croix Prep closes when Stillwater closes school.

## **Pet Policy\***

St. Croix Preparatory Academy has students enrolled in school that have significant allergies to pets. To support the health needs of our students, pets are not allowed on school grounds. This includes both inside and outside of the building. SCPA realizes that pets bring a host of joy to kids and families and acknowledges that it is exciting for kids to walk to school with their pets. That said, SCPA must place the health needs of our students at the highest priority. Let's work together in this effort to keep all students healthy at school.

The goal of SCPA is to decrease student and staff exposure to potentially harmful animal allergens. If animals are to be allowed in the classroom, the protocol will be as follows:

1. Before bringing an animal into the building, the teacher will notify the principal, the Facilities Director, and the students of the type and location of the animal. The principal must approve all classroom pets. All animals will be properly vaccinated.
2. The location of the habitat for the animal will include consideration of heating, ventilation, and air conditioning (HVAC) components. Animal habitats will not be placed near air supply or return air vents and will not be kept near unit ventilators. The habitat will be placed on a hard floor surface. The animal will not be allowed to wander around the room (especially on carpet.)
3. A cleaning schedule will be implemented for the habitat and surrounding area. The classroom teacher is responsible for regularly cleaning the cage, as well as the table or floor the cage rests upon. Students will not be allowed to clean cages or equipment.
4. The teacher will ALWAYS be present when animals are handled by a student.
5. All staff and students will wash their hands before and after handling animals, cage debris, or animal supplies.
6. The pet will be removed from the classroom if it is deemed to be a distraction or causes interruptions in learning.
7. Concerns regarding the health issues or care of the animals should be brought to the principal for immediate consideration.

\*This policy does not apply to service animals.

## **Tobacco Free Environment**

St. Croix Preparatory Academy is a tobacco free environment. For specific policy and reporting procedures see SCPA's Tobacco Free Policy.

## **Mandated Reporting**

Any employee who knows or has reasonable cause to believe that a child or vulnerable adult is being maltreated, or has been maltreated in the past three (3) years, is required under Minnesota law to report such information to the local welfare agency, law enforcement or other agencies responsible for assisting or investigating maltreatment. For specific policy and reporting procedures see SCPA's Mandated Reporting policy.

## **Whistleblower**

Any employee who suspects or knows of unethical or illegal activity should report that activity to appropriate school officials. For specific policy and reporting procedures see SCPA's Whistleblower Policy.

## **Work-Related Injuries**

St. Croix Preparatory Academy provides a comprehensive workers' compensation insurance at no cost for employees. Workers' compensation insurance covers most injuries or illnesses sustained in the course of employment that require medical, surgical or hospital treatment.

An employee who sustains a work-related injury or illness should inform his or her supervisor immediately. No matter how minor a work-related injury may appear, it is important that it be reported, and that all required paperwork be completed, immediately. This will enable an eligible employee to qualify for coverage. Injury reporting forms may be obtained in the health office.

## **COMPENSATION**

### **Categories of Employees**

St. Croix Prep Academy has several "categories" of employees. These include exempt, non-exempt and those contracted for services. All employees are under at-will agreements.

### **Required-Work Days**

Licensed staff salaries are earned per required-work day, although payment is made in equal amounts over 24 pay periods to exempt staff (see "Pay Periods" below). A required-work day is an 8-hour work day. Required-work days consist of student contact days and non-student contact days, such as staff workshops and parent teacher conference days. Annual required-work days are identified in the annual school calendar and vary from year to year. An exempt staff's daily rate may be calculated by dividing his/her annual salary by total annual required-work days per the annual school calendar. If a staff member is absent from work on a required-work day and has no vacation, sick or personal days accrued, his/her paycheck will be deducted in the amount of his/her daily rate for each required-work day missed. If a licensed exempt staff member resigns employment prior to the end of the school year, he/she shall be liable to repay to SCPA any compensation paid to him/her in excess of the amount earned for the number of required-work days actually worked prior to the end of his/her employment during that school year.

### **Time Tracking for Payroll**

Non-exempt employees will record their time in Skyward by clocking in when they are ready for work and clocking out when they have finished work. Non-exempt employees must also record their time in/out for lunch breaks per FLSA regulations. The employee submits each week recorded time in the Skyward system for their supervisor's approval and subsequent payroll processing. In the event a non-exempt employee must record their time manually, a paper time sheet must be used and submitted. These submissions need to occur on or before, the 15th and the end of every month. Non-exempt documentation starts with the first hour worked.

### **Pay Periods**

Exempt employees will have their annual compensation spread over 12 months and receive 24 equal payments. The start of payment will be delineated in the offer letter. For exempt staff, non-exempt employees under the Fair Labor Standards Act are eligible for overtime for all hours worked in excess of 40 in any work week. SCPA will try to give you as much notice as possible when overtime will be mandated. All overtime designated by your manager is approved overtime. If an employee determines overtime is necessary, approval from your manager is required. If an employee works overtime without

approval, the overtime must be paid, however the employee may be subject to disciplinary action. Overtime is paid at the rate of one-and-one-half times (1.5x) your regular hourly rate of pay. Non-worked lunches, sick, holiday or vacation time will be included in calculating overtime. Please see SCPA's Compensation Plan for further compensation information.

### **Fair Labor Standards Act Compliance**

SCPA acts in good faith in an effort to comply fully with the Fair Labor Standards Act's prohibition on improper pay deductions. An employee who believes that improper deductions have been made from his or her pay should notify Human Resources, describing the error they believe they have found. SCPA will review the situation and correct errors by reimbursing the affected employee or taking other appropriate action as necessary.

## **BENEFITS**

### **Medical, Dental, Vision, Life, Disability Insurance**

St. Croix Preparatory Academy offers a comprehensive benefits suite to eligible employees. Full time employees working 30+ hours are eligible for benefits on the 1st of the month following 30 days of employment. For a complete overview of medical and dental benefits see Human Resources for an SCPA Employee Benefits Guide.

## **PAID AND UNPAID TIME OFF FROM WORK**

### **Sick Days**

Each exempt teaching faculty member has six sick days of paid time off. Twelve-month exempt employees have 10 sick days of paid time off. For payroll purposes, employees may only record a half a day and a full day of sick time. These sick days are for when you and/or immediate family members are ill and are not intended for vacation time. Sick days, if not used by the end of the year, may be accrued each year up to 30 days and used when needed. Employees may also take a "buy-out" of the unused days at the daily substitute rate of pay for each unused day. These days cannot be accrued to be paid out later. They can only be paid out for that current year. Non-exempt employees do not have sick days. Sick leave may be used for one's own or a family member's qualifying illness or injury, and for certain circumstances relating to sexual assault, domestic violence and stalking, as provided in applicable law.

### **Personal Days**

Each exempt faculty member has two personal days. The exempt administrative positions of Executive Director, Executive Director of Finance and Operations, and Principal receive three personal days. Personal days may be bought out at the same rate as sick days but may not be accrued. Non-exempt employees do not have personal days. Holidays may not be extended by personal days.

### **Excused Days**

Each non-exempt employee has six excused days. Excused absences are unpaid and may be used for illness or personal time. Excused days may not be accrued or used to extend holidays.

## Holidays

Exempt employees who work year around will have 15 paid holidays for the 2020-21 school year plus additional paid vacation days per their individual employment agreement. Paid holidays include:

- Independence Day, July 1, 2, 3
- Labor Day, September 7
- Thanksgiving, November 26, 27
- December 23, 24, 25, 26, 27, 30, 31
- New Year's Day, January 1
- Memorial Day, May 31

St. Croix Prep does not pay out unused sick, personal or vacation days when an employee's employment is terminated.

## FACULTY ABSENCES

### Absence from Class

Every time you miss work, for whatever reason, it will be your responsibility to obtain a substitute if necessary and record your time off in Absence Management (Aesop). All appropriate personnel should then be notified of your absence. The Absence Management system enable subs to select jobs if entered in advance of the absence and will call subs on your behalf to fill your absence. If you are unable to secure a substitute by 6:00 am on the day that you are going to be absent please call Human Resources at the phone number provided.

To ensure quality instruction during absences, teachers are required to have an emergency substitute folder with lesson plans with their administrator/principal. This folder should include the following: class schedule, class list(s) and seating chart where appropriate, classroom guidelines and procedures, names of two staff members that the substitute can depend on for emergency information, special instructions regarding individual students, bus information if applicable, and before/after school duties, lunch schedule and preparation times, attendance procedures, and a map of the school.

Specific lesson plans for the day should be left in the classroom or emailed to the office manager or division principal by 8:30 a.m. with the name of the substitute, if available.

## LEAVES

### Bereavement Leave

All employees are allowed paid time off in the event of a death in the family. The purpose of this is to provide employees with time to arrange and attend a funeral. For spouse, child, parent, siblings, step or in-laws the leave is up to two days. For grandparent, grandchild, step or in-laws of those listed, one day is granted. Additional unpaid leave may be granted with the approval of the Executive Director.

### Jury Duty

All exempt and non-exempt staff called to serve jury duty or subpoenaed as a court witness, must notify their division administrator immediately and provide a copy of the notice or subpoena to Human

Resources. Your pay will not be reduced by the amount of jury duty or court witness pay that you receive.

### **Leave of Absence**

You may request general leaves of absence without pay. If granted, these leaves may not exceed 120 working days. You may not use paid vacation days to extend the length of the leave beyond 120 days. However, vacation days may be used during the leave to receive pay. Any such arrangements must be approved by the division administrator. To initiate a request for an unpaid leave, you must first discuss the reasons for requesting a leave with your division administrator. The division administrator will discuss the circumstances with Human Resources. If it is determined that a leave is warranted, you will be notified by your division administrator. SCPA may, when appropriate, designate a leave as a Family and Medical Leave Act (FMLA) leave. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy.

### **Military Leave**

SCPA grants military leave and re-employment rights to eligible staff, pursuant to applicable federal and state law.

### **Family and Medical Leave Act (FMLA)**

In accordance with the requirements of the Family and Medical Leave Act, SCPA provides up to 12 weeks of unpaid, job-protected leave to eligible staff members. Eligible staff members may use paid sick, personal, or vacation time to receive pay during leave, but may not use paid time off to extend FMLA leave. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy.

### **Military Family Leave Entitlements**

Eligible staff members with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible staff members to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. For more information on FMLA leave, see SCPA's Family and Medical Leave Act (FMLA) policy. Staff members must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt SCPA operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## **EMPLOYEE SERVICES**

### **Computers, Phones and Email**

SCPA communication systems and the equipment used to operate the communication system are owned and provided by SCPA to assist in conducting business. Communications systems including email are to be used for work purposes only. Email is retained for a period one year. For more information on acceptable usage and limitations, see SCPA's Internet Acceptable Use and Safety policy.

Unacceptable use of the computer or phone lines is likely to result in disciplinary action up to and including termination of employment.

## **Supplies**

All academic supplies should be ordered through your office manager. All other items should be ordered through the business office. When ordering, please use the appropriate form. There is a different form for expense reimbursement. The sales receipts must accompany this reimbursement form. The school is tax exempt; therefore, your reimbursements should not include sales tax. You may obtain the tax exempt number and/or an ST3 Form from your office manager, which should be presented to vendor at time of purchase in order to not incur sales tax on your reimbursable purchases. St. Croix Prep reserves the right to not reimburse employees for sales tax.

## STAFF HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

By signing below I acknowledge receipt of the policies and procedures set forth in the St. Croix Preparatory Academy employee handbook. Failure to comply and adhere to these policies and procedures could lead to disciplinary actions.

I will keep this handbook available and I acknowledge that these policies and procedures may be changed at any time. I agree to update it whenever provided with materials to do so. I understand this handbook replaces and supersedes any previous policies, written or oral. I acknowledge that this handbook is for reference purposes and is not a legal document nor is it an employment contract with the school and me

I understand the handbook is the property of SCPA and I agree to return it upon terminating my employment with SCPA.

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Print Name

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Date

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Signature