



**st. croix** preparatory academy

EMPLOYEE HANDBOOK

2025-2026

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# 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 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

St. Croix Preparatory Academy provides equal employment opportunities to all employees and applicants for employment.

For detailed information and specific policy details related to Equal Employment Opportunity, please refer to [Policy #401](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Harassment and Violence, please refer to [Policy #413](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Employee Disability Nondiscrimination, please refer to [Policy #402](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Employee Sex Nondiscrimination, please refer to [Policy #402.5](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Anti-Nepotism, please refer to [Policy #426](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

## **Americans With Disabilities Act**

SCPA complies 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).

For detailed information and specific policy details related to Employee Disability Nondiscrimination, please refer to [Policy #402](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

## **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 detailed information and specific policy details related to Harassment and Violence, please refer to [Policy #413](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to School Weapons Policy, please refer to [Policy #501](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

## **Criminal Background Screening**

All new employees and volunteers must receive a criminal background check prior to starting employment or a volunteer assignment with SCPA.

For detailed information and specific policy details related to Background Checks, please refer to [Policy #404](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

## **Data Privacy and Personnel Records**

The school maintains essential information on its employees and students.

For detailed information and specific policy details related to Public and Private Personnel Data, please refer to [Policy #406](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Protection and Privacy of Student Records, please refer to [Policy #515](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

## **GENERAL POLICIES AND GUIDELINES**

### **School Hours**

The student hours at SCPA are from 9:45 a.m. to 4:15 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, sleeveless shirts, 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.

For detailed information and specific policy details related to Harassment and Violence, please refer to [Policy #413](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Equal Employment Opportunity, please refer to [Policy #401](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Employee Disability Nondiscrimination, please refer to [Policy #402](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Employee Sex Nondiscrimination, please refer to [Policy #402.5](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

## **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 7:45 a.m. to 4:45 p.m. Except for general student arrival time from 9:15 am to 9:45 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 9:45 am to 4:15 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:  
7:45-9:45 am - Main doors open  
8:45-4:45 pm - Main office open  
9:45-4:15 pm - All exterior doors locked  
4:15-9:45 pm - Main doors open

- Non-Student Contact Weekdays Except for Holidays:  
All exterior doors remain locked for entire day. Visitors must arrange entry with staff member.

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 9:15 am to 9:45 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 9:45 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.

For detailed information and specific policy details related to Social Media, please refer to [Policy #711](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

### **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 detailed information and specific policy details related to Tobacco Free Environment Policy, please refer to [Policy #419](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

### **Drug Free Environment**

St. Croix Preparatory Academy is a drug free environment.

For detailed information and specific policy details related to Drug Free Policy, please refer to [Policy #418](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Chemical Use and Abuse, please refer to [Policy #417](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Overdose of Medication, please refer to [Policy #516.5](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

### **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 detailed information and specific policy details related to Mandated Reporting, please refer to [Policy #414](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

For detailed information and specific policy details related to Mandated Reporting of Maltreatment of Vulnerable Adults, please refer to [Policy #415](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

### **Whistleblower**

Any employee who suspects or knows of unethical or illegal activity should report that activity to appropriate school officials.

For detailed information and specific policy details related to Reporting Unethical Behavior, please refer to [Policy #103](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

### **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 more than 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 non-exempt employees under the Fair Labor Standards Act are eligible for overtime for all hours worked more than 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 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 please refer to the SCPA Employee Benefits Guide.

## PAID AND UNPAID TIME OFF FROM WORK

### Sick Days

In accordance with Minnesota's Earned Sick and Safe Time (ESST) law, all paid sick time will be earned on an accrual basis. The accrual calculation varies for each position and meets or exceeds ESST requirements. The exempt teaching faculty accrual calculation equates to six sick days of paid time off. The twelve-month exempt and non-exempt employee accrual calculation equates to 10 sick days of paid time off. The school-year non-exempt employee accrual calculation equates to 5 sick days of paid time off. For payroll purposes, employees may only record a half a day and a full day of sick time. Exempt and non-exempt employees' length of day may vary from 3-8 hours with their position. Paid sick days may be used for purposes as defined by the ESST policy and state statute; they are not intended for additional vacation time or personal 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 their base hourly rate for the current school year for each unused day. Rolled-over sick days cannot be accrued to be paid out later. Sick days can only be paid out for the current year.

### Personal Days

Each exempt faculty member has three paid personal days. The exempt administrative positions of Executive Director, Executive Director of Finance and Operations, and Principal receive three paid personal days. Twelve-month exempt and non-exempt employees receive two paid personal days. School-year non-exempt employees receive two paid personal days. Unused personal days will be paid out at the daily sub rate and may not be accrued. Holidays may not be extended by personal days.

### Holidays

Exempt employees who work year around (12-month) will have 19 paid holidays for the 2025-26 school year plus additional paid vacation days per their individual employment agreement. Paid holidays include:

- Independence Day, July 1, 2, 3, 4
- Labor Day, September 1
- Thanksgiving, November 27, 28
- December 22, 23, 24, 25, 26, 30, 31
- January 1
- Memorial Day, May 25
- June 19, 29, 30

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 (Frontline/Aesop). All appropriate personnel should then be notified of your absence. The Absence Management system enables 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 notify your division manager and Human Resources as soon as possible.

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 detailed information and specific policy details related to Family and Medical Leave, please refer to [Policy #410](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

### **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 detailed information and specific policy details related to Family and Medical Leave, please refer to [Policy #410](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

### **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. 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.

For detailed information and specific policy details related to Family and Medical Leave, please refer to [Policy #410](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

## **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.

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

For detailed information and specific policy details related to Internet Acceptable Use, please refer to [Policy #524](#) on the district's website: [stcroixprep.org](http://stcroixprep.org).

### **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