



Minneapolis Public Schools

Employee Handbook



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.





MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

Bernadeia Johnson
Superintendent of Schools

August 2010

Dear Colleague,

On behalf of the Minneapolis Public Schools, I would like to personally welcome you to our district. Whether you work full or part time, in an administrative, teaching, professional support or service category, the skills and commitment you bring to the job make an important contribution to our goal of providing excellence in education to the children and families of Minneapolis.

I hope that you feel like I do about the year ahead – that it's filled with promise. We have enormous potential to make a difference in the lives of our students. With students who look to us for guidance, direction, stability and hope, we reach for every solution we can to meet their learning needs and to lift them up.

This is my first year serving as your superintendent. I am thrilled to be here! I began my career in Minneapolis as a principal in 1999 and I have spent the past several years as our district's chief academic officer and deputy superintendent, so I know that our schools have many opportunities for growth and face many challenges. If we are going to deliver for our students and move beyond incremental progress to substantial improvement, we must be intentional with our solutions. We must sharpen our focus. We must prioritize how we spend our time. Most importantly, we need to be united in that priority – we must work together toward the same end.

We are pleased to have you as a member of the Minneapolis Public Schools. I believe that our staff members are our biggest asset. Your success determines to a large extent whether we fulfill our mission.

As a representative of the Minneapolis Public Schools, you have a great opportunity and responsibility. I know that you have the will and the ability to make a difference in the lives of our students and families. I welcome you to the new school year and hope that we meet soon.

Sincerely,

Bernadeia Johnson
Superintendent of Schools

October 2010

MPS EMPLOYEE HANDBOOK – Table of Contents

Introduction

- Letter of Welcome to the Minneapolis Public Schools page 1
- Table of Contents page 2-5
- MPS Team Handbook Overview, Purpose and Disclaimer page 6-7

About Us

- District Vision and Mission Statement – Why We Are Here page 8
- Strategic Plan page 8-9
- District Organizational Chart (See Appendix)
- General District Information/Helpful Contacts page 9

1.0 General Employment Laws and MPS Policies

- Employee Responsibilities and Expectations page 10
- Representing MPS – Code of Ethics Policy page 10
- Conflicts of Interest – Gifts & Favors, Sales, Solicitations; Use of District Facilities page 10-11
- Reporting Violations page 11
- Diversity, Equity and Equal Employment Opportunity page 11-12
- Disability Non-Discrimination page 12
- Racial/Ethnic and Religious Harassment, Discrimination and Violence page 12-13
- Sexual Harassment page 13
- General Harassment page 13
- Violence page 13
- Drug- and Weapon-Free Workplace page 14
- Weapons page 14
- Tobacco-Free Environment page 14
- Transportation /Employee Drug and Alcohol Testing page 14
- Suspension of Employees Charged with Criminal Violence page 14-15
- Communicable and Infectious Diseases Affecting Employees page 15
- Dress and Professional Attire page 15
- Use of Technology (Internet, E-mail and Network Rules for Staff) page 15
- Confidentiality: Data Practices Compliance page 16
- Mandated Reporting of Maltreatment of Minors and Vulnerable Adults page 16
- Right to Know page 17
- Nepotism page 17
- Safety, Security and Emergency Management page 17-18
- Accident Prevention/Reporting page 18
- Communication and Media Relations page 18-19
- Inclement Weather and School Closings page 19-20
- Use of District Supplies and Equipment page 20
- Use of Telephones, Other District Office Equipment and District Mail page 20
- Purchasing Guidelines page 20
- Return of District Property page 20
- Personal Property page 21
- Consensual Relations page 21
- Political Activity page 21

2.0 Employment Practices

- Relationship Between Employee and Supervisor page 22
- The Work Force – Job Classifications page 22
- Position Vacancies, Staff Recruiting and Hiring page 22-23
- Probationary Period page 23
- Teamwork page 23
- Hours of Work page 23
- Overtime and Compensatory Time page 23-24
- Work Calendar page 24
- Dependability page 24
- Pay Checks page 24
- Recording Hours Worked page 24
- Overpayment of Wages page 24
- Attendance and Punctuality page 24
- Notification of Absences – Call in Procedures page 24-25
- Medical Documentation page 25
- Outside Employment and Tutoring page 25
- Promotion and Reclassification page 25
- Temporary Service in a Higher Class page 25
- Reassignment page 25
- Demotions page 25-26
- Reinstatement page 26
- Performance Evaluations page 26
- Employee Discipline page 26
- Termination/Involuntary page 26
- Personnel Records page 26

3.0 Separations

- Resignation/Voluntary Termination page 27
- Retirement page 27
- Layoff page 27
- Severance Pay page 27
- Reemployment and Rehire page 27
- COBRA Benefits page 27-28

4.0 Leaves of Absence

Leaves with Pays

- Personal Leave Days* page 28
- Bereavement Leave* page 28
- Maternity Leave (non-FMLA)* page 28
- Family and Medical Leave Act (FMLA)* page 28
- (FMLA) Maternity/Family Leave/Adoption* page 29
- Military Duty* page 29
- Jury Duty* page 29
- Court Cases/Subpoena* page 29
- Workers' Compensation (Injury on Duty)* page 29
- Sabbatical* page 29

Leaves of Absence without Pay

- General Considerations* page 29-30

5.0 Compensation and Benefits

- Salaries and Wages page 31
- Benefits
 - Holidays* page 31
 - Vacation* page 31
 - Sick Leave* page 31
 - Medical and Dental Coverage* page 32
 - Supplemental Life Insurance* page 32
 - Tax Deferred Savings Plans: 457 & 403b* page 32
 - Long Term Care Insurance* page 32
 - Sick Leave Pool* page 32
 - Sick Leave for Fitness* page 33
 - Sick Leave/Vacation Cash Out* page 33
 - Career Transition Trust* page 33
 - Employee Assistance Program – EAP* page 33
 - Flexible Spending Account for Health and Dependent Care* page 33-34
 - COBRA* page 34
- Unemployment page 34
- Eligibility for Benefits page 34
- Enrollment Procedures page 34

6.0 Employee Rights

- Labor Organizations page 35
- Collective Bargaining Agreements (CBA) page 35
- Union Dues and Fees page 35
- Appeals, Complaints and Grievances page 35
- Affirmative Action and Equal Opportunity page 35-36

7.0 Procedures and Guidelines

- Change of Personal Data page 37
- Name Badges/Identification Cards page 37
- Employee Involvement/Involvement in Professional Organizations page 37
- Going Green Efforts page 37
- Professional Development page 37
- Copyright page 37-38
- Visitors to the Workplace page 38
- Volunteers page 38

8.0 District Policies Affecting Students

- Equal Educational Opportunities page 39
- Student Records page 39
- Parent and Student Complaints page 39
- Administering Medication to Students page 39
- Student Discipline page 39
- Student Attendance page 40
- Bullying and Hazing page 40
- Mandated Reporting of Maltreatment of Minors and Vulnerable Adults page 40
- Transporting Students /Bus Safety page 40-41

- Acceptable Use of Public Funds – answers to common questions
- Policy 4002A – Reporting and Fact Finding Procedures: Harassment and Violence Reporting Procedure
- Policy 4001 – Disability Non-Discrimination
- District Organizational Chart
- District Map
- On-line:
- School Directory ([mpls.k12.mn.us/MPS school directory](http://mpls.k12.mn.us/MPS%20school%20directory))
- District Fact Sheet ([mpls.k12.mn.us/MPS facts](http://mpls.k12.mn.us/MPS%20facts))

Handbook Overview, Purpose and Disclaimer

To our new employees:

Welcome to Minneapolis Public Schools, Special School District #1. You are now an employee of one of the largest school districts in Minnesota. We exist to ensure that all students learn. We support their growth into knowledgeable, skilled and confident citizens capable of succeeding in their work, personal and family lives into the 21st century. We promise an inspirational education experience in a safe, welcoming environment for all diverse learners to acquire the tools and skills necessary to confidently engage in the global community. As an employee of the Minneapolis Public Schools, you play a vital role in making this happen.

We are happy that you have elected to work for our district. This handbook is designed to provide you with most of the information you will need to be well informed regarding MPS policies and practices. It has been written to provide general descriptions of policies and practices relating to work at MPS and to serve as a guide for MPS employees throughout their employment. We recognize that new employees in particular are bound to have many questions relating to their specific position or responsibilities. Knowledge of the content of this handbook can contribute to your success as an employee of MPS.

To all of our employees:

This handbook applies to all employees. The material in this handbook is not exhaustive. Although we have attempted to cover matters of general applicability to all employees, we know that it does not cover every situation that may arise from day to day. You are encouraged to direct any specific questions you may have to your immediate supervisor or to contact the Division of Human Resources at 612.668.0500.

Disclaimer: No provision in this handbook is intended to create a contract between the Minneapolis Public Schools and any employee or to limit the rights of the district and its employees to terminate the employment relationship. Where applicable, the terms of Collective Bargaining Agreements and/or other contracts will take precedence over information provided in this handbook. In addition, the terms of district policies may take precedence over information provided in this handbook. The most recent and up-to-date district policies can be accessed online on the district's website at <http://policy.mpls.k12.mn.us>; they supersede other versions of district policies.

This handbook is a general statement of expectations, directions and instructions to employees based on district policies to be modified and applied by the Minneapolis Public School district at its discretion. Notice that each page of the handbook is dated and is current as of that date. When there is a change, the handbook will be updated as soon as possible. We reserve the right to make changes at any time, with or without notice, and to interpret these policies and procedures at the discretion of the district. Any online version of this handbook shall be considered to be the most current version and shall supersede any other versions of this document should there be a disagreement in terms or content. Understand that the district will periodically revise this handbook, and it is your responsibility to review all changes, once you have been notified. It is also each employee's responsibility to forward their questions regarding information in this document that they do not understand to their site supervisor and/or email the HR/Organizational and Professional Development Department at MPS.Handbook@mpls.k12.mn.us.

The handbook presents material in these general areas:

- Information about the Minneapolis Public Schools
- General Employment Laws and MPS Policies
- Employment Practices
- Separations
- Leaves of Absence
- Compensation and Benefits
- Employee Rights
- District Policies Affecting Students
- Appendix

This handbook is provided for your information. It is your responsibility to review the information listed in the handbook. Every team member is expected to read and follow the procedures, guidelines and expectations outlined in the handbook. If you have questions regarding your job or any district policy, we ask that you consult with your supervisor, Human Resources or the Director of Policy Development at 612.668.0384 so that your concerns and questions can be adequately addressed. For information on all district policies:

Link:

- <http://policy.mpls.k12.mn.us/>

Once you have read the handbook, please check the box at the end to verify that you have read all of the information. You will receive an email confirmation that you can print out for your records.

ABOUT US

District Vision and Mission

At Minneapolis Public Schools, our vision – to make every child college ready by 2012 – is ambitious and achievable. Our mission is to ensure that all students learn. We support their growth into knowledgeable, skilled and confident citizens capable of succeeding in their work, personal and family lives.

The Minneapolis Public Schools promises an inspirational education experience in a safe, welcoming environment for all diverse learners to acquire the tools and skills necessary to confidently engage in the global community.

Minneapolis Public Schools Strategic Plan

Why did MPS create a strategic plan?

The Minneapolis Public Schools created a strategic plan to guide work from 2007 to 2012. The district realized that, while it has a number of successful schools and students, there is an alarming gap between its best-performing and its poorest-performing students. We need to change that in order to stem our declining enrollment and stabilize our finances. This will take a combination of common-sense actions, dramatic changes and disciplined follow-through over several years. Our strategic plan lays out a path to ensure every student receives the best education from the Minneapolis Public Schools.

Who was involved?

The Board of Education, district leadership, a Strategic Advisory Group composed of teachers, parents, district staff and representatives from business and civic organizations and – through multiple meetings and surveys – more parents, teachers, principals and members of the broader community. The global management consulting firm McKinsey & Company donated its services throughout the planning process.

How was it developed?

The plan followed a multi-phased schedule that began in May 2007. The McKinsey team researched what worked inside MPS and reviewed examples from other school districts around the country that have addressed similar situations. The team also conducted surveys and held focus group discussions with parents, teachers and community members. Between August 2007 and October 2007, the Strategic Advisory Group reviewed its findings, presented them to the Board of Education and conducted a series of community meetings to discuss possible solutions to include in the plan. The input from those meetings helped shape initial recommendations, which were then brought to parents, teachers, district staff and other members of the Minneapolis community for final comments. The board took action on the final recommendations during its regularly scheduled meeting on December 11, 2007.

What's in the plan?

The plan contains nine strategies that will:

- 1) Raise expectations and academic rigor for all students, aligning pre-K-12 programs with the college readiness goal.
- 2) Identify and correct practices and policies that perpetuate the achievement gap and institutional racism in all forms.
- 3) Develop highly effective principal corps and ensure they have the capacity to establish and lead outstanding instructional teams.
- 4) Develop high performing teacher corps and provide professional development and support to get excellent results for all students.
- 5) Set clear expectations for all staff at every level – reward success, support and develop, but remove low performers when required.
- 6) Transform relationships and partner with families.
- 7) Build widespread internal and external support and partnerships to get results.
- 8) Restructure the lowest-performing 25 percent of schools, increasing the flexibility and autonomy for the lowest and highest performing.
- 9) Create and sustain a positive financial position.

The district provides strategic plan implementation progress reports on a quarterly basis to our staff, school families and community at www.mpls.k12.mn.us.

General Information/Helpful Contacts

| Department | Telephone Number |
|-----------------------|------------------|
| Main Switchboard | 612.668.0000 |
| Human Resources | 612.668.0500 |
| Benefits | 612.668.0560 |
| Employee Relations | 612.668.0542 |
| Workers' Compensation | 612.668.0510 |
| Equity and Diversity | 612.668.0518 |
| Finance – Payroll | 612.668.0420 |
| General Counsel | 612.668.0480 |
| Policy Development | 612.668.0384 |

1.0 GENERAL EMPLOYMENT LAWS AND MPS POLICIES

Your work and activities in the school district are governed by federal and state laws and district policies that have been developed and adopted by the Minneapolis Board of Education. We have included links to these on the district's website.

Employee Responsibilities and Expectations

The mission of Minneapolis Public Schools is to ensure that all students learn. We support their growth into knowledgeable, skilled and confident citizens capable of succeeding in their work, personal and family lives into the 21st century. As a school employee, you represent the school system. The impression you give and the statements you make influence people's perception of our schools. You are expected to work to the best of your ability and to perform your job with a spirit of willing assistance. You are an important person to the students who will receive our service. The effectiveness of the Minneapolis Public Schools is dependent on each individual employee doing his or her best.

Representing MPS (Code of Ethics Policy 3000)

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another and the public. As officials and employees in public service, we must maintain the highest possible standards of ethical conduct in our transactions of public business. All employees should perform their duties in accordance with state and federal law, district policies and procedures and ethical standards. For example, some expenditures that might be allowed in private business are not permitted uses of public funds. If, as an employee, you are proposing expenditures or seeking reimbursement you are responsible for complying with all district criteria and guidelines. (For answers to common questions on acceptable use of public funds, see [Acceptable Use of Public Funds](#) document in the Appendix, page 37). A Code of Ethics exists for all MPS employees. It describes certain actions by employees that are incompatible with the best interests of MPS.

Link:

- http://policy.mpls.k12.mn.us/uploads/3000_rev.pdf

Conflicts of Interest

Your position as a public employee means that you must be careful to avoid conflict of interest situations. A conflict of interest is defined as any judgment, action or relationship that may benefit you or another party because of your relationship with the district. All employees are asked to avoid outside activity involving obligations that may compete or be in conflict with the best interests of the district. Employees are also asked to disclose the facts of any transaction that may be considered a conflict of interest before the transaction takes place or as soon as the facts become known. If you are currently in a situation that may present a conflict of interest, contact the Division of Human Resources.

State law and district policies prohibit certain activities. As a MPS employee, you are expected to observe the following standards of conduct. Employees may not:

- Sell or have any financial interest in selling anything to the district or any program or building.
- Use district facilities, supplies, equipment or student labor in making or repairing anything for your personal gain or to provide services to the general public. This does not, however, prohibit you from renting and using district facilities on the same basis as members of the public.
- Sell anything at your site to students or other employees for personal gain.
- Accept gifts or things of value in return for recommending that the district or a program, staff member, parent or student buy a particular product or buy things from a particular store or salesperson.
- Publish things for your personal use through the district or an individual program.

However, there are many things you can do that promote ethical behavior in the district, such as:

- Recognize and respect the rights of students, parents and other employees and members of the community.
- Know and follow existing laws, district policies and regulations and the rules of your department or school.
- Maintain confidentiality in all matters related to students and co-workers.

- Notify your immediate supervisor in advance or as early as possible in the event that you must be absent or late.
- Provide your co-workers, students and the public with an environment free of intimidation. Harassment of any kind or any conduct that interferes with the work of others or their rights will not be tolerated by MPS.
- Refrain from soliciting personal gifts and favors or using your position for personal gain (e.g. hire a business in which you are a partner).
- Observe all safety rules and regulations and report injuries or unsafe condition to a supervisor immediately.
- Refrain from using or borrowing district property, including school district owned vehicles, equipment, materials or property except in the conduct of official district business. Use district time, funds and property for authorized district business and activities only.
- Do not hold another position in addition to your job if it interferes, or may interfere, with fulfilling your full job responsibilities.
- Do not falsify any record, report or company document.

As an employee of the Minneapolis Public Schools, you are expected to conduct yourself in an ethical and professional manner at all times.

Gifts and Favors (Policy 1560, Policy 5570)

As a representative of a public employer, it is essential that your work is perceived as being free from external (outside) influences. Employees must not accept gifts, gratuities or favors from any outside organization or individual doing business or seeking to do business with the district. If you have any questions regarding gifts, please contact the Director of Policy Development at 612.668.0384.

Sales, Solicitations [(Policy 1100 (Advertising), Policy 1580 (Gifts to School Personnel), Policy 5540 (Fund Raising), Policy 5570 (Gifts to School Personnel), Policy 5580 (Financial Profit))]

Employees are given the opportunity to support the Community Giving Fund and other charitable organizations and are not required to participate in or support any project. Employees and students are not permitted to participate in fund-raising activities or sales that are not school-related. Solicitation for school-related projects must be approved by the superintendent or the superintendent's designee or site administrator.

Use of District Facilities (Policy 1600)

Any use of district facilities for a purpose other than fulfilling your responsibility as an employee must follow the facilities permitting process. Information on the facilities use process is available through the Community Education Department at 612.668.3939. During the school day, use of district facilities and assignment of rooms or space is under the jurisdiction of the principal or site administrator. After the school day, use of district facilities is included as part of the district facilities permitting process in cooperation with the school principal or site administrator.

Reporting Violations

If you become aware of any activities taking place in your department or in the organization that may be ethical violations, report the situation to your supervisor or to the General Counsel's office. (**Reports should go through internal sources prior to contacting law enforcement personnel.**) If you do so, your name will remain confidential. You should be aware, however, that your name can be released if this is necessary in order for a case to be prosecuted. State law and district policy prohibit the district from discharging, disciplining, threatening, discriminating against, penalizing or changing any terms or conditions of employment of an employee in response to the employee making a good faith report of a violation or suspected violation of the law.

Diversity, Equity and Equal Employment Opportunity

The Minneapolis Public Schools welcome, respect and value the diversity of students, staff and the broader community. We are committed to diversity and to finding ways of increasing the participation of our diverse community in our school community.

MPS is committed to equal employment opportunity with all applicable laws governing equal employment opportunity. This includes all applicants and employees and applies to all aspects of the employment process including, but not limited to, recruiting, hiring, promotion, transfer and compensation.

Specifically, MPS will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment and without regard to race, color, creed, religion, national origin, sex, sexual orientation, affectional preference, marital status, status with regard to public assistance, disability, age, family care leave status or veteran status.

All employees deserve to be respected for the skills and insights they bring to work. Employees who engage in discrimination will be subject to discipline, up to and including termination. It is a violation of this policy for any person to retaliate against a person who violates the law or who cooperates with an investigation into alleged violations of the law and policy.

See relevant district policies 1304, 4000A, 4001 and 4002. For more information, contact the Office of Equity and Diversity at 612.668.0518.

Links:

- http://policy.mpls.k12.mn.us/uploads/policy_1304.pdf
- <http://policy.mpls.k12.mn.us/uploads/4000A-Complaint+and+Fact+Finding+Procedures+Equal+Employment+Opportunity.pdf>
- <http://policy.mpls.k12.mn.us/uploads/4001-Disability+Non-Discrimination.pdf>
- <http://policy.mpls.k12.mn.us/uploads/4002-Harassment+and+Violence+Prohibition.pdf>

DISCRIMINATION, HARASSMENT, AND VIOLENCE (Policies 4000, 4001, 4002 and Related Regulations) Disability Non-Discrimination (Policy 4001; Regulations 4001A, 4001B)

The district prohibits discrimination against qualified individuals with disabilities because of the disabilities of such individuals. The district will provide reasonable accommodations to qualified employees with disabilities within the meaning and scope of the Americans with Disabilities Act (ADA) with regard to employment, including application, hiring, advancement, discharge, compensation, job training and other conditions and privileges of employment.

Application for an Accommodation: Job applicants or employees who have questions or who believe they may qualify for accommodations under the ADA should contact the Office of Equity and Diversity by calling 612.668.0518. Applications for ADA accommodations may be obtained from the Office of Equity and Diversity.

Complaint Procedure: Any person who believes he or she has been discriminated against in employment due to a disability should make a complaint of the alleged acts immediately to the Office of Equity and Diversity at 612.668.0518.

Link: <http://policy.mpls.k12.mn.us/uploads/4000A-Complaint+and+Fact+Finding+Procedures+Equal+Employment+Opportunity.pdf>

Racial/Ethnic or Religious Harassment, Discrimination and Violence (Policy 4002; Regulations 4002A, 4002B, 4002C)

The Minneapolis Public Schools strive to maintain learning and working environments that are free of harassment and violence. Employees shall not engage in harassment. Any employee who engages in harassment on the basis of race, color, ethnicity, creed, religion or religious practice, national origin, gender, sexual orientation, affectional preference, marital status, status with regard to public assistance, disability, age, family care leave status or veteran status or who permits employees under his or her supervision to engage in any of the foregoing types of harassment or who retaliates or permits retaliation against an employee who reports any of the foregoing types of harassment is guilty of misconduct and will be subject to progressive discipline, which includes corrective action up to and including termination of employment.

Complaint Procedure: Any person who believes he or she has been discriminated against in employment due to race, color, ethnicity, creed, religion or religious practice, national origin, gender, sexual orientation, affectional preference, marital status, status with regard to public assistance, disability, age, family care leave status or veteran status should make a complaint of the alleged acts immediately to the Office of Equity and Diversity at 612.668.0518.

Sexual Harassment

Sexual harassment of any kind is prohibited in the workplace. This includes any unwelcome sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual nature between a supervisor and a subordinate, between peers or between an employee and a student when it interferes with job performance, creates an intimidating, hostile or offensive environment or affects potential education or employment opportunities or benefits. This policy applies to everyone, including managers. No retaliation or intimidation directed toward anyone who makes a complaint will be tolerated

If you believe you have been a victim of sexual harassment, you should immediately discuss the matter with your supervisor, manager or building principal. If you believe your supervisor to be the source of or a party to the harassment, talk to the next person in your chain of command or the Employee Relations Department.

The district will investigate all complaints. If warranted, disciplinary action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, state law, federal law and district policies.

Complaint Procedure: Any person who believes he or she has been subjected to sexual harassment should make a complaint of the alleged acts immediately to his or her immediate supervisor, the next person in the chain of command or the Employee Relations Department at 612.668.0542.

General Harassment

Behavior that constitutes general harassment is:

- an act of a derogatory nature directed toward an individual that is based on that individual's language, background or accent, weight, height or other physical features;
- association with persons who are subjected to harassment based on the foregoing categories;
- subordinate relationships, including staff and student relationships in the classroom or workplace, or peer to peer relationships when the act has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment and/or has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance or otherwise adversely affects an individual's employment or academic opportunities.

If you believe you have been a victim of general harassment, you should immediately discuss the matter with your supervisor, manager or building principal. If you believe your supervisor to be the source of or a party to the harassment, talk to the next person in your chain of command or the Employee Relations Department.

The district will investigate all complaints. If warranted, disciplinary action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, state law, federal law and district policies.

Complaint Procedure: Any person who believes he or she has been subjected to general harassment should make a complaint of the alleged acts immediately to his or her immediate supervisor, the next person in the chain of command or the Employee Relations Department at 612.668.0542.

Violence

The district stands firmly against the use of violence on its premises by any employee or student. Strong action will be taken against those employees or students who assault other staff, students or members of the public. Individuals committing an offense will be removed from MPS property and legal action will be taken against them.

Drug-and Weapon-Free Workplace (Policy 4025)

By district policy and state and federal law, the school district must provide a drug-free and weapons-free learning environment and workplace.

Drugs

You must not possess, use, sell or be under the influence of any alcoholic beverage or prohibited substance while you are on district premises, in a district vehicle or on duty. You may use prescription drugs authorized by your licensed physician.

If you violate this policy you may receive immediate discipline, including discharge. You may also be asked to participate in an alcohol or drug abuse rehabilitation program approved by the district. You must immediately report any conviction of a drug-related offense to your immediate supervisor.

Weapons

No employee, volunteer or member of the public is allowed to possess a firearm or dangerous weapon when in a school building or on school property, including buses or off-campus at any school-related activity. It is the responsibility of every employee and all other district personnel to comply with this policy. Exceptions to this policy are very limited and are described in Policy 4025. Violation of this policy shall result in discipline of the offending employee or other district personnel up to and including discharge, termination and cancelation of contract for services. In the case of a violation of the weapons prohibition, the violation shall also be reported to school police liaison officer and/or local law enforcement as well as the Minnesota Department of Education.

Tobacco-Free Environment (Policy 4020)

The Minneapolis Public School district is concerned about the health of students and employees and recognizes the importance of adult role modeling for students. The Board of Education further believes that education has a central role in establishing patterns of behavior related to good health.

Therefore, the use of tobacco products by staff, students, visitors or contractors will be prohibited on all district property, including buildings, grounds and vehicles owned, leased or contracted by the school district and school sponsored functions. Your cooperation with this important initiative is required and appreciated.

If you use your private vehicle for district business and another person is present in the vehicle, you may not use tobacco products.

Link:

- <http://policy.mpls.k12.mn.us/uploads/4020-Tobacco+Use+Non-Student.pdf>

Transportation Employee Drug and Alcohol Testing (Policy 4026)

Any employee required to have a commercial vehicle driving license is subject to random alcohol and drug testing. This may occur under a variety of circumstances, e.g., when there is reasonable suspicion that the employee has consumed alcohol or when there has been an accident.

Link:

- <http://policy.mpls.k12.mn.us/uploads/4026-Transportation+Employee+Drug+and+Alcohol+Testing.pdf>

Suspension of Employee Charged with a Criminal Violation (Policy 4027)

Employees of MPS may be suspended with or without pay from the date when charged with a criminal violation or from the time the district or law enforcement initiates an investigation of alleged misconduct. The determination as to whether the suspension will be with or without pay is made on a case by case basis. Such a determination will consider, but not be limited to, factors including the seriousness of the charge and whether the matter is job related or non-job related.

Link:

- <http://policy.mpls.k12.mn.us/uploads/4027-Suspension+of+Employee+Charged+with+a+Criminal+Violation.pdf>

Communicable and Infectious Diseases Affecting Employees (Policy 4010)

The district is committed to providing a healthy and safe work environment for all employees. Our goal is to protect employees from the risk of infection with serious communicable diseases while respecting the rights of all students, employees and contractors, including those who are infected. Employees are not required to disclose information regarding their health status if they do not choose to do so, unless required by federal or state law. Individuals with life-threatening and communicable diseases will be treated with the same compassion and consideration given to any employee with a health problem. The district will provide guidance for dealing with work situations involving employees who have life-threatening and communicable disease. Determinations of whether an employee's attendance or job performance creates a significant risk of the transmission of an illness to students or employees of the district will be made on a case by case basis in consultation with district nursing service managers.

Link:

- <http://policy.mpls.k12.mn.us/uploads/4010-Communicable+and+Infectious+Diseases+Affecting+Employees.pdf>

Dress and Professional Attire (Regulation 5200A)

All MPS employees are expected to report to work dressed in a manner that reflects positively on the image of the district. As MPS employees, we are judged not only by our service but also by our appearance. The district does not have a formal dress code. However, we expect that your appearance is consistent with the high standards we set for ourselves as a district. You are expected to present a well-groomed, businesslike appearance and to practice good personal hygiene. Remember, to our students, parents and the public, you represent the district. Inappropriate dress may vary depending on the job and job setting. If, in the judgment of an administrator or supervisor, an employee is not properly dressed, the administrator or supervisor has a responsibility to direct the employee to leave district premises until he or she is properly dressed.

Use of Technology: Internet, E-mail and Network Rules for Staff (Policy 6415 & Regulation 6415C)

The use of district technology and internet is a privilege and is not to be abused. Use of the internet and other district technology should be limited to work-related purposes. MPS prohibits using district resources to conduct a commercial business, to engage in illegal acts or to access, review, upload, download, store, print, post, receive or distribute pornographic, obscene or sexually explicit material or other visual depictions; obscene, disrespectful or sexually explicit language or material that advocates violence toward or discrimination against other people.

Link:

- http://policy.mpls.k12.mn.us/uploads/6415_Policy_2.pdf
- <http://policy.mpls.k12.mn.us/uploads/6415+C+Regulation.pdf>

Any message or file created, stored and/or set using the district's computers or communications equipment is the property of the district. Therefore, employees should have no expectation of privacy in any message that is a part of district property.

All district employees receive an e-mail account and some will have access to voice mail. Employees should check their e-mail daily to make sure that they are up-to-date on district and department communication, issues and opportunities. Employees with voice mail should listen to their messages frequently during the day and return messages in a timely and responsible manner. At the time of termination of employment, employees will no longer have access to MPS e-mail.

Confidentiality: Data Practices Compliance (Policy 1040)

Failure to comply with data practices policy can result in problems for the school district and the other professional staff that you work with. It can also result in discipline for you and impact your employment status. Only personnel who are responsible for the design, preparation and delivery of educational and related services or who have a responsibility for protecting the health, safety and welfare of students may have access to written or oral information regarding students.

Some basic guidelines for staff working with students include:

- Do not share information about a student or family in the staff lounge or in the community with individuals not involved with the student's program.
- Never refer to students by name with another department's or school's staff, at a conference or with other parents. Also avoid describing students in a manner that would disclose their identity.
- Access individual student records through the proper procedure, with the proper authorization and for the sole purpose of being more effective in your work.
- Speak and write responsibly and professionally when passing on information related to your work with students, with an awareness of who may hear you or read your report.
- Take questions you may have about the school district's policies on confidentiality to a data practices specialist in the General Counsel's office.

Link:

- <http://policy.mpls.k12.mn.us/uploads/1040+-+Data+Practices+Compliance.pdf>

Mandated Reporting of Maltreatment of Minors and Vulnerable Adults (Policy 5635)

As an employee of the district, you are required to report situations in which you know or reasonably suspect that a child or vulnerable adult is being physically or sexually abused or neglected. If an employee knows or has reason to believe that a child or vulnerable adult is being neglected, physically abused, sexually abused, kidnapped or concealed from the child's parent or has been taken, this must be reported to Hennepin County Child Protection (for children) or Hennepin County Adult Protection (for vulnerable adults).

If an employee is suspected of maltreating a student, the report should be made to the Minnesota Department of Education and also to the principal; if the suspected person is the principal, the employee should notify the area superintendent. Unless the suspected abuser is an employee, no report is required to be made to the principal; however, employees should use common sense in determining whether reporting the suspicion to the principal is in the child's best interests.

Link:

- http://education.state.mn.us/MDE/Accountability_Programs/Student_Maltreatment/index.html

You should report if you know of circumstances that would give a cautious person reason to believe there was abuse or neglect. A reporter's name is confidential. Only the agency that receives the report knows the identity of the reporter.

The reporter's name can be disclosed only if the reporter consents to its release or if a court finds that the report was made in bad faith. The school district may not retaliate against an employee who files a report in good faith.

Link:

- <http://policy.mpls.k12.mn.us/uploads/5635.pdf>

Right to Know

Specifics related to the district's right to know are covered in specific policies and practices [(See Communicable and Infectious Diseases (Policy 4010); Environmental Health and Safety (Policy 5685); Procedures, Programs and Staff Development: Communicable Diseases (Regulation 6691B); Data Practices Compliance (Policy 1040) and Internet, E-mail and Network Rules for Staff Use (Regulation 6415C).]

Nepotism (Policy 4035)

An employee shall not be assigned, reassigned, permanently or temporarily employed or issued an independent contract in a department, special program, location or school where one member of a family has direct administrative or supervisory responsibility over that employee.

"Supervisor" or "administrator" refers to any employee, regardless of job description or title, having authority to hire, set salary, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees or having responsibility to direct them or adjust their grievances, if, in connection with the foregoing, the exercise of this authority is not of a routine or clerical nature, but requires the use of independent judgment.

For the purpose of this policy, family relationship (including "step" or half-blood relationship) includes:

- A. Father, mother, son, daughter;
- B. Husband, wife, spouse's father or mother, son's wife, daughter's husband;
- C. Grandfather, grandmother, brother, sister, grandson, granddaughter;
- D. Spouse's grandfather or grandmother, spouse's brother or sister;
- E. Great grandfather, great grandmother, uncle, aunt, brother or sister's son or daughter, great grandson, great granddaughter;
- F. An adopted child is treated as the natural child of the adoptive parents; and/or
- G. Any person, including a domestic partner, who resides in the same residence as administrator or supervisor

This policy applies to independent contracts and all forms of employment, including, but not limited to, regular full-time employment, regular part-time employment, temporary full-time employment or temporary part-time employment. This policy applies to all employees including student workers. Exceptions to this policy can be made for unique circumstances. Exceptions must be requested in writing with justification from the department, special program, location or school through the proper administrative line to the Office of the Superintendent or designee. This policy does not restrict the rights of students to enroll in or be assigned to classes taught by close relatives. In such cases, the close relative faculty members shall be responsible for making those academic decisions normally incident to their instructional duties.

Link:

- <http://policy.mpls.k12.mn.us/uploads/4035-Nepotism.pdf>

Safety, Security and Emergency Management (Policy 6680)

The safety and security of the students and staff of the Minneapolis Public Schools while on school premises or while on school business off school premises is an integral part of the mission of the district. The ability to respond responsibly, quickly and efficiently to emergencies, whether localized or of a general applicability, is a goal of the district.

Each principal has the responsibility for the safety, welfare and educational program for all students and staff assigned to his or her school. The curriculum shall include safety education, including school bus safety training, accident prevention and emergency preparedness.

All schools and administrative sites will develop and implement an emergency management plan, aligned with the district-wide emergency management plan, that prepares them to respond to any emergency that could be caused by natural disaster, structural or systems failure or human activity. Whenever possible, staff should attempt to alert their supervisor prior to calling 911 or local emergency personnel.

District-wide emergency plans shall include continuity of operations plans. Each district building or site shall provide in its plan for the practice of procedures, including minimally required drills.

Link:

- http://policy.mpls.k12.mn.us/uploads/6680_policy.pdf

Accident Prevention/Reporting (Policy 6681)

Injuries due to accident are a primary cause of absenteeism for both students and staff. Absenteeism interferes significantly with the ability of the district to accomplish its primary goal of providing a complete and rigorous education to all of its students. It is therefore important that schools, in addition to families and the community, do as much as possible to prevent accidents and to maintain safe environments for our students, staff and visitors.

Prompt reporting and correction of dangerous conditions and incidents that can or do result in injury are essential to maintaining a safe environment. Through a sound program of safety education, students learn to make wise choices when the possibility of injury to self or others exists. The purpose of this policy is to establish the district responsibility to prevent and report accidents or dangerous conditions and to prepare students to make wise choices in the face of risks.

All persons employed by the district are responsible for recognizing and reporting unsafe conditions that may contribute to accidents and injuries to students, staff and visiting members of the community and for reporting accidents that occur on district premises or while on district business.

District curriculum shall include age-appropriate safety education for students. Students should report unsafe conditions or accidents to a responsible adult as soon as possible after discovery.

The superintendent or superintendent's designee may establish standard accident or dangerous condition reporting forms for use by employees. Such forms, once established, shall be used unless an emergency situation exists where time does not allow their use when attempting to secure an accident site or prevent additional or further injury.

Building principals or site administrators shall report unsafe conditions in school building or on school grounds to the district Environmental Health and Safety Department.

Link: http://policy.mpls.k12.mn.us/uploads/6681_policy.pdf

Communication Policies & Media Relations (Policies 1010 & 1150)

It is the responsibility and desire of the Board of Education that two-way channels of communication be kept open at all times between the school system and the public. The board will continuously attempt to create and maintain schools that reflect the educational interests of pupils and will do its best to respond to the public's wishes and to keep the public informed of the affairs of the school system. To help achieve the above goals, every effort must be made to keep the public informed through the mass media, community organizations and school publications and reports with such purposes as:

- 1) To educate about the benefits of education.
- 2) To keep the public informed about the goals of the Minneapolis Public Schools.
- 3) To provide an understanding of the services of individual schools and the administration.

- 4) To tell how education contributes to the economy of the whole community.

Publications issued by and in the name of the schools of the district shall reflect the high regard and aspirations of the public for its schools. There must be no compromise with regard to the high quality of editorial content and the effectiveness of format. The exercise of appropriate economy in materials and production is expected so long as the main purpose is not jeopardized.

Regular and special radio and TV programs shall be consistent with the goals of our schools and the instructional guides approved by the board. It is important that such programs also reflect the high regard and aspirations of the public for its schools.

Link: http://policy.mpls.k12.mn.us/uploads/1010_policy_2.pdf

All department supervisors and department heads shall strive to communicate to all employees district and departmental policies, practices and updates on a regular basis.

Clear and consistent communication shall also be maintained with students and parents regarding school meetings and conferences, grading periods, student progress, attendance, discipline policies and other pertinent policies and practices.

Link: <http://policy.mpls.k12.mn.us/uploads/5000.pdf>

Specific Media Relations (Policy 1150)

Official communications between the school district and the news media are the responsibility of the Office of Communications, the district department charged with communications and public affairs duties. The Office of Communications serves as the link between the district and the media in order to provide vital information to the public.

District employees must refer all requests for information regarding a school, staff or students, interviews of staff or students at school or media visits to a school site or department administrator to Communications at 668-0230.

Communications will coordinate with the principal, site administrator or department head for specific site, department or school information or arrangements. Individuals designated as official spokespersons shall consult with Communications in their dealings with the news media on behalf of the district. Official spokespersons are established as follows:

1. For the district: the superintendent or superintendent's designee; the director of Communications or the director's designee.
2. For the Board of Education: the chairperson of the board or the chairperson's designee.
3. For individual schools: the school's principal or site administrator or designee.
4. For specific departments: the head of the department or designee.

Link:

- <http://policy.mpls.k12.mn.us/uploads/1150+Media+Relations.pdf>

Inclement Weather and School Closings (Policy 6132 B)

Information concerning school closings related to extreme weather conditions and other emergencies will be announced on local television and radio stations. Also check the district's website at www.mpls.k12.mn.us.

MPS employees are expected to follow the announcement made related specifically to our district. Schools may be closed to students and/or staff at the discretion of the superintendent.

If schools are closed to students in the event of extreme cold weather and wind chill, all staff will be expected to report to work unless specifically directed otherwise. In the event of snow and hazardous driving conditions, schools will be closed to students and all employees except designated emergency employees. In those circumstances when all schools/programs/sites are closed to students and staff, a designated “emergency employee” at each site shall open the building/site one hour before school starting time and close the building/site one hour after school starting time (a total of two hours) to ensure student safety. District managers at all other sites must designate “emergency employees” who will be required to be present on days when the system is closed to respond to any issues or concerns that might arise. Such designated “emergency employees” shall be appropriately compensated according to their contractual agreements.

Sometimes it may become advisable for schools and/or programs to end sessions earlier than usual because of increasing inclement conditions or weather. Parents should be notified of this possibility. If conditions arise that necessitate the closing of schools and/or programs during regular school days or school recess days, district employees will be excused by school administration as soon as students safely vacate the building. If conditions necessitate the closing of other system sites or programs, the manager or site administrator will release district employees appropriately.

Link:

- <http://policy.mpls.k12.mn.us/uploads/6132b.pdf>

Use of District Supplies and Equipment (Policy 1600E & Policy 3000)

Use of general school physical education and athletic supplies shall not be allowed by non-MPS employees under the permit to use gymnasiums. Use of apparatus is permitted only when the leader is competent to instruct in its use and when permission has been granted by the principal of the school. Audio-visual equipment and other supplies or equipment may be operated only by those certified or authorized to do so by the principal or other manager or supervisor.

Use of Telephones, Other District Office Equipment and District Mail (Policy 3515)

Employees are encouraged to use telephones, computers, fax machines and other communication devices for district purposes only. Employees should make personal telephone calls during their break or meal periods. They should be kept to a minimum and should be brief. If it is necessary to make a long distance personal call, have the call billed to your home phone or credit card. Extensive personal calls during work hours may lead to a supervisor taking progressive discipline action, including warnings, written reprimand, suspension and possible dismissal. Personal correspondence should be written on your own time. The district should not be used as a personal mailing address. Departments and schools may issue cellular phones to individual employees for use for district purposes. The rules regarding the possession, use or substitution for these devices is a part of this policy.

Purchasing Guidelines (Policy 3300B)

The district has established purchasing guidelines to provide fairness to all prospective vendors and to provide a specificity of standards to protect the board, school administrators and the department charged with making purchases from special interest or pressure groups and from any charges of favoritism. Purchasing guidelines should be published by all departments charged with making purchases. Departments charged with making purchases should periodically train employees on the guidelines.

Purchases that do not follow the guidelines may not be approved or may not be paid for by district funds. In the alternative, the district may seek reimbursement from the employee who made the purchase.

Employees who make purchases contrary to the guidelines may be subject to discipline according to the terms of any collective bargaining agreement or contract affecting the employee. Please check with your principal, supervisor or department *prior* to making any type of district-related purchase.

Link:

- <http://policy.mpls.k12.mn.us/uploads/3300+B+Regulation.pdf>

Return of District Property

In the event that an employee is transferred, not at work for an extended leave of absence or terminated, employees are required to turn in all keys, identification badge, equipment and private or proprietary documents belonging to the district.

Personal Property

Except as otherwise provided by contract, the district does not assume any responsibility for loss of, theft of or damage to personal property. In order to minimize this, we advise you not to carry unnecessary amounts of cash or other valuables. If you bring personal items to work, you are expected to exercise reasonable care to safeguard them. Personal appliances such as refrigerators, coffee makers, lamps, etc. must also meet safety codes.

Property assumed to be abandoned will not be discarded until reasonable effort has been made to notify the employee who owns property. Employees may be requested by their supervisors to provide an inventory of personal items remaining on premises as part of end of year check out procedures.

Consensual Relations

Employees who develop a consensual relationship are prohibited from working in direct or indirect supervisory positions relative to each other. In the event employees who have a consensual relationship with each other come into a direct or indirect supervisory position, both employees must report such a relationship to their supervisors, and the district will determine alternative supervisory plans for one or both of the employees in the relationship. In a forthcoming policy, the district will establish reasonable limitations on consensual relationships between employees to protect the learning environment for our students, to ensure a work environment free from sexual harassment and to protect the integrity of district operations.

Political Activity

You may not engage in any political activity during your working hours. Your political activities cannot interfere with the performance of your duties on the job. Eligible voters may receive time off to vote before noon on the morning of any state-wide general election or in any election to fill a Congressional vacancy. Check with your supervisor about your department's rules.

You may belong to a political party or established organization, pay regular membership dues and engage in all of its activities. If you solicit or receive funds for political purposes, it must be during non-working hours. You cannot use your job for political influence, to control the political action of others or to secure extra advantages for yourself.

2.0 EMPLOYMENT PRACTICES

Relationship between Employee and Supervisor

Your position has specific responsibilities that you are expected to perform. Every employee is assigned an immediate supervisor. General job responsibilities are listed in your job description. It is important that you understand these responsibilities. Your supervisor will provide you specifics regarding your job, introduce you to your co-workers and explain the nature of the work. Therefore, it is very important that you clearly understand what your supervisor expects of you and that you keep abreast of any change in your job. If you have questions regarding your job description, assigned duties and/or responsibilities, ask your immediate supervisor first. Your supervisor may refer you to other resources, as needed.

Most jobs require employees to be flexible and willing to take on new assignments as a result of their responsibilities changing over time. The primary responsibility of any supervisor is to see that the unit's work is done properly and on time. Immediate supervisors may assign other duties as needed. In order to accomplish this, the supervisor determines the work rules, tools and equipment necessary for the employees to successfully do the work.

All employees are expected to use sound judgment when performing their duties and take responsible and commonly accepted measures to protect the health, safety and well-being of others as well as district property.

The Work Force – Job Classifications

The Minneapolis Public Schools employ many different types of employees. The majority of our employees are part of one of 15 collective bargaining units. Some employees are employed through contracts.

As an employer of thousands of people, the district must systematically describe and group jobs to ensure consistent and fair treatment when assigning, compensating and promoting employees. Consequently, we have established a classification plan for all jobs in the district. Individual positions are grouped into job classes, with each class composed of positions with similar duties, responsibilities and required qualifications. Your job classification is the foundation of the employment process.

Appointment Types

At-will is an employment relationship in which either party can terminate the relationship at any time for any reason if there was not an express contract for a definite term governing the employment relationship. Some administrators and other positions unrepresented by bargaining units fall into this category.

Temporary employment is defined as a non-permanent appointment to a position for a specified period of time. Temporary appointments are intended to meet legitimate non-permanent staffing needs and are appropriate only when there is a reason to expect that there will be no permanent long-term need for the employee.

A **consultant** is defined as a party engaged to give professional advice or services for a fee, but not as an employee of the party that engages him or her. To prevent apparent or actual conflicts of interest, grantees and consultants must establish guidelines indicating the conditions of payment of consulting fees.

An **independent contractor** is defined as a person or company retained to perform work for another, often under a written contract, where control may be subject to the end result and not as to how the work is performed.

Permanent or regular positions are appointed by the district. Typically, these positions are assigned to a bargaining unit. You must successfully complete the applicable probationary period to gain permanent status.

Position Vacancies, Staff Recruiting and Hiring

Through its employment policies, the district will attempt to attract, secure and retain qualified personnel for all positions. The selection program will be based upon finding candidates who will devote themselves to the education and welfare of the children attending schools in the district. The district adheres to the practice of recruiting and hiring

personnel without regard to religion, race, color, marital status, national origin, ethnicity, gender, sexual orientation, affectional preference or disability.

Announcements of job vacancies by position and location are posted on our online employment application page at <http://empapp.mpls.k12.mn.us>. In addition, some announcements of vacancies are also advertised in other ways, including local and/or national newspapers.

Probationary Period

The district has established a probationary period for all new employees. The probationary period is a trial phase to assure that you can satisfactorily fulfill the demands of the position. This is the time when you will receive on-the-job training and guidance and your work will be supervised to help you adjust more effectively to your new position. While you are a probationary employee, you will work closely with supervisors and colleagues to learn your duties. This period also gives your supervisor the opportunity to evaluate your responses to training and job requirements. You must complete this period satisfactorily to gain permanent status following your initial appointment or promotion. The length of the probationary period may vary, depending on your job classification and labor agreement.

Under some union contracts, your probationary period may be extended. If you do not meet acceptable performance standards during this period, you will be separated from district services. You may not appeal a dismissal during your initial probationary period through the grievance procedures.

Teamwork

Providing a high-quality education for students and a high-quality work experience for you involves teamwork between you and every other employee in the district. Some important actions are:

- 1) to get to know your co-workers and their capabilities and
- 2) to help create a pleasant, caring and enjoyable work environment.

Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective member of your team is critical to accomplishing the district's mission.

Hours of Work

The current MPS workweek is generally based on a five-day week of 40 hours. However, due to the wide variety of locations, types of positions and collective bargaining agreements, the specifics of an employee's work time will vary. It is important that you and your supervisor discuss the expectations for hours of work when you are hired. MPS needs to have the flexibility to schedule people when needed. The district tries to accommodate individual needs as much as possible and still meet the needs of the organization. However, it may sometimes be necessary to ask staff to work at times other than their regularly scheduled time.

The typical work week for administrators and other unrepresented full-time employees is also 40 hours per week. However, those employees who are exempt under the federal Fair Labor Standards Act (FLSA) are expected to work the sufficient number of hours necessary to complete the responsibilities of their position.

Overtime and Compensatory Time

Overtime is defined as when you work at your job in excess of 40 hours per week and you are an hourly employee (non-exempt). The district's commitment to pay for overtime hours is in accordance with state and federal laws. Overtime requires *prior* authorization by your supervisor. Non-exempt employees will be compensated for all hours worked at one and one-half times their normal hourly rate. Exempt employees are not paid for overtime. You will be notified by your supervisor as to your status as exempt or nonexempt and the procedure for obtaining prior authorization for overtime.

Exempt employees are not paid for overtime and are employed on a school year, modified school year or full-time basis, according to their work schedules set by the district and existing contractual language.

Compensatory time is time off given to an employee in lieu of overtime pay. *Employees must receive prior approval from their supervisor before taking time off based on accrued compensatory time.* Compensatory time accrues at the rate of one and one-half hour of compensatory time for each hour of overtime.

Work Calendar

A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Generally, staff members that work in schools follow the district school calendar, beginning in August and ending in June. However, different types of employees have different work calendars for when they report for work and end their work year. Other employees work throughout the calendar year. It is important to understand the expectations for your work calendar so that you can plan appropriately.

Dependability

As a member of the district, you are responsible for maintaining good attendance. All leaves, whether paid or unpaid, must be scheduled in accordance with district procedures and with current applicable collective bargaining agreements. You are expected to report to work on time, adhere to the time periods established for breaks and lunch and remain at your assigned work station throughout the work period or until properly relieved.

Paychecks

The district issues salary payments through direct deposit on a bi-weekly basis. You will receive payment for work performed during the pay period that ended two weeks prior to the date of the check. The district strongly encourages the enrollment of all existing employees into the direct deposit program. All newly hired employees must participate in direct deposit for receipt of payroll funds. Employees are solely responsible for updating and changing bank information, such as account numbers, closed accounts, or bank routing number changes due to bank mergers. This information should be entered through the Employee Self Service (ESS) Portal. The district will issue checks for employees who do not have bank accounts.

Recording Hours Worked

You are responsible for accurately and honestly reporting your work time and any time off from the job. If it is necessary for you to be absent from or late to work for any reason, please notify your supervisor and enter the time off appropriately. The Employee Self Service (ESS) Portal is available online to record your work hours (extended hours only for teachers), change your address, change bank information, change W-4 information and view your pay statements.

Overpayment of Wages

The Department of Labor and Industry policy regarding overpayment of wages is that the employer has the right to recover any overpayment caused by a bookkeeping error; therefore, an employer (the district) must be reimbursed for overpayment of wages.

Link:

- <http://www.dli.mn.gov/LS/FaqWages.asp>

Attendance and Punctuality

All employees are expected to maintain satisfactory attendance and report to work on time every day. Absences and tardiness create an unfair burden to co-workers and should be avoided. Absences, late arrivals and early departures must be kept to a minimum.

Notification of Absences – Call-In Procedures

If you are unexpectedly absent, except in an emergency situation, you must notify your supervisor or designee in a timely fashion (before work starts). If your absence is continuous or lengthy, you must notify your supervisor on a daily

basis or as required. If you fail to call in, you may be placed on unauthorized leave without pay and subject to other corrective action.

Medical Documentation: A physician must complete a medical certificate for you if you are absent as the result of injury or illness for more than five working days or as otherwise outlined in your union contract or district policy. If you fail to supply the required medical documentation, you may be placed on unauthorized leave and this may be grounds for dismissal.

Outside Employment and Tutoring

Outside work-related employment is allowed only if it is performed outside of the normal work hours or when the employee is on vacation or approved unpaid leave. This includes employees who are hired by other organizations to provide after-school services for students, e.g. tutoring. Employees may not use MPS materials and equipment (fax machines, paper, supplies, instructional materials, phones, etc.) to conduct outside business, including tutoring when employed by another agency. The purpose of this rule is to ensure that no conflict exists with an employee's regular responsibilities and/or work performance.

Link: http://policy.mpls.k12.mn.us/uploads/3000_rev.pdf

Promotion and Reclassification

Generally, you may receive an appointment to a higher-level job classification in two ways. First, you may compete for a new position through an opening that arises when another employee leaves an existing position. The district may use a formal recruitment process to obtain a list of candidates to be considered for an opening or it may use a less formal selection process. In either event, in order to be considered you must meet the minimum requirements for the higher classification and comply with the application procedures.

Second, you may progress to a higher level through reclassification. After working for the district for a time, it may be determined by your supervisor or department that your duties have expanded to the point that they are more consistent with a higher level job classification. In such a case, your supervisor will work with Human Resources to discuss possible next steps.

Temporary Service in a Higher Class

When a temporary vacancy occurs in a non-entry level classification; such as when an employee is on extended sick or maternity leave, the district may fill the opening by temporarily assigning you to the higher level, provided the assignment lasts a designated number of days and meets any other relevant union contract provisions. No formal selection process is required, but you must meet the minimum qualifications of the class. While serving in this type of service, you are paid at the higher level, but you retain status in your permanent (lower) classification. Benefits other than salary, such as longevity and vacation accrual, are based on your permanent class.

Reassignment

You may request a voluntary reassignment within the district. The district may also reassign you under certain circumstances, generally defined in your union contract or district policies and procedures. Reassignments occur for a variety of reasons including when the district seeks to better use its resources, to avoid layoffs, to meet emergency or seasonal conditions or to accommodate you.

Demotions

Disciplinary demotions include reductions in grade and/or salary. They may be temporary or permanent. A voluntary demotion may be granted. In general, some demotions are more appropriate in situations involving substandard performance rather than misconduct.

Temporary demotions, those up to 180 days, are appropriate for misconduct.

Permanent demotions, those over 180 days, are appropriate for substandard performance.

Under certain circumstances, **voluntary** demotions may be granted to avoid other disciplinary action if agreed to by the employee and by management.

Employees who are demoted may return to their prior status class or to a lower job class in the same occupational field. If no vacancy exists, they will be placed on the corresponding layoff list.

Some voluntary demotions may include a reduction in hours and do not relate to substandard performance or misconduct.

Transfers (Policy 4050)

The superintendent of the Minneapolis Public Schools has the sole administrative right to transfer personnel within the district other than where governed by contract. An employee who has been transferred will retain vacation privileges acquired in the department from which transfer has been made. When an employee transfers from one department to another, the accrued vacation will transfer with the employee and become the responsibility of the accepting department unless other specific arrangements are made at the time of such transfer.

Reinstatement

Reinstatement refers to placement on an eligible list without reapplying. The affected person may be laid off from a position and has continued to work in another position or may no longer be working in any position. A reinstated employee has the status of a new employee.

Performance Evaluations

Performance evaluations should be conducted by an employee's immediate supervisor. Contact your direct supervisor and also refer to any related language in your collective bargaining agreement.

Employee Discipline

Although we expect satisfactory performance from all employees, there are times when an employee's behavior or job performance warrants some form of discipline. In addition to violations of district policies, employee actions warranting discipline may include misbehavior, insubordination, unsuccessful job performance or excessive days off and tardiness. In most cases, if there are issues that need to be addressed, the supervisor will talk with the employee first. The supervisor and employee will work together to come up with an improvement plan.

Actions taken to discipline or discharge an employee shall be based upon just cause. Depending on the circumstances, supervisors *may* implement successive steps of the progressive discipline process, which includes verbal or written warnings, written reprimands, suspension, demotion and termination or discharge. This rule/practice provides guidance for both your supervisor and you as the employee but does not obligate the district to a set course of action unless outlined in your collective bargaining agreement. We recommend that all employees strive to use good judgment in all areas related to their job and responsibilities that will make disciplinary action unnecessary.

Termination/Involuntary

If circumstances warrant this action, an employee may be terminated from employment. Termination is the final step in the progressive disciplinary process and is not corrective. An employee whose performance is not satisfactory during the probationary period may be released at the discretion of the district during this period. You may not appeal a dismissal during your probationary period through the grievance procedures, but, if you are a teacher or a veteran, you have rights to an administrative hearing (refer to your contract). Upon involuntary termination you will be paid any earned and unused vacation pay as outlined in your collective bargaining agreement, in accordance with state law.

Personnel Records

Personnel matters are confidential. You have a specific right to privacy in the maintenance and use of information contained in your personnel file. The district respects that right. Access to this information is limited and its confidential nature is safeguarded. You may request to see your personnel file through the Strategic Workforce Management Department.

3.0 SEPARATIONS

Resignation/Voluntary Termination

In the event that you choose to terminate your employment with MPS, you should give your supervisor/department as much notice as possible (e.g., a minimum of two weeks or more or as outlined in your collective bargaining agreement) to allow time to find a replacement for you. In some instances, the supervisor may find it necessary that you leave before the expiration of your notice (e.g., if there is insufficient work to justify you staying for the entire notice period). In this event, you will be paid as if you had worked during the entire notice period and the effective date of termination will be the last day worked or last day of notice.

Complete and sign the separation form, available from the Division of Human Resources and online at <http://humanresources.mpls.k12.mn.us>. Obtain all required signatures and check with a Benefits representative in the Total Compensation Department regarding any benefits you might be eligible to receive.

Retirement

To ensure proper paperwork can be filed in a timely manner and that pension payments can be processed, employees must give ample notice to the district of the date of their intended retirement. Please check with the Division of Human Resources and your collective bargaining agreement for details regarding retirement. The separation form available from the Division of Human Resources and online at <http://humanresources.mpls.k12.mn.us> must also be completed.

Layoff

The district defines an unrequested leave of absence or layoff as an involuntary, non-disciplinary separation from district service resulting from a lack of work, a program cutback or other economic necessity. As the school district's needs and resources change, there may be a need for reducing the number of employees in certain jobs. In this situation, the rules established through labor agreements and district policies determine the procedures to be followed for layoffs. Consult your union contract if you are a bargaining unit member. Administrators and other unrepresented employees should contact the Division of Human Resources for specific details.

Severance Pay

If you are a district employee who is placed on an unrequested leave of absence or laid off you may be entitled to severance pay. Consult your union contract if you are a bargaining unit member. Administrators and other unrepresented employees should contact the Division of Human Resources for specific details.

Reemployment and Rehire

If you have permanent status and are laid off, you may have special rights to job openings that may arise in the district. These are generally described in the layoff and reemployment articles of your union contract. The district will supply specific information should a layoff become necessary.

COBRA Benefits

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that most employers sponsoring group health plans offer employees and their families the opportunity to extend health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. If you do not choose continuation coverage, your group health insurance coverage under the plan will end.

For example, if your separation is effective in June, your insurance automatically continues through the end of August. The Total Compensation Department or the district's third party insurance administrator will send you a COBRA letter and forms advising you of your right to continue your insurance for 18 months. You will need to pay both your contribution and the district's contribution. You will have 60 days from written notification or when coverage ends, whichever is later, to elect COBRA continuation for benefits. This coverage would begin September 1, if you return the forms to the location/address on the forms. If your separation is effective at any other time of year, your health insurance coverage is continued through the end of your last month of work. Please contact the Total Compensation Department at 612.668.0560 with any questions.

4. o LEAVES OF ABSENCE

The district offers employees paid and unpaid leaves of absence in times of personal need. The basic types of leaves available and restrictions on leaves of absence are described below. Employees who have personal needs that will require long leaves of absence should contact the Division of Human Resources for counseling about leave options, continuation of benefits and communication with the district, including conferring with the supervisor.

Employees must follow district and department or school procedures to report or request any leave of absence and complete the appropriate leave form required. Any sick leave claim shall be subject to the approval of the supervisor or the Division of Human Resources as to the validity of the circumstances upon which the claim is based. The employee shall, if requested, furnish evidence of facts as may be required for verification of the basis for sick leave or inability to work.

Leaves of Absence with Pay

Personal Leave Days

Some employees are entitled to personal days. Personal days may be used to attend to important personal matters that cannot be conducted during off hours or on non-school days. Please check with your supervisor and your collective bargaining agreement for information specific to your position.

Bereavement Leave

Most employees are entitled to bereavement leave for immediate family and for other relatives/friends. Please refer to your bargaining unit contract for more details.

Maternity Leave (non-FMLA)

A female employee may use accumulated sick leave for childbirth and recovery if she works up to the time of birth or if she has a doctor's statement indicating that she is unable to work prior to the birth. The supervisor should be notified as far in advance as possible. Please contact the Division of Human Resources for more information.

Family Medical Leave Act (FMLA) (Policy 4016)

The Minneapolis Public Schools provide up to twelve weeks of family and medical leave per calendar year to eligible employees in compliance with the Family and Medical Leave Act. Employees may use paid sick leave for this purpose at the option of the employee when the usage of sick leave is in accordance with the provisions of any applicable collective bargaining agreement. The employee may use accrued vacation or personal leave at the employee's option when the usage of vacation or personal leave is in accordance with the provisions of any applicable collective bargaining agreement. Otherwise, such leave is unpaid leave. All leave requested under this policy will conform to guidelines established by the Division of Human Resources.

Eligibility: Employees must have been employed with the district for at least one year and have worked at least 1250 hours to be eligible for FMLA leave.

Qualifying Conditions: FMLA leave is available to eligible employees for:

- the birth and care of the newborn child of the employee;
- placement with the employee of a son or daughter for adoption or foster care;
- care of an immediate family member (spouse, child or parent) with a serious health condition;
- medical leave when the employee is unable to work because of a serious health condition; or
- military family leave for "any qualifying exigency" arising out of the fact the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call to active duty status or if an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is recovering from a serious illness or injury sustained in the line of duty while on active duty. The employee is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. Department of Labor Link: www.dol.gov/whd/fmla/

FMLA -Maternity Leave/Family Leave/Adoption

Under the Family and Medical Leave Act, employees are eligible for 12 calendar weeks of leave for the birth or adoption of an infant child. Employees may use accumulated sick leave and vacation to receive pay as stated in the FMLA guidelines, Policy 4016, above. Request for maternity/adoption/paternity leave should be made in writing to your supervisor or principal with a copy to the Division of Human Resources. An employee must provide at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable. If there is a change in circumstances, notice must be given as soon as possible. Benefits will continue on the same basis as if the employee were actively at work during this leave. Employee contributions (if applicable) must be made in order to continue benefits coverage.

Military Duty

An employee who is serving in any branch of the military, including the Reserve or National Guard, who is called for military duty will receive a leave of absence for the period of such duty. The employee may continue to receive pay from the district if it is more than the military pay received. The employee will be reinstated to his/her former position or a comparable one at the conclusion of that leave. The employee is required to provide the Division of Human Resources with reasonable notice of the required military duty and of his/her intention to return to work.

Jury Duty

Certain employees who are called for jury duty during the workday shall receive regular pay for time spent on jury duty. If, as a juror, there is a payment made for service (jury fees), the district requires the employee to submit the payment to the district in order to receive his/her regular pay. Please check with the Division of Human Resources and your specific collective bargaining agreement.

Court Cases/Subpoena

An employee who is duly subpoenaed as a witness in any case in court shall be entitled to leave with pay for that purpose provided that the employee is not a party in the case and provided that the case is not the result of litigation undertaken by the employee or the collective bargaining unit against the district. Any fees that the employee shall receive for such service shall be paid to the district. In cases where the Board of Education is a party in the litigation, the employee shall be entitled to pay while attending as a witness at the request of the board. Such leave shall not be subtracted from sick leave. Please consult with your supervisor and contact the Division of Human Resources for details.

Workers' Compensation (Injury on Duty)

You may be entitled to compensation if you are injured on the job. Basically, the plan provides coverage for loss of income and medical expenses. The scope of coverage is governed by state law. Any questions about Workers' Compensation should be directed to the Total Compensation Department at 612.668.0531.

Link:

- <http://humanresources.mpls.k12.mn.us/WorkComp.html>

Sabbatical Leave

Certain employees, based on their collective bargaining agreement, with at least 7 consecutive years of active service in the district may be eligible for a sabbatical leave for either a full or half year. Please contact the Human Resources Department for more details.

Leaves of Absence without Pay

General Considerations

You may, in certain circumstances, be granted a leave without pay without endangering your status as a district employee. Your benefits, however, may be affected. You will not accrue vacation or sick leave in any month in which

you are on a leave without pay for more than five working days. Service credit toward retirement, seniority and longevity may be suspended.

Such leaves of absence must be approved by your immediate supervisor and the superintendent of schools and are discretionary on the part of the immediate supervisor and the superintendent. Please consult with your supervisor and contact the Division of Human Resources for specific details regarding this type of leave.

5.0 COMPENSATION AND BENEFITS

Compensation: Salaries and Wages

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. In most departments, a payroll period is based on 80 hours of work or on two forty-hour work weeks (except for teachers and ESP staff). Payroll checks or direct deposits are issued every other Friday. It takes two weeks for your payroll check or direct deposit to be processed through the system; the payment you receive is for the pay period ending two weeks previously. When you leave MPS, you will receive a paycheck two weeks after the last working day of the pay period in which your employment terminates. Please refer to the Payroll webpage for a copy of the pay schedule.

Link:

- <http://financeandbudget.mpls.k12.mn.us/Payroll.html>

All district positions are classified as exempt or non-exempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid based on an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 hours in a work week (even if they work in more than one program or department in the district). The district pays non-exempt employees for all hours worked. **Compensatory and overtime hours must have prior approval through the supervisor.**

Benefits:

Holidays

With the exception of instructional staff, paid holidays are New Year's Day, Martin Luther King Day, President's Day, the Friday before Easter (if a part of your contract or a part of spring break), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day and two additional holidays to be determined annually by the Board of Education. In most cases, if New Year's Day, Independence Day, or Christmas Day falls on a Saturday, the preceding day is a holiday. If any of these holidays fall on a Sunday, the following day is a holiday.

You will be paid for a holiday if you are on the payroll immediately before and after the day it is celebrated (please check your collective bargaining agreement for possible exceptions). You normally will not receive holiday pay if you are on a leave of absence without pay before and after a scheduled holiday.

To view the school year calendar, visit www.mpls.k12.mn.us.

Vacation

Please check with your supervisor, the Division of Human Resources and/or your collective bargaining agreement for the number of vacation days for which you are eligible, at what rate they are calculated and the process for requesting vacation days. Requests for vacation days require approval by your supervisor and are approved based on needed coverage for your school, division or department.

Sick Leave

As a benefit-eligible employee, you accrue sick leave from your date of employment for each fully completed calendar month of service. You may use sick leave for such things as illnesses, doctor's appointments, vision and dental care or as otherwise described in your collective bargaining agreement, employee contract or board policy for non-union employees. Generally, you will earn approximately one day of sick leave per month. If use of sick leave is excessive, your department head or principal may require medical verification at any time. Sick leave is not an extension of vacation or personal leave. The sick leave balance you accrue may be used in the event of a long-term illness. Please check with your immediate supervisor regarding the expectations and process for calling in sick and process for requesting time off for health-related appointments.

Medical and Dental Coverage

Medical and dental coverage is available for all employees who are benefit-eligible. Depending upon the bargaining unit, employees may pay a contribution toward the cost. There are generally options that cover different specifics of co-pays, deductibles, employee deductions, etc. Your options will include single or family coverage.

Your medical coverage will be effective the date on which you enroll or your start date, whichever is later. You will be able to use your medical insurance on the first day of the first full month you paid premiums to the carrier. Your dental coverage will start the first day of the following month after you enroll.

The Total Compensation Department must process additions or other changes regarding dependents covered under your health insurance plan. Any staff member may decline health insurance coverage through MPS. For more details, contact the Total Compensation Department at 612.668.0560 or via e-mail at benefits@mpls.k12.mn.us.

Supplemental Life Insurance

Employees may purchase supplemental life insurance within the first 30 days from hire. If you do not elect to purchase supplemental life insurance at that time, you will need to complete an evidence of insurability application indicating the amount of supplemental life insurance you would like to purchase. This will be sent to the provider, which will make the final decision.

Tax-Deferred Savings Plans

Tax-deferred savings plans help you invest for your future.

The **457b plan** is administered by the Minnesota State Deferred Compensation Plan. This plan allows eligible employees to voluntarily participate to supplement any existing retirement or pension plans by saving and investing pre-tax dollars. You may enroll in the 457b plan by submitting forms to the Minnesota State Retirement System (MSRS). Employees may make changes online at www.msrs.state.mn.us or by phone at 1.800.657.5757.

The **403b plan**, administered by VALIC, also allows employees to invest pre-tax dollars toward retirement. Employees wishing to enroll in or make changes to their 403b plan may do so directly through the district's Employee Self-Service (ESS) Portal, accessed through the staff web page. You may contact VALIC directly at 952.838.7800 with any questions prior to or after enrolling.

With any questions or to receive a 457 and 403b plan comparison chart, please contact the Total Compensation Department at 612.668.0560 or through their web page at <http://humanresources.mpls.k12.mn.us/Benefits.html>.

Long-Term Care Insurance

Employees may also purchase long-term care insurance to help cover the costs of a prolonged physical illness, a disability or a cognitive impairment (such as Alzheimer's disease). The coverage can be for you or an eligible family member. The long-term care insurance is administered through the John Hancock Life Insurance Company. Contact the John Hancock Customer Service Center at 1.866.735.6268 or visit the MPS Long-Term Care website at <http://mps.jhancock.com> (username: mps, password: mybenefit) for more information.

Sick Leave Pool

District and certain MPS union sick leave pools have been established from voluntary donations by district staff to assist fellow employees suffering from personal illness or disability. An employee must donate hours to the pool and shall be permitted to request days from the sick leave pool only after all available district, state, local and extended emergency leave resources to which he or she is entitled have been exhausted. As the pool is depleted, everyone who is a part of the pool contributes more hours. Check [Benefits FAQs](#) (Frequently Asked Questions) through the Benefits Department link on the district website. Also check your collective bargaining agreement or e-mail your questions to the Total Compensation Department at benefits@mpls.k12.mn.us.

Sick Leave for Fitness

The district and certain MPS collective bargaining agreements offer eligible employees the option of cashing in some of their accumulated sick leave days for fitness activities or equipment. This program is an attempt to promote and enhance employee health and wellness and to impact the rising cost of health care. Employees who are healthy role models are essential to the district's mission of assuring that all students learn. Please consult your collective bargaining agreement for details.

Eligible employees

Employees who, as of September 1 of the current fiscal year, have 10 years of continuous service or an accumulated sick leave balance of at least 30 days may cash in one, two or three of their sick leave days to cover the cost of wellness-related expenses. Employees may choose to trade in a minimum of one and a maximum of three days per year. The number of sick leave days used to fund reimbursements is based on the employee's hourly/daily rate of pay at the time the request is processed.

Please note that this is a negotiated benefit. Refer to your collective bargaining agreement to determine if your union group is eligible.

Sick Leave/Vacation Cash Out

Certain employees may be permitted to cash out unused vacation and sick leave at their current rate of pay. The amount of cash out will not exceed the amount of vacation and sick leave earned. Please check with the Division of Human Resources and your collective bargaining agreement.

Career Transition Trust

The Career Transition Trust allows employees in certain bargaining groups who have a designated number of sick leave hours to convert an allowable number of accrued sick leave hours, at 100% of their daily rate of pay, into the State of Minnesota Deferred Compensation Plan 457 or 403b plan offered through eligible providers. Please consult your collective bargaining agreement and the Total Compensation Department at 612.668.0560 for details.

Employee Assistance Program (EAP)

Staff and their family members have access 24 hours a day, 365 days a year, to *confidential* phone consultation with counselors in the areas of work concerns, personal and family issues, legal concerns, financial issues and community resources. Help is available for you to get the information, support and/or skills you need to address issues and concerns. This service is available through Medica Optum. The telephone number for the Employee Assistance Program is 1.800.626.7944.

Flexible Spending Account for Health and Dependent Care

Eligible employees can enroll in the Medical and/or Dependent Care Reimbursement Flex Plans (Flexible Spending Account or FSA) during the designated enrollment period. This program allows you to pay for eligible unreimbursed medical expenses on a pre-tax basis.

Examples of eligible health expenses include co-pays, deductibles, vision expenses, over-the-counter medications and orthodontia expenses not covered by insurance (up to \$3000 per year). Child care expenses meeting the guidelines can be covered as well (up to \$5000 per year).

Through these flex expense accounts, you pay your expenses related to health and dependent care before your taxes are calculated, which lowers your taxable income and results in more take-home pay for you.

Check with the Total Compensation Department about the enrollment process and the effective date of your enrollment. The maximum amount of unreimbursed medical expenses that may be paid on a pre-tax basis is \$3000 per

plan year. Health and dependent care expense money is not transferable and what you do not spend by the end of the plan year is forfeited (use-it-or-lose-it).

If you enroll in the Medical and/or Dependent Care Reimbursement Account you will have the convenience of a debit card. This card is used like a credit card, except it automatically withdraws the money from your flex account to pay the provider; you do not have to pay the provider and wait for reimbursement from your flex account. *Documentation may be required (i.e. receipts, EOBs, etc.) for debit card purchases.*

These plans are governed strictly by IRS rules. **You must enroll for the health and dependent care flex plan every year.** Your election must be made before the start of the plan year and can only be changed if you have a "family status change." Family status changes include events like marriage, divorce, birth or adoption of a child, death and a number of other employment-related changes. *Your enrollment must be completed online prior to the designated deadline.*

COBRA

Under federal law called COBRA (Consolidated Omnibus Budget Reconciliation Act), an employee who resigns from a job or is terminated has the opportunity to choose continuation of the company's group health and dental plans, at the same premium rate and identical to the coverage currently being offered, for a period of 18 months. The employee is required to pay the premiums (both the employee and district contribution) and a 2% COBRA administration fee for this continuation coverage. You will receive a letter and forms from the Benefits Department or the district's third party insurance administrator advising you of your right to continue your insurance for 18 months (COBRA). You will have 60 days from written notification to elect COBRA continuation for benefits.

Unemployment

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Minnesota Unemployment Insurance Program, Minnesota State Statute 268.001. Employees are *not* eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Total Compensation Department at 612.668.0531.

Eligibility for Benefits

An employee must be in a permanent position to be eligible to receive benefits. Please contact the Total Compensation Department at 612.668.0560 or via e-mail at benefits@mpls.k12.mn.us with any questions.

Enrollment Procedures

You must enroll for benefits within 30 days from your official start or hire date, whichever is later. Enrollment is done online through the MPS website. If you do not enroll within this timeframe, you will not be eligible for benefits for the current plan year. You may make changes to your coverage during the plan year only if there is an IRS-approved qualifying event (i.e. marriage, birth of a child, your spouse losing/gaining coverage, etc.). All changes must be submitted within 30 days of the event.

Medical/Dental Open Enrollment (OE) is usually held in the fall of the year. During open enrollment, employees may add or delete medical and/or dental plans without an IRS qualifying event. You must remain with your chosen program until the district announces the next open enrollment period. You may contact the Benefits Department at 612.668.0560 or via e-mail at benefits@mpls.k12.mn.us . You can also access additional information about benefit plans on the Benefits Department website and on the Open Enrollment for Medical and Dental page.

6.0 EMPLOYEE RIGHTS

Labor Organizations

In accordance with the Minnesota Public Employees Labor Relations Act (PELRA), most employees may have the right to form and join labor organizations. Labor organizations must be certified by the state as the exclusive representative for a bargaining unit. Written labor agreements cover terms and conditions of employment, rights and benefits of the units.

Many employees of MPS are covered by such agreements. Employees may obtain a copy of the labor agreement that applies to their job from their bargaining unit or online at <http://humanresources.mpls.k12.mn.us/collective.html>. Our labor unions and management periodically negotiate collective bargaining agreements (union contracts) that govern salary, benefits, hours of work and the terms and conditions of employment. Most of our job classifications have been assigned to particular bargaining units and district employees have voted to have unions represent them in the negotiation process. If you have been assigned to a bargaining unit based on your particular job classification, you will be represented by a specific union. Your terms and conditions of employment, like non-union employees, will be governed by federal and state law and district policies and procedures.

Collective Bargaining Agreements (CBA)

Collective Bargaining Agreements, established through the formal negotiation process, outline the terms and conditions of your employment. Familiarize yourself with your CBA. Benefits and provisions vary. Contract language has been crafted to avoid disputes and eliminate misunderstandings. Contract provisions, however, may be open to interpretation and subject to the grievance and arbitration process. Direct your questions about your union contract to Labor/Employee Relations Department or your union advocate.

Union Dues and Fees

Your assignment to a collective bargaining unit (union) is based on your job classification. As a bargaining unit member, you will have union dues deducted from your paycheck. You may elect not to join a union; the district, however, will still deduct a fair share from your paycheck to support the collective bargaining processes.

Appeals, Complaints and Grievances

The district strives to have work-related problems or complaints resolved quickly. Accordingly, we recommend that issues first be discussed with your immediate supervisor, who may help you find a solution. If your supervisor or another employee in the chain of command cannot resolve your problem or complaint, or if you feel that you have been treated unjustly, contact your union steward or the Employee Relations Director. If an issue cannot be resolved informally, there is a grievance process in MPS through which you may appeal disciplinary or other actions as outlined in your union contract. This process helps resolve disputes concerning the interpretation of a contract. The grievance procedures allow for the employee's views to be considered in an orderly way without interrupting work operations. *You should, however, make every effort to resolve an issue before filing a grievance.* Though specific procedures may vary, your union contract establishes time limits for initiating a grievance and obtaining a response. A union may also elect to file a grievance if there is a dispute between the union and an administrator or the district regarding the interpretation of or adherence to the terms of a collective bargaining agreement.

Affirmative Action and Equal Opportunity

The MPS affirmative action plan and district policies prohibit discrimination on the basis of race, color, creed, age, religion, national origin, gender, affectional preference, sexual orientation, disability, marital status, status with regard to public assistance or veteran status. If you feel that you have been discriminated against for one of these reasons, first attempt to resolve the problem with your supervisor and/or department head, or, if you prefer, contact the Office of Equity and Diversity directly at 612.668.0518. Your complaint will be objectively investigated and a recommendation for resolution will be made to your supervisor and/or department head. *The district will investigate all complaints and attempt to resolve your complaint promptly. If, for any reason, you believe this has not occurred within a reasonable period of time, refer the problem to the Human Resource Department.*

It is the responsibility of every MPS employee to help make affirmative action work. Commitment to affirmative action means participating in the hiring of protected class members, participating in affirmative action training and treating all members of the protected classes mentioned above as individuals with their own unique characteristics and talents. It also means fulfilling hiring and promotional goals as they relates to those who are members of a protected class. All MPS employees can take actions to help retain protected class co-workers by providing a work atmosphere that is free of harassment and discrimination and by orienting new employees, sharing information with them about the job and being open and helpful.

7.0 PROCEDURES AND GUIDELINES

Change of Personal Data

Whenever you change your name, address, number of dependents, telephone number, emergency contact person or marital status, you must promptly notify the Division of Human Resources so that district records and files can be updated. You may need to complete another federal and state employee withholding allowance certificate (W-4) as well as various health insurance forms. Supporting documents must also be presented to the Division of Human Resources, such as copies of marriage or divorce decrees and new social security cards. Address, telephone, emergency contact and withholding information can also be changed through the Employee Self-Service (ESS) portal.

Name Badges/Identification Cards

Identification cards with photographs are issued to all employees. If you misplace your identification card, contact your principal or supervisor for a replacement. Employees should have their IDs displayed at all times when on any district premise.

Employee Involvement/Involvement in Professional Organizations

At both the school and district level, MPS offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making processes, employees are encouraged to participate in these opportunities where their interests and talents can best be utilized.

Employees are also encouraged to find information on and participate in professional organizations that reflect their current and/or future professional interests.

Going Green Efforts

The district has taken and continues to take steps to improve our impact on the environment by implementing more environmentally-friendly initiatives. Some of these include reducing the amount of trash we produce by recycling plastics and organic material, retrofitting older buses to reduce harmful emissions, reducing the amount of plastic wrapping for student meal containers, encouraging more students to walk or bike to school and using more environmentally-friendly cleaning supplies. For more information on going green, visit:

Link:

- <http://mpsgoesgreen.mpls.k12.mn.us>

Professional Development

Employees at all levels and in all positions are encouraged to develop professionally by participating in various classes and trainings offered in and outside of the district. Employees have the right to attend district-required staff development activities and trainings. Supervisors may also require employees to participate in particular staff development activities.

Copyright Guidelines

All employees should follow public law copyright and infringement guidelines and practices when copying print, audio-visual materials, music, off-air broadcasting, prerecorded video programs and computer software. The following guidelines apply to all media:

- 1) Copyrighted materials are in all media, print and non-print; protection applies regardless of the form of duplication.
- 2) Educational use does not justify the duplication of copyrighted materials.
- 3) Crediting or referencing a copyrighted source or removal of a copyright notice does not absolve one from copyright infringement.
- 4) The duplication of an entire work can be an infringement.
- 5) The duplication of a portion of a work can be an infringement.
- 6) Permission from a copyright holder allows for legal duplication.

Please refer to district policies 6420A, 6420B and 6440.

Link:

- <http://policy.mpls.k12.mn.us/uploads/6420a.pdf>
- <http://policy.mpls.k12.mn.us/uploads/6420b.pdf>
- <http://policy.mpls.k12.mn.us/uploads/6440.pdf>

Visitors to the Workplace (Policy 1480)

The district encourages interest by parents and community members in school programs and student activities. The district also welcomes visits to school buildings and school property by parents and community members, provided the visits are consistent with the education and safety of students and employees and are conducted within the procedures established by the district. To maintain learning and work environments that are safe, conducive to learning and free of activity that may be disruptive to student learning and to the work environment for employees, an individual or group may be denied permission to visit a school or school property or permission be revoked if the visit does not comply with school district procedures or is not in the best interest of students, employees or the district.

An individual or group entering school property without complying with procedures for visitors may be guilty of criminal trespass and subject to criminal penalty. When a person or group refuses to comply with procedures for visitors, the school or department should call 911 and request an immediate police response.

Link:

- <http://policy.mpls.k12.mn.us/uploads/1480+-+Visits+to+Schools.pdf>

Volunteers (Policy 1450)

All persons wishing to volunteer for the district must either successfully complete orientation for volunteers or be certified as a community partner.

The superintendent or superintendent's designee shall be the sole arbiter of whether an individual should apply as a volunteer or seek certification as a community partner. All applicants to be volunteers in the district shall be subject to screening pursuant to regulations established by the superintendent.

Currently enrolled elementary or secondary students or other minors who wish to volunteer may apply but must at all times perform their volunteer services under the direct supervision of an adult employee of the district.

Any volunteer who works with students in any capacity that involves contact with students not under the direct supervision of an adult employee of the district must consent to a criminal background check prior to the commencement of any such assignment.

The superintendent or superintendent's designee shall establish appropriate orientation for volunteers that, at a minimum includes:

- 1) a written application requiring the prospective volunteer to adequately identify himself or herself;
- 2) an agreement to hold the district harmless for any liability for actions taken by the volunteer; and
- 3) instruction in district policies related to data privacy; harassment and violence prohibition; student discipline; freedom from prohibited discrimination; and state and federal laws related to students' rights, including rights to privacy.

No exceptions to this rule will be made. You may contact MPS Volunteer Services at 612.668.3880 with any questions.

Link: <http://policy.mpls.k12.mn.us/uploads/1450+Policy.pdf>

8.0 DISTRICT POLICIES AFFECTING STUDENTS

Equal Educational Opportunities

MPS does not discriminate on the basis of race, religion, color, national origin or disability in providing education services, activities and programs, including vocational programs, in accordance with Title VII of the Civil Rights Act. Questions or concerns about discrimination of students on any of the bases listed above should be directed to the Office of Equity and Diversity at 612.668.0518.

Student Records

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following are the only people who have general access to a student's records: parents of a minor or of a student who is a dependent, the student (if 18 or older) or school officials with a legitimate "need to know."

Parent and Student Complaints

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the district has adopted orderly processes for handling complaints on different issues. Any school or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with their student's teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved with the teacher should be directed to the principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management (the superintendent's office) if they are dissatisfied with a principal's response.

Administering Medication to Students

Only designated employees can administer medication to students. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine must be in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Secondary-aged students may carry non-prescription pain relievers when they have submitted the proper authorization to the school health office. Students may also carry asthma inhalers or epinephrine syringes (epi-pens) when they have submitted the proper authorization to the school health office.

Student Discipline (Policy 5200)

The Minneapolis Public Schools recognize that effective school discipline is critical to academic success and requires both high standards of behavior and a culture of acceptance as students are learning to meet behavior standards. Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students cause disruption or are removed from their classrooms due to misbehavior. MPS sets benchmarks to assure accountability in this area.

The district has the responsibility to educate every student and to provide a safe and orderly learning environment for all students and staff. MPS has high standards for all students and recognizes that a diverse, urban school district needs to use differentiated strategies to assure that all students meet these standards.

MPS is committed to teaching all students and to assuring that no student's disruptive and/or dangerous behavior interferes with the learning of others. This is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs. The district citywide discipline policy and procedures articulate those values. They also reflect unbiased expectations to help balance the best interests of each MPS student with those of the school community as a whole.

Link: <http://policy.mpls.k12.mn.us/uploads/5200.pdf>

Student Attendance (Policy 5100)

Teachers and staff should be familiar with the district's policy and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in school or site training and in the student handbook. Contact the building principal for additional information. Adult students (age 18 and over) may submit their own written excuses required under the attendance policy and regulations and may sign themselves out of school in the same way that a parent may sign out an underage student.

Bullying and Hazing (Policy 5201)

Bullying and/or hazing conduct affects the educational and work environment of the district and the rights and welfare of its students and employees. All teachers, administrators and employees should take steps to prevent it. Employees who observe any form of bullying and/or hazing or who have reason to know or suspect that these acts have taken place must take action to report or investigate, respond to, remediate and discipline those acts of bullying and hazing that have not been successfully prevented. The district shall discipline or take appropriate action against any student, employee or other personnel of the district who is found to have violated this policy. Discipline shall be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority (including the Minnesota Pupil Fair Dismissal Act) and school district policies and regulations. Hazing that is consensual or that appears to be consensual is expressly prohibited. Bullying and/or hazing may be student to student, student to adult or adult to student. All bullying and hazing is prohibited.

Link:

- http://policy.mpls.k12.mn.us/uploads/5201_Policy.pdf

Mandated Reporting of Maltreatment of Minors and Vulnerable Adults (Policy 5635)

As an employee of the district, you are required to report situations in which you know or reasonably suspect that a child or vulnerable adult is being physically or sexually abused or neglected. If an employee knows or has reason to believe that a child or vulnerable adult is being neglected, physically abused, sexually abused, kidnapped, concealed from the child's parent or has been taken, this must be reported to Hennepin County Child Protection (for children) or Hennepin County Adult Protection (for vulnerable adults).

If an employee is suspected of maltreating a student, the report should be made to the Minnesota Department of Education and also to the principal; if the suspected person is the principal, the employee should notify the area superintendent. Unless the suspected abuser is an employee, no report is required to be made to the principal; however, employees should use common sense in determining whether reporting the suspicion to the principal is in the child's best interests.

Link:

- http://education.state.mn.us/MDE/Accountability_Programs/Student_Maltreatment/index.html

You should report if you know of circumstances that would give a cautious person reason to believe there was abuse or neglect. A reporter's name is confidential. Only the agency that receives the report knows the identity of the reporter. The reporter's name can be disclosed only if the reporter consents to its release or if a court finds that the report was made in bad faith. The school district may not retaliate against an employee who files a report in good faith.

Link:

- <http://policy.mpls.k12.mn.us/uploads/5635.pdf>

Transporting Students/Bus Safety (Policies 3545A, 3548A & 6230B)

The Transportation Department, under the leadership of the executive director of plant operations and transportation, is responsible for the placement and performance of personnel and the use of all district buses and related services,

equipment and supplies. This responsibility includes training of all personnel and dissemination of material regarding the safety of all students using district buses. Whenever transportation is necessary for a field trip, it should be arranged on school buses or public transportation. Whenever possible, the Minneapolis Public School district-owned buses will be assigned to trip requests for local trips.

The Transportation Department website is: <http://transportation2.mpls.k12.mn.us>

This site allows school staff to look up student transportation information, download blank forms and print alpha lists, bus runs, bus tags, bus routes and attendance map areas. School transportation coordinators can submit transportation requests online and view previous transportation requests.

In early fall, every school throughout the district observes Transportation Safety Week. During this time, teachers are required to introduce a bus safety curriculum prepared by the Safety Department of Transportation Services. Lessons taught at grade levels K-10 cover the rules of safe and courteous conduct. Transportation Safety Week gives students a foundation for proper behavior on the bus. Even so, it is up to the bus drivers and the adults in charge to provide daily reinforcement and to make the expectations clear regarding bus safety (Source: MPS 2009-10 Driver Handbook, p. 19).

Students riding school buses or waiting at school bus stops are subject to provisions of the citywide discipline policy. Violations result in discipline as provided for by the citywide discipline policy, including suspension, expulsion and/or exclusion. The breaking of school district bus rules may result in the denial of transportation privileges upon notification of the parent/guardian. The principal, in consultation with the Transportation Department, will determine the length of time transportation privileges are denied. In all cases, families will be contacted prior to the denial of transportation privileges.

Link:

- <http://policy.mpls.k12.mn.us/uploads/5200a.pdf>

Appendix

Acceptable Use of Public Funds

- This document, from the Office of the Superintendent, is designed to answer some common questions on the appropriate use of public funds. It is important to keep in mind the financial condition of the district and accountability to state and city taxpayers. Given the needs of the students in the district, when considering using funds, ask yourself, “Is this the highest priority need, most effective use of funds; how does this advance the goals of the strategic plan?” Most importantly, call if you have any questions.
- Link: Directory of Budget/Finance specialists:
http://financeandbudget.mpls.k12.mn.us/uploads/budget_finance_specialist_list_schools_dept.pdf

What are public funds?

- Any funds that pass through the school district including:
 - General funds – Per Capita, Compensatory, Referendum etc.
 - A school’s general project fund
 - A school’s checking account for student activities (see the Financial Procedures Manual for a summary of specific rules regarding school activity funds)
 - State, federal, or local grants

What are public expenditures?

Public expenditures are expenditures that are made with public funds that serve a public purpose. In general, an expenditure serves a public purpose if it is **necessary** and **reasonable**.

- A public purpose means that it will serve the benefit of the school district as a body and at the same time is directly related to a school district function
- Does not have as its primary objective the benefit of a private interest, or a specific individual

Unallowable expenditures:

- Gift certificates, or gift cards for students, staff, or parents/community
- Gifts of a personal nature for staff, students, or parents/community
- Raffles or lotteries
- Donations to charitable or non-profit organization
- Federal funds are generally more restrictive than state and local funds, so check with the Finance department if you have any questions about whether a purchase is allowable.

Reimbursements:

- Individual employees are not authorized to obligate the district for purchases. Only the school principal or department head has the authority to approve purchases for the school or department. Purchases for services or materials should go through the SAP requisition process, or the P-Card process. Staff should not purchase materials out of their own pocket to be reimbursed. The district has contracts with vendors for most types of materials and supplies.

What do I do if I receive funds or donation for activities not allowed by district policy or procedure?

- **Do not deposit the check!** These funds should be sent directly to AchieveMpls. Each Minneapolis school has an account with AchieveMpls, which serves as an intermediary for individuals, businesses and foundations in our community that wish to support the Minneapolis Public Schools. AchieveMpls works to design scholarship or grant programs that best match the donor’s interests and resources to meet the needs of students, teachers and administrators. If you have a grant or

donation that fits these categories, contact AchieveMpls at 612.455.1530, or contact your Budget/Finance Specialist for assistance. There is a 6% administrative charge for every private grant whether or not it goes through AchieveMpls or directly to Minneapolis Public Schools. Further information can be found at <http://rdi.mpls.k12.mn.us/newdepartmentfundapplication.html>.

Further information:

- Financial Procedure Manual: http://financeandbudget.mpls.k12.mn.us/uploads/finance_procedures_manual.pdf
- Health/Nutrition/Wellness Education - **Minneapolis School Board Policy 6690:**
<http://policy.mpls.k12.mn.us/uploads/6690.pdf>
- Food and Meal Expense **Regulation** Procedures And Limitations – Minneapolis School Board Policy 3327A:
http://policy.mpls.k12.mn.us/uploads/3327A_5.pdf

Minneapolis Public Schools Policy 4002 A

Reporting and Fact Finding Procedures:

Harassment and Violence *Regulation*

Original Adoption: 12/18/1990 Effective Date: 03/26/2008

Revision Dates: 10/25/1994, 12/19/2007, 03/25/2008

I. PURPOSE

The purpose of this regulation is to establish the complaint, fact finding and investigation, and reporting procedures for allegations of harassment or violence in violation of Minneapolis Public Schools Policy 4002, Harassment and Violence Prohibition.

II. COMPLAINT PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence based on characteristics identified below, or any person with knowledge or belief of conduct which may constitute harassment or violence toward a student, employee, or personnel of the District should make a complaint of the alleged acts immediately to an appropriate District official designated by this regulation.
- B. Characteristics that apply to this regulation are:
- | | |
|-----------------------------------|---------------------------|
| 1. gender | 4. disability |
| 2. race or ethnicity | 5. sexual orientation |
| 3. religion or religious practice | 6. affectional preference |
- C. Complainants are encouraged to use the form available from the principal or site administrator of each building or available from the District Offices, but oral complaints shall be accepted.
1. Forms are found in the Toolkit for Implementing the Policies Against Discrimination, Harassment and Violence.
- D. Nothing in this regulation shall prevent any person from making complaints of alleged harassment or violence directly to the District's Office of Equity and Diversity or to the Superintendent.
- E. Allegations or complaints should not be sent to the District General Counsel's office due to the positional conflict of interest regarding internal claims.
- F. The District will respect the privacy of the complainant, the respondent, subject(s), or individual(s) against whom the complaint is made, as well as the witnesses as much as possible, consistent with the

District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations imposed by law. However confidentiality is not guaranteed.

III. DESIGNATION OF APPROPRIATE DISTRICT AUTHORITY

A. Appropriate District authority (official) for the purposes of Policy 4002 is designated as follows:

1. **In a School.** The school principal or site administrator, or her/his designee is the person responsible for receiving complaints.
 - (a) Any adult School District personnel who receives a complaint of harassment or violence shall inform the school principal, site administrator or her/his designee immediately.
 - (b) If the complaint involves the school principal or site administrator, or her/his designee, the complaint shall be filed or verbally made directly to the District's Office of Equity and Diversity.
2. **In All Other District Locations.** The site administrator, or department supervisor or her/his designee is the appropriate District official to receive complaints of harassment or violence.
 - (a) If the complaint involves the site administrator or department supervisor or her/his designee, the complaint shall be filed or made to the District's Office of Equity and Diversity.
 - (b) If the complaint involves staff in the District's Office of Equity and Diversity, the complaint shall be filed or verbally made directly to the Superintendent.

B. The name of the appropriate District authority as determined under this section shall be conspicuously posted in each facility. The posting shall include the person's name, title, mailing address, telephone number and email address. The District authority for the site or her /his designee is responsible to see that such postings are made and maintained.

IV. FACT FINDING PROCEDURES

A. Within twenty-four (24) hours after receipt of a complaint of harassment or violence, the appropriate District authority (official) must initiate fact-finding procedures.

1. Failure to initiate fact-finding within twenty-four (24) hours of receiving a report may result in disciplinary action against the official.
2. The official shall follow the Toolkit for Implementation of the Policies Against Discrimination, Harassment and Violence defined procedures and use the forms provided in the conduct of the fact-finding.

B. The official may request, but may not insist upon, a written complaint.

1. If the complaint is made verbally and the complainant cannot or will not provide a written complaint the official shall convert the allegations to a written complaint.
2. In the case of verbal complaints converted to a written complaint the official shall have the complainant attest to the accuracy of the written complaint.

- C. A written notice, including, but not limited to a statement of the facts alleged will be forwarded as soon as practicable by the official to the Office of Equity and Diversity.
 - 1. If the complaint involves the official, the complaint shall be made or filed directly with the Office of Equity and Diversity or the Superintendent.
- D. The fact-finding shall consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report or complaint.
- E. The fact-finding may also consist of any other methods and documents deemed pertinent by the appropriate District official.
- F. If the complainant is a student and the individual against whom the allegations are made is an employee of the District, and the facts lead the appropriate District official to reasonably believe that child abuse has occurred,
 - 1. the official shall make a report as required by District Policy, federal and state law.
 - 2. the official may take immediate steps, at its discretion, to protect the complainant pending completion of the fact-finding.
- G. If the official has reason to believe that criminal activity has occurred, the official shall contact the local police and the District General Counsel's office immediately.

V. FACT FINDING REPORT

- A. The official shall complete the fact-finding process as soon as practicable.
- B. The official shall make a written report to the Office of Equity and Diversity upon completion of the fact-finding.
 - 1. If the complaint involves the Office of Equity and Diversity, the report shall be filed directly with the Superintendent.
- C. The report shall include a determination of whether the allegations have been substantiated, unsubstantiated or found unable to be substantiated.
 - 1. In determining whether allegations have been substantiated, the fact finder shall consider all the circumstances, witness statements, and credibility of each person interviewed.
 - 2. Credibility of each person shall be determined on the basis of all the facts known, and the interviewer's observations, including, but not limited to:
 - (a) the person's demeanor,
 - (b) any bias exhibited during the interview, and
 - (c) the person's prior conduct.

- D. The report shall include a determination of whether the conduct which is the subject of the complaint and substantiated through the fact-finding process appears to be a violation of District policy prohibiting harassment and violence based on the characteristics identified in Paragraph II.B. above.
1. In determining whether alleged conduct constitutes a violation of this policy, the fact-finding should consider the surrounding circumstances:
 - (a) the nature of the behavior,
 - (b) past incidents of the behavior,
 - (c) past or continuing patterns of behavior,
 - (d) the relationship between the parties, and
 - (e) the context in which the alleged incident(s) occurred.

VI. DISTRICT ACTION

- A. Upon receipt of a report of substantiated allegations, the District, will take appropriate action. Appropriate action may include, but is not limited to:
1. a warning;
 2. a letter of reprimand in an employee's personnel file;
 3. a suspension;
 4. exclusion;
 5. expulsion;
 6. transfer;
 7. remediation or retraining; and/or
 8. termination or discharge.
- B. Any discipline of an employee shall be in conformance with applicable Collective Bargaining Agreements, Contracts of Employment, and Federal and State Law.
- C. Any discipline of a student shall be in conformance with the Citywide Discipline Policy, and Federal and State Law.
- D. In a school, the principal or site administrator, working in conjunction with the Office of Equity and Diversity shall take the appropriate action regarding students. In the case of an employee, the District's employee relations department shall take the appropriate action.

- E. In all other District facilities, discipline shall be handled by the individual's supervisor working in conjunction with the District's employee relations department and the Office of Diversity and Equal Opportunity.
- F. In all cases, the District reserves the right to refer the results of its own fact-finding to the criminal authorities for possible criminal charges, whether or not the District takes any action on its own account.
- G. The complainant, and the complainant's parent or guardian if a student is under age eighteen, and the individual against whom the allegations have been made may receive information from the report in conformance with the Data Practices Compliance Policy of the District, Federal and State Law following the completion of the fact-finding and after the decision regarding the appropriate action has been made.

Legal References:

42 U.S.C. § 2000e, et seq., (Section 703 of Title VII of the Civil Rights Act of 1964, The Civil Rights Act of 1991)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
City of Minneapolis Ordinance Title VII, Ch. 139

Cross References:

MPS Policy 1040 (Data Practices Compliance)
MPS Policy 4000 (Equal Employment Opportunity)
MPS Policy 4001 (Employment Non-discrimination based on Disability)
MPS Policy 5000 (Equal Education Opportunity)
MPS Policy 5200 (Citywide Discipline)
MPS Policy 5201 (Bullying and Hazing Prohibition)
MPS Policy 5750 (Disability and Nondiscrimination)

Minneapolis Public Schools Policy 4001

Disability Non-Discrimination Policy

Original Adoption: 03/14/2000 Effective Date: 03/26/2008

Revision Dates: 03/25/2008

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The District shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals with regard to employment, including:
 - 1. application procedures,
 - 2. hiring,
 - 3. advancement,
 - 4. discharge,
 - 5. compensation,
 - 6. job training , and
 - 7. other terms, conditions and privileges of employment.
- B. The District shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability.
- C. The District shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of any individual with whom the qualified individual is known to have a relationship or association.
- D. The District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability within the meaning of the Americans with Disabilities Act who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the District.
- E. Providing reasonable accommodations does not require the District to create new positions or to bump another employee from a position for the purpose of accommodation.

III. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations to implement this policy.

B. The Superintendent shall designate an authorized official to receive and investigate complaints or allegations of violations of this policy.

Legal References:

42 U.S.C. § 12101 et seq. (The Americans with Disabilities Act) Link: www.asa.gov/pubs/ada.htm

Minnesota Statutes chapter 363A (The Minnesota Human Rights Act)

Cross References:

MPS Policy 4000 (Equal Employment Opportunity)

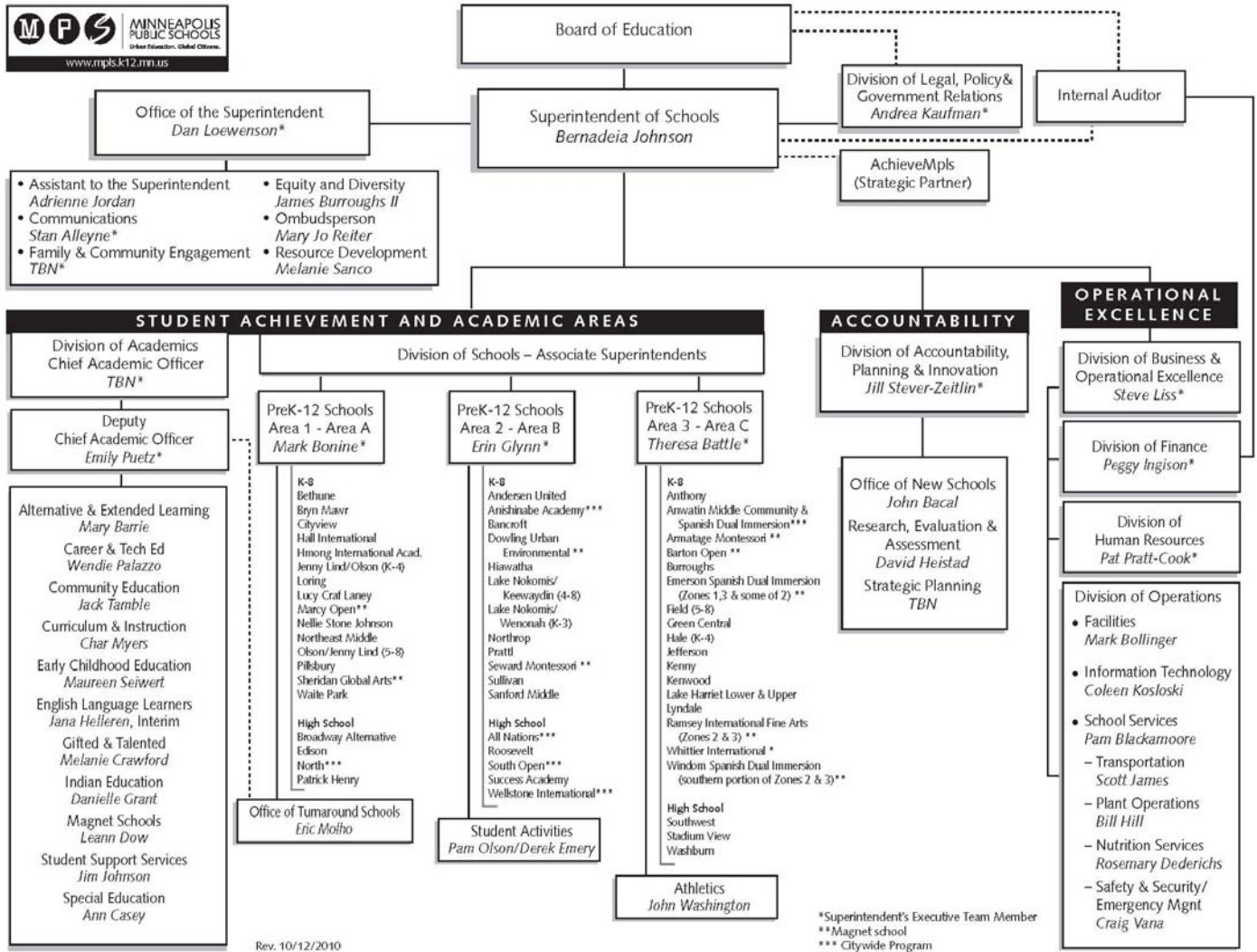
MPS Policy 4002 (Harassment and Violence Prohibition)

MPS Policy 5000 (Equal Education Opportunity)

MPS Policy 5750 (Disability and Nondiscrimination)

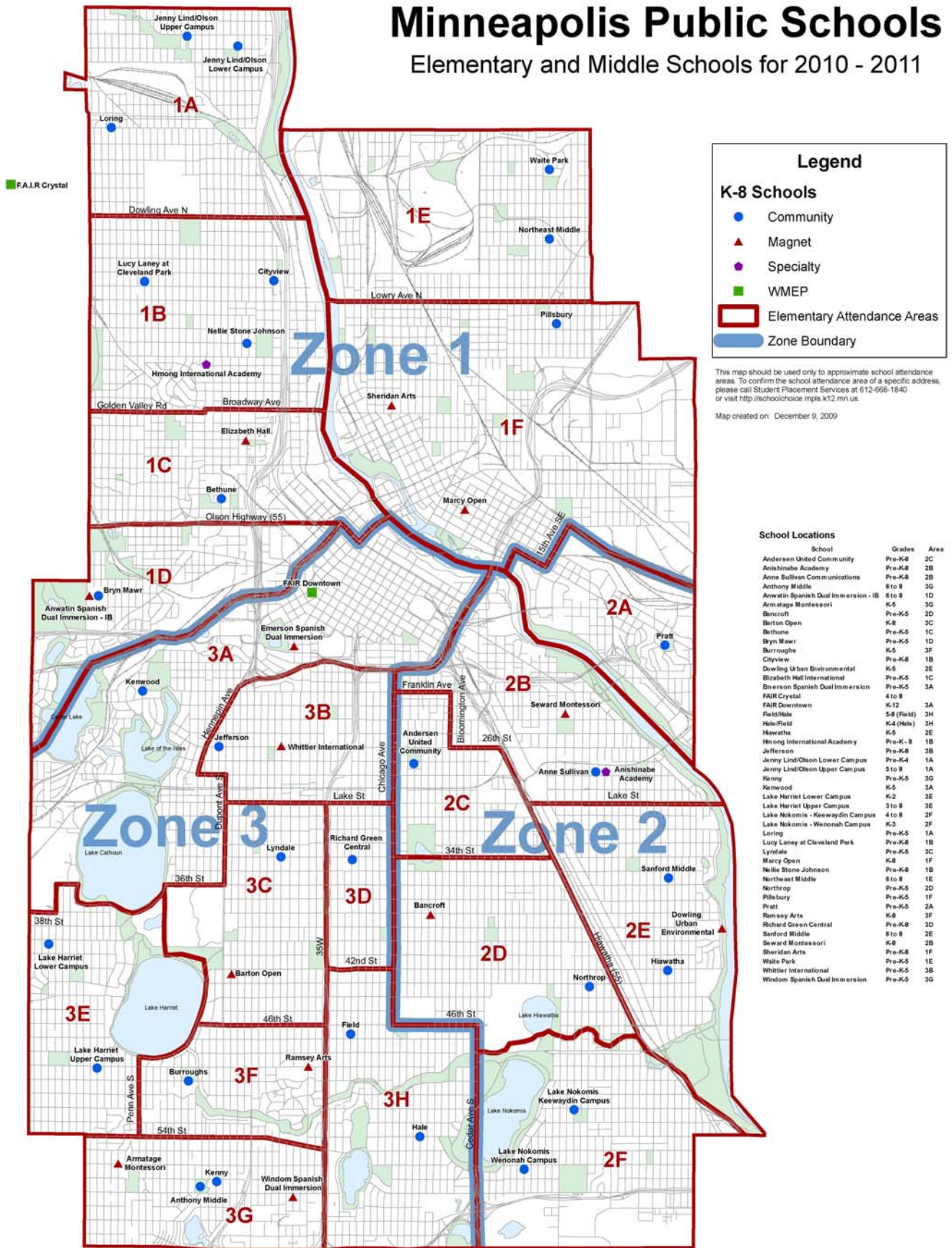
Disclaimer: No provision in this handbook is intended to create a contract between the Minneapolis Public Schools and any employee or to limit the rights of the district and its employees to terminate the employment relationship. **Where applicable, the terms of Collective Bargaining Agreements and/or other contracts may take precedence over information provided in this handbook. In addition, the terms of district policies may take precedence over information provided in this handbook.** The most recent and up-to-date district policies can be accessed online on the district's website at <http://policy.mpls.k12.mn.us>; they supersede other versions of district policies.

2010-2011 MPS Organizational Chart



Minneapolis Public Schools

Elementary and Middle Schools for 2010 - 2011



Legend

K-8 Schools

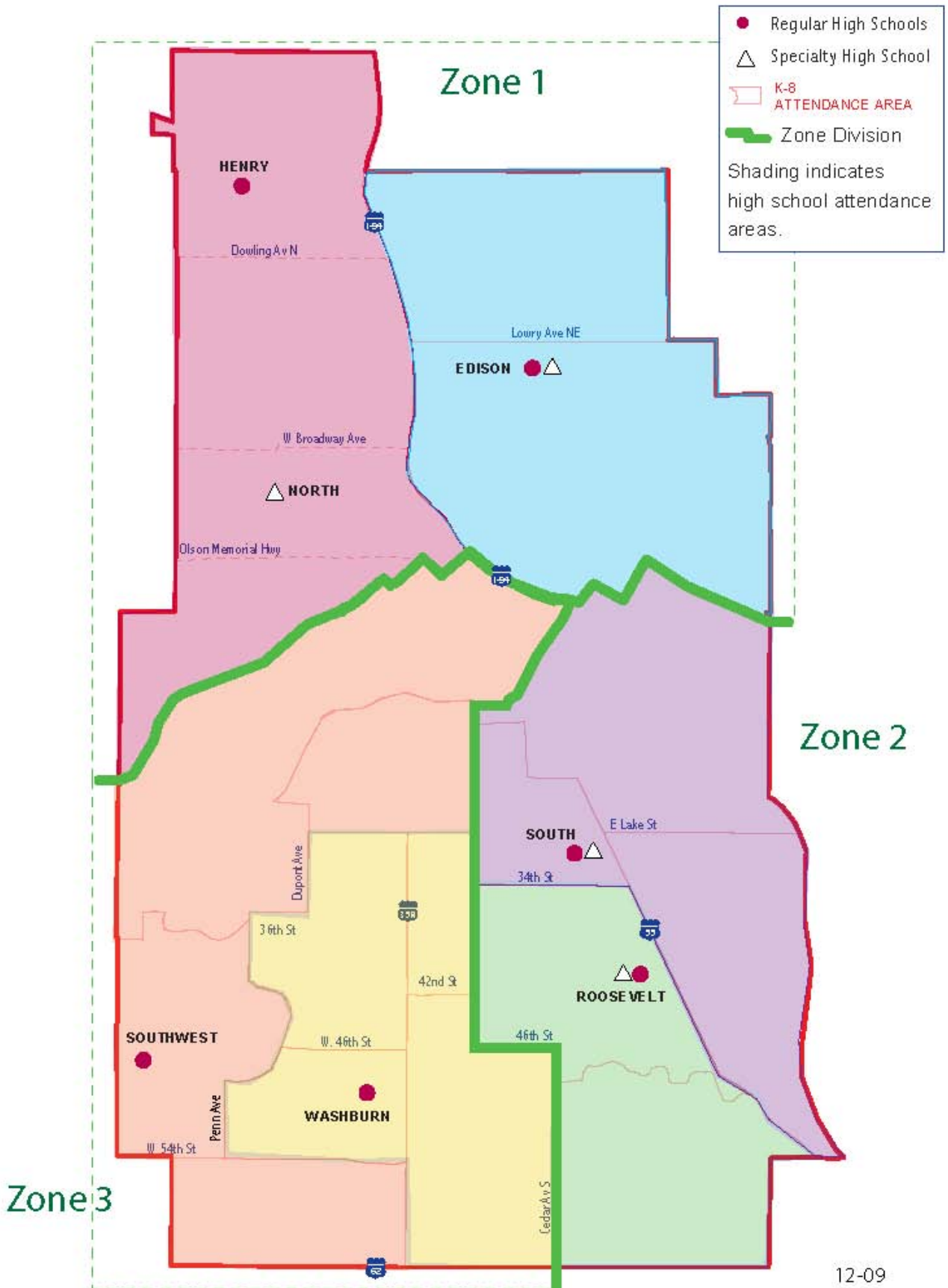
- Community
- ▲ Magnet
- Specialty
- WMEP
- ▭ Elementary Attendance Areas
- ▭ Zone Boundary

This map should be used only to approximate school attendance areas. To confirm the school attendance area of a specific address, please call Student Placement Services at 612-668-1840 or visit <http://schoolchoice.mpls.k12.mn.us>.

Map created on: December 9, 2009

School Locations

| School | Grades | Area |
|--------------------------------------|-------------|------|
| Andersen United Community | Pre-K-8 | 2C |
| Anishnabe Academy | Pre-K-8 | 2B |
| Anne Sullivan Communications | Pre-K-8 | 2B |
| Anthony Middle | 6 to 8 | 3G |
| Anewatin Spanish Dual Immersion - IB | 6 to 8 | 1D |
| Armatage Montessori | K-5 | 3G |
| Bancroft | Pre-K-5 | 2D |
| Barton Open | K-8 | 3C |
| Bethune | Pre-K-5 | 1C |
| Bryn Mawr | Pre-K-5 | 1D |
| Burroughs | K-5 | 3F |
| Cityview | Pre-K-8 | 1B |
| Dowling Urban Environmental | K-5 | 2E |
| Elizabeth Hall International | Pre-K-5 | 1C |
| Emerson Spanish Dual Immersion | Pre-K-5 | 3A |
| FAIR Crystal | 4 to 8 | |
| FAIR Downtown | K-12 | 3A |
| Field/Hale | 5-8 (Field) | 3H |
| Hale/Field | K-4 (Hale) | 3H |
| Hiawatha | K-5 | 2E |
| Hmong International Academy | Pre-K-8 | 1B |
| Jefferson | Pre-K-8 | 3B |
| Jenny Lind/Olson Lower Campus | Pre-K-4 | 1A |
| Jenny Lind/Olson Upper Campus | 5 to 8 | 1A |
| Kenny | Pre-K-5 | 3G |
| Kenwood | K-5 | 3A |
| Lake Harriet Lower Campus | K-2 | 3E |
| Lake Harriet Upper Campus | 3 to 8 | 3E |
| Lake Nokomis - Keewaydin Campus | 4 to 8 | 2F |
| Lake Nokomis - Wenonah Campus | K-3 | 2F |
| Loring | Pre-K-5 | 1A |
| Lucy Laney at Cleveland Park | Pre-K-8 | 1B |
| Lyndale | Pre-K-5 | 3C |
| Marcy Open | K-8 | 1F |
| Nellie Stone Johnson | Pre-K-8 | 1B |
| Northeast Middle | 6 to 8 | 1E |
| Northrop | Pre-K-5 | 2D |
| Pillsbury | Pre-K-5 | 1F |
| Pratt | Pre-K-5 | 2A |
| Ramsey Arts | K-8 | 3F |
| Richard Green Central | Pre-K-8 | 3D |
| Sanford Middle | 6 to 8 | 2E |
| Seward Montessori | K-8 | 2B |
| Sheridan Arts | Pre-K-8 | 1F |
| Waite Park | Pre-K-5 | 1E |
| Whittier International | Pre-K-5 | 3B |
| Windom Spanish Dual Immersion | Pre-K-5 | 3G |



To complete the verification, follow the link below:

Note: You might need to log in again.

<http://employeeHandbook.mpls.k12.mn.us/Secure/Confirmation.aspx?Action=Confirm>