



Goodhue County Education District
Employee Handbook

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WELCOME TO
GOODHUE COUNTY EDUCATION DISTRICT

Welcome and congratulations on being a member of the Goodhue County Education District (GCED) employee. We are happy to have you as a member of our Education District staff. We hope that you will find your time with us pleasant, interesting, challenging, and rewarding.

We see GCED as the source of programmatic expertise that serves to surround students who need individualized instruction, special services and adaptable environments in order to thrive in their learning and life. We are excited to have you join us on this journey.

This handbook is a resource for you to explain and clarify personnel procedures within the GCED. These procedures are based primarily on administrative directive rather than Board approved policies. All are consistent with your individual Goodhue County Education District Agreements and/or Terms and Conditions of Employment. This handbook is not designed to include all of the details of a topic but is intended to be a starting point. You are also encouraged to contact your supervisor or other appropriate employee members if the information you are seeking is not sufficiently addressed in the handbook.

The information in this handbook is a reference. Federal/state/local law, district policy, and negotiated labor agreements are summarized. Refer to legal documents for specifics. This summary of district procedures supersedes any earlier district handbook.

The term "Education District," as used in this handbook, refers to Goodhue County Education District and services provided by this organization.

Cheryl L Johnson
Executive Director

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Goodhue County Education District

Goodhue County Education District was organized in 1990 under Minnesota Statute (M.S.) 125A.15 'for the purpose of increasing educational opportunities for learners by increasing cooperation and coordination among schools and family agencies in Goodhue County and post-secondary institutions.' Since then we have evolved and changed as the needs of our students, staff and districts have changed. We exist to be the source of programmatic expertise that serves to surround students who need individualized instruction, special services and adaptable environments in order to thrive in their learning and life. We do this by collaborating with our member districts to create a seamless and trusting partnership where we embrace students who need learning and instruction beyond the traditional school and classroom.

The Education District Board is composed of one representative from each member district who is a member of and appointed by the member district board. The Board receives advice from the Principal's and Superintendent's Advisory Councils.

Expectations for Employee

As an organization we value imagination, collaboration and perseverance.

1. Be a team player. Bring a positive attitude to work every day. Communicate effectively with students and the members of your team. Get to know the responsibilities of all your team members. Attempt to resolve problems closest to the source of the issue.
2. Serve as a role model in your dress, speech, and actions. Dress and act appropriately for your role and personal safety. Always use respectful language. Avoid jokes, off-color remarks or attempts at humor that could be considered rude, inappropriate, disruptive or unprofessional. Do not talk about students or employees in a disrespectful or discourteous way.
3. Teachers and their assistants are responsible for the education and supervision of students at all times.
4. Set high expectations for behavior. Know and enforce the requirements of the District's *Student Handbook*.
5. Maintain confidentiality at all times. Employees, students, and their families have a right to confidentiality and data privacy. You are accountable for what you say and for information you release. Do not speak about a student in front of another student or talk about a student to an employee or others in or outside school except on a need

to know basis. Respect other employee members' confidentiality.

6. You are a mandatory reporter of suspected maltreatment of minors and vulnerable adults.
7. Maintain your personal and professional boundaries at all times. Personal information about your life outside of school is not appropriate and may not be appreciated by students. You are part of the school program and your job is to provide education, support, and guidance to students. Establishing "friendships" with students may create unrealistic expectations and interfere with sustaining appropriate boundaries.
8. Maintain a respectful and safe workplace. Inappropriate comments about race, color, religion, age, sex, sexual orientation, marital status, national origin, or other tasteless or improper remarks will not be tolerated. The Education District also has a Harassment and Violence Policy that is on the district website. An important aspect of this policy is to report to your supervisor if you receive an unwelcome comment or feel threatened in any way. To the extent possible, we want you to feel safe and secure at all times.
9. Be dependable. You are responsible for maintaining good attendance. You are expected to report to work on time, adhere to the time periods established by the District for any breaks, and remain at the assigned work station throughout the scheduled work period or until properly relieved. Report any absences on Red Rover, our time and attendance reporting system.
10. In emergency situations, all employees are expected to follow the Safety and Emergency Action Plan. Review the plan for your location and know your role and responsibilities in each situation. First and foremost, you are responsible for your student's and your personal safety.
11. Only use Education District vehicles when it becomes necessary to transport students as part of your job assignment.
12. You are responsible for reading and following all Education District policies and procedures.

If you are unclear about any of these expectations, contact your administrator as soon as possible for an explanation.

Best wishes for a successful school year!

Important Information for all Employees

Attendance/Reporting Absences via Red Rover

It is the policy of GCED to make every effort to secure substitutes for employee absences, especially employees providing day to day scheduled direct services to students of member school districts.

All employees are encouraged to maintain good personal health and attend to personal affairs during non-working hours whenever possible. It is an expectation that employees be at work and be on time to work. Regular attendance optimizes instruction for students and is essential to the operation of the school district.

Employees are provided with time off for personal illness, bereavement, family illness, jury duty, personal business, FMLA, etc. Employees must use leave for the purpose for which it is intended. Just as students are expected to maintain regular attendance, employees are expected to maintain regular attendance. Student achievement is negatively impacted by absenteeism. Administrators will meet with employees who exhibit excessive absences or an unusual pattern of absences.

If you are absent for any reason, your administrator will review the specific procedures for absences. Please refer to your employee contract for your leave eligibility.

It is the Education District's policy that you are required to enter your absence request on the Red Rover system for the following types of absences: child care leave, surgeries, medical leaves, jury duty, vacation, non-duty days, personal leave, funeral leave, floating holidays, workshops, meetings, time off without pay or other special situations. Absence requests must be taken as described in the individual employee's contract or agreement. Any adjustment to this or custom absence must have the prior written approval from the executive director. When possible, utilize our licensed substitute employees for teachers.

All staff will maintain substitute plans and will include a current copy of their schedule along with these plans. These plans will be kept in the main office.

Employees must put absences in Red Rover by 6:00 AM on the day of absence. If a need for an absence occurs after 6:00 AM on the day of absence, employees must enter it in Red Rover and call their immediate supervisor.

Accident Reports/Worker's Compensation

Any employee sustaining an injury as part of fulfilling a job responsibility should immediately report the accident or injury to their immediate supervisor right away and connect with [Cindy Luhman](#) to complete the first report of injury form. The *First Report of Injury Form* must be completed and filed within 24 hours.

Return To Work Program

It is the practice of the district, when possible, to modify work assignments for a limited period to assist employees who are temporarily restricted from performing their regularly assigned duties due to an on-the-job injury. GCED is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to GCED. This program applies to all employees with work-related injuries and/or illnesses.

Only work that is considered meaningful and productive shall be considered for use in the return to work program. Employees placed on a return to work plan will be expected to provide feedback in order to improve the program. All employees, regardless of injury or illness, will be considered for placement through the return to work program. Two-thirds of lost time is paid by the insurer and one-third is paid through the use of vacation or other paid time off. Employees must sign in and out in the office when leaving for a work comp appointment.

Benefits

Automatic Check Deposit: All employees must sign up for an automatic deposit payroll program upon employment.

Exit Interview: In order to ensure proper handling of employee member terminations with respect to insurance continuation, unused sick leave, or other payroll matters, employees must meet with the Executive Director on or before their final day unless a later time is prearranged.

Field Trip Overnight Pay: Employees, who as part of a field trip complete an overnight, will be compensated as follows: licensed employees will receive \$100 per night and paraprofessionals will receive \$75 per night. Overnights must be pre approved by the Executive Director to be eligible for reimbursement. A timesheet must be filled out and turned in to payroll to receive payment.

Flex Benefit Plan: All employees are eligible to participate in the Flex Benefit Plan, Section 125 of the IRS Code. Eligible medical expenses, dependent care expenses, and other insurance premiums can qualify for valuable tax-free benefits. The Plan begins on July 1 of each year and ends June 30th. See Jackie Paradis for more information.

The employee must sign a form electing to reduce his/her pay in such amounts as those required by the Plan. This election cannot be modified unless certain requirements are met.

Health/Dental Insurance: Employees meeting minimum requirements as set out in their respective contracts and/or terms and conditions are eligible to enroll in employee, or family coverage for health and employee, employee+1 or family coverage for dental. The Education District monthly contributes a set contribution toward health and dental insurance premiums.

Life Insurance: See respective Goodhue County Education District contracts and/or terms and conditions for relevant provisions.

Long-Term Disability Insurance: See respective Goodhue County Education District contracts and/or terms and conditions for relevant provisions.

Pay Periods – Payroll Timeline: All employees are paid on the 15th and 30th of each month except in February when they are paid on the 15th and 28th.

Pension Plan: Teachers have a mandatory deduction from their paychecks for the Teachers Retirement Association. Other employees, unless excluded, are eligible to participate in the Public Employees Retirement Association Plan. The Education District contributes the required percentage to TRA and PERA for all enrolled employees.

Reimbursement of Expenses: Mileage claims will be paid within 2 weeks of receipt following the expense. Mileage claims should be submitted monthly. Final claims must be turned in on or before July 31st of each year.

Conferences Expenses: Conference expense claims will be paid within 2 weeks of receipt. Claims for reimbursement must be submitted for approval no later than the 1st of each month. Final claims must be in on or before June 30th of each year.

Salary/Leave Time/Emergency Closings: See respective Goodhue County Education District contracts and/or terms and conditions for relevant provisions.

Social Security: The Social Security Act provisions relate to retirement and disability. Medicare benefits cover employee members, and the appropriate paycheck deductions are made. For information about programs and benefits, contact the Social Security Office.

Vehicle and Mileage Reimbursement Procedures

The mileage reimbursement rate per mile is the Internal Revenue Service (IRS) rate. The rate is set by the IRS to include the costs of operating an automobile such as depreciation, financing costs, maintenance, repairs, tires, gasoline, oil, insurance, taxes, and vehicle registration fees. Employees who drive their own vehicle should check with their insurance agent to see if their personal auto coverage applies if they are using their personal car for business purposes. All mileage traveled will be logged to include the date, business purpose, and destination of each trip. All starts and stops at schools or other locations will be indicated on the form. Total mileage will be computed for that day and included on the appropriate location of the form. Mileage claim forms will be submitted to the office the last workday of each month.

All staff are encouraged to car pool whenever possible to minimize mileage expenses.

Mileage reimbursement is based on the principle that employees should be reimbursed for official business mileage in their personal vehicle that is beyond the normal round trip mileage incurred from the employee's home to their designated office location and back home again. The distance shall be determined from your designated office location or residence, whichever is less. This policy must be adhered to whether GCED is reimbursing the mileage or the local district is reimbursing the mileage.

1. Employees will be reimbursed for all business travel.
2. Employees will not be reimbursed for the number of miles equal to the mileage to and from home to the base of operations each day.
3. The Executive Director or designee will determine the office/base of operations for each employee at the beginning of the school year.
4. Each employee will advise the Executive Director or designee of his/her home base of operations/office mileage at the beginning of the school year. Any change in the employee's residence must be reported to the director.

GCED purchases or leases vehicles for use by staff on GCED business under the following criteria. A company vehicle will be assigned to employees that drive an average of at least 1,000 miles per month. Mileage records will be reviewed annually by the business office.

A vehicle owned or leased by GCED may be used by an employee to travel to and from the employee's residence in connection with work-related activities during hours when the employee is not normally working. A company vehicle may be used for authorized business including personal use that is clearly incidental to the use of the vehicle for GCED business.

According to IRS regulations, if an employee is allowed to drive a company-provided vehicle to his/her residence, that usage must be reported as a taxable fringe benefit to the employee, because it is considered

personal use. Under this IRS rule, the employer values the benefit of the personal use of the vehicle for commuting at \$1.50 per one-way commute regardless of the miles driven. This amount must be included in the employee's wages and social security and Medicare taxes must be withheld. The employee must complete the [Leased Vehicle Statement Forms](#).

Gasoline Credit Cards and Charge Accounts

All vehicle fuel purchases must be made through the company provided gas credit card. You will be required to enter your personal PIN number and the odometer reading when you swipe your card. All vehicle maintenance must be made through the company provided maintenance card at Enterprise approved providers. When you use the gas and maintenance cards to buy gasoline, oil, or services for a company vehicle, sign the charge slip and verify that the vehicle number is on it. Read the charge slip carefully before you sign it to be sure it is correct. GCED is exempt from state sales tax, therefore, be sure the vendor does not include sales tax on purchases. Personal purchases cannot be charged to the provided gas credit card. Do not use the provided gas credit card to fuel your own vehicle, even to drive it on GCED business.

Winter Equipment

Every company vehicle is provided with emergency equipment for winter driving. It may be tempting to remove some of this equipment from the trunk in order to make room for luggage; this practice is discouraged. If you must do so, be sure to replace it at the end of the trip. Someone's life may be saved by a blanket, shovel, or other emergency equipment. Before you take a vehicle in the winter, familiarize yourself with its emergency equipment and how to use it. Always check the trunk before you leave on a winter drive, in case someone has removed the equipment.

Vehicle Accidents and Injuries

The safety and well-being of our employees is of critical importance to GCED. We each have a responsibility to not only protect ourselves when on the road, but also should do our part to protect those around us.

1. Wear your seatbelt at all times in a moving vehicle. Minnesota law requires all passengers to buckle up.
2. Do not put a vehicle in gear until all passengers are buckled up as well.
3. All drivers are prohibited from texting while driving. Minnesota law prohibits using a wireless communications device to compose, read, or send an electronic message when the vehicle is in motion or a part of traffic.
4. Always use headlights especially in rain, snow, and mist.
5. Observe speed limits and reduce speed in poor driving conditions.
6. Don't drive when sleepy or otherwise impaired.

If you are involved in a vehicular accident, render assistance required by law and common sense. Comply with the law in reporting the accident to proper authorities. Exchange information with other drivers concerning insurance companies. If you are able, make a note of driving conditions, witnesses, and other immediate information. Do not make accusations or accept blame. Obtain a copy of the police report for the GCED Business Office, or ask that one be sent there directly. Each GCED vehicle has a card in the glove compartment with insurance and reporting information. Notify the Business Office as soon as possible.

If you are in an accident while driving your own car on GCED business, follow the same procedures as above, except that physical damage to your vehicle, including immediate towing if required, is your responsibility rather than GCED.

Liability insurance is provided on the company vehicles and has a non-owned auto endorsement for liability arising out of an employee's use of a personal vehicle on GCED business. Physical damage to company vehicles is self-insured by GCED. Physical damage to your vehicle is covered by your own collision or comprehensive coverage if you have any, not by GCED.

Any criminal charges that might arise from driving are the driver's personal responsibility, not GCED.

Cell Phones

GCED recognizes that with the advancements in technology the benefits of administrative and itinerant employees having access to cell phones for communication and safety reasons. Therefore, considerations have been defined to establish the need for cell phone supplemental compensation.

1. Consideration:
 - a. Serve more than two buildings
 - b. Communicate with the greatest number of people and agencies
 - c. Tapped for student crisis
 - d. Cell phone usage would be useful in the areas served
 - e. Schedule is not fixed
2. District employees who meet eligibility requirements will be provided with monthly taxable supplemental compensation to defray some of the costs of a cell phone. The Executive Director will determine if an employee meets the requirements for supplemental compensation.

Eligible employees will receive either \$30 in monthly supplemental compensation for cell phones, or \$50 in monthly supplemental compensation for PDAs with cellular capacity, or \$70 in monthly supplemental compensation for PDAs with cellular capacity and required mobile hotspot. These payments will be spread across pay periods.

The monthly supplemental compensation is taxable income. Appropriate payroll taxes will be withheld from the supplemental amount and the amount of the compensation will be included on the employee's year-end W-2. The compensation does not constitute an increase to an employee's base pay, and would not be included in a calculation of percentage increase in base pay due to a raise, job upgrade, etc.

Employees who receive the monthly supplemental compensation will not receive any additional reimbursement for cell phone or cellular PDA expenses even if the monthly charges to the employee exceed the supplemental amount.

Personal calls should be taken during breaks. Employees will not take a personal call while supervising students. If it is necessary to address a personal issue while on duty, contact your directing supervisor to find coverage for yourself during that time.

Care of Computer Equipment and Printers

The GCED furnishes employees with laptop and/or desktop computers as well as other devices such as iPads. All employees with technology furnished by GCED shall keep in mind the following:

1. Do not leave the technology in an area where it can be exposed to extreme heat or cold, i.e. inside a car. If this should happen let the device warm up or cool down to room temperature before plugging it in and using it.
2. Keep liquids away from all components.
3. Take special care to avoid dropping the equipment.
4. Backup files on a regular basis.
5. Laptops, iPads, and other devices, like cell phones, are considered “listed property” and as such they are subject to substantiation rules.

Advance Payment of Expenses Incurred

The policy on advance payment of expenses incurred when attending approved conventions or in-service training sessions shall be as follows:

When an employee is to attend an approved convention or in-service training session, an advance for expenses may be submitted to the Executive Director as follows:

1. When the total anticipated cost of experience is in excess of \$25.00.
2. Goodhue County Education District may advance travel expenses at half the existing rate at the discretion of the Executive Director.
3. 80% of anticipated expenditures including food and lodging costs may be advanced according to established limits at the discretion of the Executive Director.
4. All employees will submit documented travel expense vouchers within five (5) days of return.
5. The Executive Director reserves the right to review and/or refuse requests which are not in accordance with the established policy.
6. Purchase orders will be utilized where possible.

Attendance at Workshops and Approved Events

All GCED employees shall make a written application using the given request form for attendance at meetings or conferences. *For prepayment of conference costs, the request form must be submitted by the 5th day of the month preceding the month that pre-registration is due. The following conditions shall determine reimbursements and/or deductions as appropriate to the assignment or request. Any requests made after the 5th of the month may necessitate the employee paying the costs and claiming expenses post attendance.

Reimbursement:

1. \$54.00 per day shall be allowed for meals as per the following limits which are subject to change:
 - a. \$18.00 Breakfast

- b. \$20.00 Lunch
 - c. \$36.00 Dinner
2. Lodging will be paid in full. However, no lodging shall be allowed when the setting is within 50 miles of the person's home, place of work, or the GCED offices, whichever is the shortest distance. Lodging will be shared when appropriate, when more than one person is in attendance. Exceptions to this policy will be approved by the Executive Director.
 3. Expenses incurred through travel shall be at the current Federal rate for the use of a personal car. When more than one person attends the same function, mileage will be paid for one car, unless the number of persons warrants mileage payment for another car. The actual transportation method shall determine the amount of reimbursement.
 4. Registration fees shall be reimbursed but not expenses for college credit earned through the experience.
 5. Employees are required to notify scheduled districts of their absence and indicate so by initializing the Request Form.
 6. All requests will have completed registration forms and a copy of the conference agenda attached to them.

Verification for actual non prepaid expenses must be attached to an expense claim form and turned in to the GCED office before the 5th day of each month to assure reimbursement immediately following the regular monthly board meeting. When a person is assigned to attend a conference or meeting, all expenses shall be reimbursed except actual costs for college credit when earned.

Budget Supplies and Materials

Funds for assessment, instructional materials and supplies budgeted within all program areas, are available for use by all students in the specific disability area.

Material or equipment needed for programs or students will be requisitioned through the District Office and the item will be coded to the specific budget incurring the expenditure, either by the supervisor or the GCED business manager. All requisitions and/or purchase orders will be reviewed by the Executive Director.

All materials and supplies ordered by GCED personnel need to be delivered to the GCED central office. The person making the requisition will be notified when it arrives and will be responsible to inventory the items against the packing slip and appropriate notations made, i.e. condition and count, sign the packing slip. In addition, serial numbers for all equipment will be included on the packing slip to be personally given to the GCED business manager. Large items can be shipped directly to another district building. The business manager of that district will be notified of this shipment and the procedure for inventory as indicated above will be followed.

Other supplies or materials needed for GCED use for individual employees such as pencils, paper, etc., will be requested through the GCED district office.

Cash Flow

Districts shall be billed monthly for the budgeted district excess share, flow through, and cooperative expenditure costs for the current fiscal year.

Emergency Closings

In the event of inclement weather, GCED employees will follow the closing of the school they are scheduled for on that day. Personnel not scheduled at a specific district, will report to the GCED offices as planned. Any deviations from this procedure will be approved by the Executive Director. Itinerant employees must use their best judgment or call the GCED district office. Closing will be sent via ReachMyTeach and posted on the GCED website..

Fire Drills, Emergency Evacuation of Building and Standard Response Protocol

Fire drills are held periodically during the school year. Each staff member will inform their students of the exit or exits that are to be used in certain emergency situations. It is the responsibility of all staff members to become familiar with evacuation routes and assist their students in safe evacuation procedures. Please see your administrator for the evacuation chart and proper route to exit if there is an emergency and/or drill. Everyone must evacuate the building when the alarm sounds. The GCED utilizes Standard Response Protocol. Beyond the procedures mentioned already in this section, it is the responsibility of all staff members to become familiar with the Standard Response Protocol and work with their students on each element: Hold, Secure, Lockdown, Evacuate and Shelter.

Furniture

The furniture was carefully selected for each room with student needs and ages in mind. Please do not move furniture from room to room without the permission of the Executive Director. An inventory will be provided to you in the fall for your classroom. You will be responsible for items on the inventory during checkout in the spring.

Hotel Registrations and Airfare

Procedure for securing hotel reservations:

1. Fill out a Conference Request Form (located on GCED website) with complete hotel and airfare information.
2. Submit the form to your supervisor for approval.
3. The GCED Office will complete the reservation process and provide you with confirmation number(s).

Indoor Air Quality (IAQ)

Indoor air quality includes but is not limited to temperature, ventilation and air pollutants in school buildings. The GCED has an Indoor Air Quality Management Plan. The purpose of the plan is to proactively manage indoor air and provide a healthy and safe indoor environment for students, employees, and community. Employees who have concerns about indoor air quality should direct them to their supervisor. Employees will be given the opportunity to complete an Indoor Air Quality Complaint Form. The administrator, building custodian and IAQ Coordinator may be involved in an investigation of the concern. Requests for animals, plants, and nature related items in the classroom are available and must be completed before bringing these items into any district location.

Inventory

All items on the inventory record will be inventoried annually by the GCED and the fixed assets committee. (GASB 34)

1. A copy of the inventory computer file will be provided to the Executive Director and the fixed assets committee by May 15th of every year.
2. All fixed asset items will be inventoried by the GCED and the fixed assets committee and results noted on the inventory list/fixed assets on smart finance.

Legal Violations

Exceeding the speed limit in traveling between schools of assignment or while on GCED business is prohibited. Every effort will be made to schedule your day accordingly, if you are late, call ahead and notify parties involved. Any fines as a result of exceeding the speed limit or due to a moving violation will be the responsibility of the individual. Any violations of law will be the responsibility of the individual. If you are a Type III driver, any convictions for a moving violation shall be reported in writing to the Executive Director within 10 days of such conviction.

Media and Materials

All materials, equipment, etc., will be requested through the Executive Director. These items, when received, will be coordinated with the secretary in charge of media who will catalog all items for the borrowing list or control by the program disability person/s. Determination for control of the item will be an agreement between the GCED purchasing program and the Executive Director.

All materials, available for checkout, taken out for loan by member district or GCED employees will be checked out with the secretary in charge to assure accountability. Materials will be returned to the GCED within four weeks of the checkout date. Extensions of this will be approved by the Executive Director through the secretary in charge.

Photo ID and Key Fob

All school district personnel are required to have and to wear a photo ID when working at or visiting a school site during student-contact hours. Employees who have lost or damaged their ID cards or Key Fob should contact the Executive Director and supervisor immediately. Employees are responsible for any costs incurred in replacing the lost item.

Remote Work Procedures

Remote work is an alternative where the work is performed without the normal office commute. It does not change the nature of the work a GCED employee is expected to perform or the hours in which an employee is expected to be working. Remote work offers the choice of working at home or a set location with a secure network or GCED provided hot-spot, based on staff needs, and must be authorized in advance.

Any employee meeting the minimum criteria for eligibility may be authorized to remote work with the approval of the employee's supervisor and an administrative team of reviewers. Approval of a remote work assignment may be granted only when it has been determined to be cost-effective or otherwise advantageous to the GCED and/or a member district. Any remote work assignment will be on a temporary basis, for a period not to exceed 12 months, and may be extended or shortened at the discretion of administration.

1. Who Can Remote Work?
 - a. Remote work is not a universal employee benefit. Only employees who have been deemed eligible by the GCED may participate. Eligibility, however, does not determine selection; an employee is selected to participate at the sole discretion of administration. An employee's eligibility to remote work may be rescinded at any time, for any reason.

- b. Certain GCED positions are more suitable for remote work than others. These would include jobs that do not require face-to-face interaction everyday or the entire day, are clearly defined with measurable tasks, require minimal supervision, are more efficiently accomplished with few distractions, and are portable and may be accomplished at an alternative work location. Some common elements of remote work jobs include extensive use of computers and/or telephones, and ones in which the materials that are needed to complete the job are easily, legally, and securely transportable to and from the workplace, or can be retrieved securely online.
- c. An eligible employee must have a suitable place in their home or other alternate work location and be able to supply any needed equipment that cannot be obtained from the GCED. The designated work location should be suitably private, free of distractions, and set up for work.

2. Remote Work Eligibility Definitions

a. Full-Time Remote

Eligible for Full-Time, 5 days a week remote work.

b. Hybrid Remote

Eligible for a regular remote work schedule, up to 3 days of remote work per week, determine schedule with advanced consultation with direct supervisor.

c. Ad-Hoc Remote

Eligible for up to 8 hours per work week, on an ad hoc basis, with advance consultation with supervisor, no regular remote work schedule.

d. Direct School Support

No regular remote work schedule because the role is expected to provide direct school-based support while students are present or the building is open to the public. Exceptions may be allowed at the discretion of the Executive Director when students are not in the building.

3. Compensation and Benefits

- a. Remote workers are regular employees, not independent contractors. A remote work agreement is not a basis for changing an employee's salary or benefits, rights or responsibilities. The remote worker's salary, work hours, and benefits will remain subject to provisions of the appropriate collective bargaining unit/employment contract, employment guide, District policies or procedures, and/or state and federal statutes and regulations. Full-time exempt employees will not be eligible for any additional compensation or benefits as a result of remote work. Additional time, over and above the contracted amount, worked by part-time exempt employees or any non-exempt employee as a result of remote work must be pre-approved by an Executive Director in order to be eligible for compensation.
- b. Employees who work remotely are subject to all relevant collective bargaining/employment agreements, employment guides, and District policies and procedures, including those governing the use of paid and unpaid leave. The remote worker must seek approval for, and accurately and properly record, leave in accordance with District policies and procedures.

4. Performance

- a. The employee is responsible for ensuring their availability, communication with District staff, and appropriate levels of production and quality of work while remote working.
- b. The remote work agreement may be terminated immediately if performance issues arise.

5. Schedule

- a. Remote workers must abide by an established work schedule, and must report to the official work site as directed. In determining the frequency and extent of reporting to the official workstation, management needs such as staffing, meetings, and training are important considerations. While remote working, the number of work hours must match the hours that would be worked at their primary work site.
- b. **ALL WORK SCHEDULES MUST BE PRE-APPROVED BY THE DISTRICT.**

6. Liability for Injuries

- a. The District will continue to provide benefits and insurance coverage to remote work employees as governed by the applicable bargaining unit/employment contract or employment guide, District policies or procedures, and/or state and federal statutes and regulations, provided the alternate work location has been pre-approved in the remote work agreement.
- b. Workers' compensation coverage may or may not apply to injuries sustained while working at home or at an alternate work site. Coverage will be governed by the applicable insurance policy and relevant statutes and regulations.

7. Equipment and Supplies

- a. Depending on the job, equipment needs for remote workers will vary. To the extent possible, the GCED will provide the necessary equipment and supplies that are needed for the remote worker to perform their job duties successfully. The remote worker is responsible for providing office furnishings - such as desks, chairs, file cabinets, and lighting - at their own expense. It is the District's responsibility to maintain and repair any equipment which is supplied by the District.
- b. Any equipment, supplies, software, hardware, etc., purchased by the District remains District property and must be returned at the conclusion of a remote work agreement or when requested by District administration.
- c. Remote workers assume responsibility for the physical security of District equipment, supplies and information in their possession while remote working. The remote worker understands that the District will not be liable for damages to an employee's personal property while the employee is working at the approved alternate workstation. The remote worker will maintain their in-home workstation in a safe condition, free from hazards and other dangers to the employee and equipment.
- d. The employee is liable for any loss or damage to District equipment or supplies due to the employee's negligence or misconduct. Loss or damage to District equipment or supplies resulting from an employee's negligence or misconduct will be the responsibility of the employee. When the remote worker uses his or her own equipment, he or she is responsible for equipment repair and maintenance.
- e. Materials, documents, etc., that the remote worker transports to and from the official workstation to the home office are their responsibility and must be kept confidential and secure. The

employee agrees to protect the District records from unauthorized disclosure or damage and will comply with all applicable District policies and procedures, and state and federal laws and regulations.

8. Family Responsibilities

- a. Remote work is not to be used as a means of providing care for an employee's family members during work hours.
- b. Remote workers must make arrangements to have care for dependent children or elders provided by others during the employee's work day.

9. Mileage

- a. Remote workers may not receive reimbursement for expenses related to mileage to the employee's official work site.
- b. A remote work employee is eligible for reimbursement for mileage to other locations on the same basis as a non-remote work employee.

10. Program Evaluation

- a. Employees who participate in the remote work program agree to participate in all studies, reports, or analysis relating to telecommuting.
- b. The District will conduct periodic audits of the remote work program and process.

11. Professional Perception

- a. Employees who participate in remote work must be mindful of professional perception during the workday. This includes being cognizant of social media presence during the day or appearances at public locations (running errands or performing chores outdoors), which may be considered "not working."
- b. Remote workers must abide by an established work schedule, and must report to the official work site as directed. All employees should be available during regular work hours, unless taking paid time off or having made other arrangements with their supervisor.

12. Private and Confidential Information

- a. Protected Health Information (PHI) as defined in the Health Insurance and Portability Accountability Act (HIPAA), and private and confidential data as defined by the Minnesota Government Data Practices Act (MGDPA) and the Family Educational Rights and Privacy Act (FERPA) must be kept secure. Employees who remote work and take protected data out of the workplace must take precautions to ensure that the data is not disclosed, lost, or compromised as a result of the transport or change in location. Employees who remote work may opt or be required to work from their District-assigned worksite to avoid the transport of protected data.
- b. Failure to take reasonable precautions to safeguard private and confidential information will be grounds for discipline, up to and including termination.

13. District Action

- a. The District may cancel a remote work agreement at any time, for any reason or no reason at all.

- b. Nothing in these procedures precludes the District from taking disciplinary action against an employee who fails to comply with the provisions of this manual, his or her remote work agreement, other District policies or procedures, and state or federal laws and regulations.

Securing Offices

The last office employee person leaving the River Bluff Education Center each day will assure the following is accomplished:

1. All lights are turned off,
2. Copy machines and computers are turned off,
3. Phones are put on night ringer, and
4. Alarm is set if there is no custodian on duty.

In addition, all exterior doors to the River Bluff Education Center will be locked at all times. You should take your key fob with you to regain entrance to the building.

Employees with a need to enter the building during other than regular office hours will be issued a security system code by following approval from the Executive Director.

Also, during office time, all personnel will respect the privacy and quiet requirements of others.

Student Teachers

GCED loves the opportunity to have student teachers and we want to make the experience a positive one for all. You must submit the request for student teacher or other practicum like experience to the Executive Director for approval.

Employee Evaluations

1. Purpose

The process provides a basis for improving the effectiveness of each employee through identification of strengths and weaknesses and providing a basis for employee development.

2. Components

The process shall consist of walkthroughs, informal evaluations, formal evaluations, feedback conferences, and a formal write-up of the results. This shall be accomplished according to a fixed timeline and the process steps stated shall be understood to be minimums. This will continue to be true especially when a continuing contract teacher assumes a new position because of changes such as: age grouping served, location of service, or area of licensure taught. Direct input will be given by local administrators working closely with GCED employees.

3. Process

- a. Licensed Continuing Contract Employees and Licensed Non-continuing Contract Employees shall be formally evaluated according to the GCED Teacher Evaluation Process as approved.
- b. Support Personnel shall be formally evaluated once during their probationary period and then a least once every three years following that initial evaluation.

4. Employee Handbook

- a. GCED will develop, maintain and provide copies of a “Employee Handbook” for all employees upon initial hire and subsequently on the Education District website gced.k12.mn.us which will include procedures and policies.
- b. District/Program Calendars can also be found online.
- c. In addition a copy of the current Master Agreement and/or Terms and Conditions of Employment will be provided to new employees and will also be maintained on the Education District website gced.k12.mn.us. Once you have read the staff handbook, **please print off the GCED Handbook Signature Page and turn into [Cindy Luhman](#).**
- d. [GCED Handbook Signature Page](#)
- e. District Policies

Full policies can be found at gced.k12.mn.us, under Governance. GCED reserves the right to change/modify/terminate these policies or the above procedures at any time with notice to employees. Once you have reviewed the required policies, **please print off the GCED Policy Signature Page and turn into [Cindy Luhman](#).**

[GCED Policy Signature Page](#)