



Goodhue County Education District
Employee Handbook
2026-2027 ^(v1)

395 Guernsey Lane • Red Wing, MN 55066
gced.k12.mn.us

WELCOME TO GOODHUE COUNTY EDUCATION DISTRICT

Welcome and congratulations on being a member of the Goodhue County Education District (GCED). 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 GCED 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 GCED and services provided by this organization.

Cheryl L Johnson
Executive Director

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Goodhue County Education District

GCED was organized in 1990 under MN Stat 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 staff in a disrespectful or discourteous way.
3. **Staff 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.** Staff, 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 staff 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

GCED is committed to providing students with consistent, high-quality educational programs and services. Regular employee attendance is essential to achieving this mission. Employees are expected to report to work as scheduled, arrive on time, and maintain reliable attendance. Consistent attendance promotes continuity of instruction and services, supports colleagues, and contributes to the effective operation of the Education District.

Employees are encouraged to maintain their personal health and, whenever practical, schedule personal business, routine appointments, and other non-urgent matters outside of scheduled work hours. GCED recognizes, however, that circumstances will arise requiring employees to be away from work and provides a variety of leave benefits to support employees during those times.

Depending on eligibility and the applicable employment agreement, employees may have access to paid or unpaid leave for reasons including, but not limited to:

- Personal illness or injury
- Care of a qualifying family member
- Bereavement
- Jury duty
- Personal leave

Available leave is based on applicable collective bargaining agreement, contract, district policy, and state and federal law. Please refer to your applicable collective bargaining agreement, individual employment agreement, and GCED policies for a complete description of available leave benefits, eligibility requirements, and procedures for requesting leave.

Employees who have questions regarding available leave options or their eligibility should contact the GCED Human Resources at **hr@gced.k12.mn.us**.

Please note that paid sick leave and paid personal leave are valuable but finite benefits. GCED encourages employees to use these benefits responsibly throughout the school year so that paid leave remains available if an unexpected illness, injury, family medical need, or other qualifying circumstance arises later in the year.

To provide employees with greater flexibility, GCED frontloads annual paid sick leave at the beginning of each fiscal year. Frontloading allows employees to know their full annual leave entitlement from the first day of the year and provides immediate access to leave when qualifying needs occur. This approach recognizes that illnesses and other qualifying absences do not occur on a predictable schedule, and employees may need access to their full leave balance at any point during the year.

While frontloading provides this flexibility, employees should also recognize that the leave balance must last for the entire school year. As a general rule, the earlier paid leave is used, the greater the likelihood that available balances may be exhausted before the end of the

year if additional leave is needed. Thoughtful use of paid leave throughout the year helps reduce the risk of depleting available balances before the school year is complete.

Employees who exhaust their available paid leave balances and subsequently need additional time away from work may be required to use other available leave, if applicable, or take unpaid leave. In some circumstances, if an employee is unable to return to work and no additional protected leave is available under district policy, an applicable collective bargaining agreement, or state or federal law, continued employment may not be possible. Nothing in this handbook is intended to limit an employee's rights under the Minnesota Earned Safe and Sick Time (ESST) law, the Family and Medical Leave Act (FMLA), Minnesota Paid Leave, the Americans with Disabilities Act (ADA), or any other applicable law.

Absence Management - 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. GCED uses the Red Rover system for absence management. Absence requests must be taken as described in the individual's Agreement or Conditions of Employment. Any adjustment to this, or any custom absence, must have the prior written approval from the Executive Director or designee. Any question regarding Red Rover, including use and leave balances, can be directed to Human Resources at hr@gced.k12.mn.us.

Logistically, as much as is possible - 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 contact their immediate supervisor. Depending on the position and the context of the situation, the supervisor will determine how the absence is entered into Red Rover (i.e., done by the employee, done by the supervisor, or done by GCED Human Resources).

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 share their substitute plans with the building secretary before the start of the school year and update as needed.

Calendars

To ensure the Education District meets local agreements and state and federal requirements, each employee has an established calendar.

- For employees solely assigned to the River Bluff Education Center, their calendar is the GCED board-approved calendar - including staff days, student days, and non-reporting days.

- For employees not solely assigned to the River Bluff Education Center (RBEC), an auto calculate calendar is used to document and verify each employee's assigned work calendar throughout the school year. In this context, the school year means July 1 to June 30. Employees have the ability to alter their work days directly on the auto calculate calendar throughout the year by making the change and adding a comment directly on the auto calculate calendar with a brief explanation for the change. Changes will be reviewed and approved by the Executive Director or designee. Refer to further guidance in the annual email you will receive or receive during your onboarding process.
 - Note: Employees serving B-3 Early Childhood Special Education (ECSE) students use a stretch calendar. A stretch calendar is defined as a school year calendar from July 1 to June 30 of a given year. Teachers serving B-3 ECSE students will have an opportunity to work collaboratively with the Executive Director or designee to create the best individual stretch calendar for that teacher and the children they serve. Any adjustments to assignments will be communicated using the auto calculate calendar and approved by the Executive Director or designee.

Worker's Compensation

Any employee sustaining an injury* as part of fulfilling a job responsibility should immediately report the injury to their supervisor. After informing their supervisor, the employee should immediately call GCED Human Resources at 651-764-9016 (mobile - Human Resources) or 651-388-4441 (RBEC front desk). Human Resources will work with the employee to collect and report the necessary information. *Please note that if the injury is life threatening or requires immediate intervention, the employee and/or supervisor should call 911 immediately.

Return To Work Program

It is the practice of the Education 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.

Payroll

Direct Deposit: All employees must sign up for the deposit payroll program upon employment.

Pay Periods: All employees are paid on the 15th and 30th of each month, except in February, which is on the 15th and 28th.

Paychecks: Paychecks are kept electronically within the SMARTeR Finance system. For questions on accessing your paycheck in SMART and/or questions on anything related to your paycheck, deductions, etc. - please contact GCED's Payroll Lead, Andrea Wallaker at awallaker@gced.k12.mn.us.

Insurance/Benefits

Health/Dental/Vision/Supplemental Life Insurance: Depending on eligibility and the applicable employment agreement, employees have access to health, dental, vision, and/or supplemental life insurance. Premiums paid by the Education District and the employee are based on the applicable employment agreement. Each eligible employee will have an opportunity to enroll, re-enroll, and/or make changes to their insurance elections during each Open Enrollment period (generally mid-November through mid-December). If an employee has a qualifying Life Event that necessitates a need to adjust their enrollment(s) and election(s) (ex. birth of a child), before or after this window, please contact Human Resources.

Kavira Health: Kavira Health is a primary and urgent care clinic that delivers all care via telehealth, and in-person home visits. Employees who are covered by one of the Education District's insurance plans and their families receive unlimited, on-demand, and completely free* access. Kavira provides employees (and immediate family members) with unlimited access to Kavira's clinical team – providing primary care, urgent care, free in-home x-rays, 30 free labs, and 300 free medications, via telehealth and home visits. Kavira's full services list, 30 free labs, and medication formulary can be found here: www.kavirahealth.com/services. Kavira employs a team of NPs (nurse practitioners), PAs (physician's assistants) and RNs (registered nurses) to provide all care – with the ability to diagnose, treat, and prescribe medications for common ailments. Kavira's clinic hours are 8am-7pm weekdays and 10am-2pm weekends (virtual only). The goal is to provide incredibly responsive care – responding to members within 10 minutes virtually and providing home visits within 4 hours of a member needing in-person care. Kavira will never bill insurance, and will never bill a member directly for care*.

Flex Plans: Depending on eligibility and the applicable employment agreement, employees will have the option of enrolling in a Flex Health Account or a Health Savings Account. Please see the GCED Benefit Booklet for more details.

Standard Life Insurance: See respective GCED contracts and/or terms and conditions for relevant provisions.

Long-Term Disability Insurance: See respective GCED contracts and/or terms and conditions for relevant provisions.

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.

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.

COBRA Continuation Coverage: Eligible employees and their covered dependents may have the right to continue group health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) when coverage would otherwise end due to certain qualifying events, such as termination of employment, a reduction in work hours, divorce, or other qualifying circumstances.

Employees who experience a qualifying event will receive information regarding their continuation coverage rights, eligibility, enrollment procedures, costs, and applicable deadlines in accordance with federal law. Questions regarding COBRA benefits should be directed to Human Resources. In the event of an employee leaving GCED, Human Resources will provide the outgoing employee with the needed COBRA information.

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.

Salary/Leave Time/Emergency Closings: See respective GCED contracts and/or terms and conditions for relevant provisions.

Mileage Reimbursement and Vehicles

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. Final claims must be turned in on or before July 31st of each year. Mileage claims will be paid within 2 weeks of receipt following approval.

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 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. Consideration for use of a purchased or leased vehicle begins when an employee begins averaging 800 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. Employees must 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 vehicle binder 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.

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. Please use this [form](#).

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.

Consideration:

1. Serve more than two buildings
2. Communicate with the greatest number of people and agencies
3. Tapped for student crisis
4. Cell phone usage would be useful in the areas served
5. Schedule is not fixed

Education 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. These employees will be provided the Wireless Devices: Acceptable Use and Guidelines Procedures Manual for review.

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. GCED 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 policies or procedures.
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. Please see below for more details.

Reimbursement:

1. \$63.00 per day shall be allowed for meals as per the following limits which are subject to change:
 - a. \$16.00 Breakfast
 - b. \$19.00 Lunch
 - c. \$28.00 Dinner
2. Lodging will be paid in full. However, no lodging shall be allowed when the setting is within 60 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.

For claiming conference expenses post attendance, claims need to be submitted for approval no later than the 1st of each month. Final claims must be in on or before June 30th each year. Approved claims will be paid within 2 (two) weeks of receipt.

Budget Supplies and Materials

Funds for assessment, instructional materials and supplies budgeted within all program areas, are available for use by all students.

Material or equipment needed for programs or students will be requisitioned through the Education 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 employees need to be delivered to the GCED central office. The person making the requisition will be notified when it arrives and is ready for pick up. 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 Education District office.

Emergency School Closings

In the event of an emergency school closing, GCED employees will follow the actions of the school they are scheduled for on that day. Employees not scheduled at a specific district, will report to the GCED offices as planned per the instructions given in the closing. Any deviations from this procedure will be approved by the Executive Director. Itinerant employees must use their best judgment or call the GCED Education District office. Closing will be sent via ReachMyTeach and posted on the GCED website. Instructions provided in the closing information will alert staff to their duties for the day.

Email Accounts

Education District email is the primary way we communicate important information to employees. Each employee of the Education District will be assigned an email address at the time of hire. Employees are expected to check their email at appropriate times during the workday to obtain important information from their supervisor or other district employees.

Employees must be aware that because we are a public entity, email messages constitute “data” under the Minnesota Government Data Practices Act. This means that they must be retained by the Education District and member districts, pursuant to the Education District’s and member district’s data retention schedule. It also means that messages that relate to students and/or their parents are considered student data, to which parents must be provided access, if they make a formal request to the Education District Office. Messages must always remain professional and objective. An employee shouldn’t use personal email or a personal messaging app. Employee messages sent from a personal email or personal messaging app that relate to students and/or their parents are considered student data to which parents, the school district and other entities designated by the Minnesota Data Practices Act have access.

Fire Drills, Emergency Evacuation of Building and Standard Response Protocol

Fire drills are held periodically during the school year. Each employee will inform their students of the exit or exits that are to be used in certain emergency situations. It is the responsibility of all employees 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 and ALICE. Beyond the procedures mentioned already in this section, it is the responsibility of all employees to become familiar with the Standard Response Protocol and work with their students on each element: Hold, Secure, Lockdown, Evacuate and Shelter.

Furniture and External Items

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 or designee. 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.

All external items (items not provided to you by GCED) need to be approved prior to them being brought into the school setting. This includes furniture and also plants and animals (please see the Indoor Air Quality section, below, *for information on plants and animals*). Requests need to be made via the applicable External Items Request Form. Please note that this procedure includes items donated, crowd funded, etc. Items that are not approved will be removed. Under MN law, donations must be accepted by a school board resolution. If you receive a donation, please promptly notify your supervisor so this can be done.

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 the Director of Human Resources & Federal Programs. 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 external items (animals, plants, and nature related items) to be brought into 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 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.

Materials, Media and Supplies

All materials, equipment, etc., will be requested through the supervisor. These items, when received, will be coordinated with the support staff member 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 or designee.

All materials, available for checkout, taken out for loan by member district or GCED employees will be checked out with the support staff member 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 Building Support Specialist.

Photo ID and Key Fob

All Education District employees 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 must contact the Executive Director and supervisor immediately. Employees are responsible for any costs incurred in replacing the lost item or necessary lock updates.

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 employee 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.

Who Can Remote Work?

1. 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.
2. 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.

3. 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.

Remote Work Eligibility Definitions

1. Full-Time Remote

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

2. Hybrid Remote

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

3. 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. The form to request consideration of Ad-Hoc Remote work can be found [here](#).

4. 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.

Compensation and Benefits

1. 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, Education 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.
2. Employees who work remotely are subject to all relevant collective bargaining/employment agreements, employment guides, and Education 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 Education District policies and procedures.

Performance

1. The employee is responsible for ensuring their availability, communication with

Education District member district staff, and appropriate levels of production and quality of work while remote working.

2. The remote work agreement may be terminated immediately if performance issues arise.

Schedule

1. 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.
2. All work schedules must be pre-approved by the Education District.

Liability for Injuries

1. The Education 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, Education 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.
2. 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.

Equipment and Supplies

1. 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 Education District's responsibility to maintain and repair any equipment which is supplied by the Education District.
2. Any equipment, supplies, software, hardware, etc., purchased by the Education District remains Education District property and must be returned at the conclusion of a remote work agreement or when requested by Education District administration.
3. Remote workers assume responsibility for the physical security of Education District equipment, supplies and information in their possession while remote working. The remote worker understands that the Education 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.
4. The employee is liable for any loss or damage to Education District equipment or supplies due to the employee's negligence or misconduct. Loss or damage to Education 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.

5. 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 Education District records from unauthorized disclosure or damage and will comply with all applicable Education District policies and procedures, and state and federal laws and regulations.

Family Responsibilities

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

Mileage

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

Program Evaluation

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

Professional Perception

1. 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."
2. 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.

Private and Confidential Information

1. 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 work remotely may opt or be required to work from their Education District-assigned worksite to avoid the transport of protected data.

2. Failure to take reasonable precautions to safeguard private and confidential information will be grounds for discipline, up to and including termination.

Education District Action

1. The Education District may cancel a remote work agreement at any time, for any reason or no reason at all.
2. Nothing in these procedures precludes the Education 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 Education District policies or procedures, and state or federal laws and regulations.

Student Teachers

GCED looks forward to the opportunity to have student teachers, interns, field observers and related opportunities and we want to make the experience a positive one for all. You must submit the request for these experiences to the Executive Director for approval. Upon approval by the Executive Director, Human Resources will follow-up with a form to complete that highlights expectations and confidentiality pertinent to the experience.

Employee Evaluations

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.

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.

Process

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

Employee Handbook

1. GCED will develop, maintain and provide copies of an “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.
2. Education District/Program Calendars can also be found online.
3. 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.
4. Goodhue County Education District School Board Policies can be found on the GCED website gced.k12.mn.us.

Education District Policies, Organizational Chart and Contact Lists

Full policies, organizational chart and contact lists can be found at gced.k12.mn.us. Policies can be located under Governance. GCED reserves the right to change/modify/terminate these policies or the above procedures at any time with notice to employees.

Acknowledgement of Policy and Handbook Review, 2026-2027

I acknowledge that I have received access to the Goodhue County Education District Staff Handbook and understand that I am responsible for reviewing and becoming familiar with the policies, procedures, expectations, and other information applicable to my employment within the Staff Handbook as well as the following Goodhue County Education District policies:

Policy 413 Harassment & Violence

Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults

Policy 416 Drug and Alcohol Testing

Policy 418 Drug Free Work Place/Drug Free School

Policy 419 Tobacco-Free Environment

Policy 514 Bully Prohibition

Policy 524 Internet Acceptable Use Policy

Policy 526 Hazing

I understand that the Staff Handbook is intended to provide general guidance and does not create a contract of employment or alter the terms of an applicable collective bargaining agreement, individual employment contract, or official Board policy.

I understand that policies, procedures, benefits, and other employment information may be amended or updated from time to time. I understand that I am responsible for complying with current District policies and procedures and for seeking clarification from Human Resources or my supervisor when needed.

Employee Certification

By signing this acknowledgment, I confirm that:

- I have received access to the Staff Handbook and the Goodhue County Education District School Board Policies.
- I understand that I am responsible for familiarizing myself with applicable District policies and procedures.
- I understand that this acknowledgment does not constitute an employment contract.
- I understand that applicable collective bargaining agreements, employment contracts, Board policies, and federal or state law may supersede information contained in the handbook.
- I understand that I may contact my supervisor or Human Resources with questions regarding the handbook or District requirements.

By checking this box and submitting this form, I understand that typing my name above constitutes my electronic signature and acknowledgment of this form.

☐

Name (typed):_____