



FARMINGTON

AREA PUBLIC SCHOOLS



EMPLOYEE ORIENTATION HANDBOOK

2022 - 2023



ABOUT FARMINGTON AREA PUBLIC SCHOOLS



Farmington Area Public Schools, ISD 192, is committed to designing high quality learning experiences for all. Thanks to our dedicated staff and community support, we are providing learner centered experiences that support each person's development. Our students are community leaders, outstanding artists, talented athletes, and creative problem solvers - but most importantly, they are successful learners gaining the knowledge, skills, and dispositions that will allow them to create their own successful future.

Our staff members play a vital role in our success as a district.

Here are a few fast facts about our district and community as you begin your service with us!

- 1 Learner-Centered Focus Aided by Personal Technology:** All District 192 learners in grades K-12 have access to an iPad (7th gen.) in a 1:1 ratio to support personalized learning.

- 2 Strategic Plan Drives Decisions:** The District Strategic Plan, updated in 2022 with extensive staff and community feedback, provides a framework and direction for the district.

- 3 Dedicated to Real Life Learning Experiences:** Students are provided real life learning experiences within and beyond the classroom through a personalized, individualized and competency based system. Students show their learning through application of skills and knowledge.

- 4 Survey Shows Satisfaction:** A full 91% of residents rated the quality of education provided in the district as "excellent" or "good" in a scientific survey.

- 5 Community Ed Success:** Farmington's Community Education programs offer learning and enrichment for all ages, including early childhood family education, accredited preschool options, school age care, youth and adult enrichment classes, and more.

Fast Facts ...and Numbers

Enrollment

Current enrollment is about 7,000 students in grades K-12 with growth anticipated.

Schools

High Schools - 1
Middle Schools - 2
Elementary Schools - 5

Community

The total population of District 192 is more than 36,000 and growing.

Staff

900 employees,
490 licensed teachers

Finances

83% of spending goes toward classroom instruction and student services.

Stay informed on school news and achievements.



facebook.com/district192



twitter.com/district192



www.farmington.k12.mn.us



youtube.com/c/district192



DISTRICT SERVICES PERSONNEL

	<u>Phone Number</u>
SUPERINTENDENT'S OFFICE (5013)	651-463-5013
Jason Berg, Superintendent	651-463-5013
Lisa Edwards, Director of Elementary Learning	651-463-5016
Christopher Bussmann, Director of Secondary Learning	651-463-5054
Lori Jensen, Executive Assistant	651-463-5013
Sally McConaughy, Communications Generalist	651-463-5079
BUSINESS SERVICES (5045)	651-463-5045
Jane Houska, Finance Director	651-463-5043
Renee Swanson, Controller	651-463-5042
Bernie Getzlaff, Accounts Payable Assistant	651-463-5068
Open, Business Office/Buildings & Grounds Assistant	651-463-5045
Heather Pfeifer, MARSS Specialist	651-463-5076
HUMAN RESOURCES (5040)	651-463-5040
MaryAnn Thomas, Director	651-463-5065
Karen Roschen, Payroll and Employee Benefits Supervisor	651-463-5037
Sue Coccarelli, Human Resources Generalist	651-463-5046
Open, Administrative Assistant	651-463-5040
TEACHING & LEARNING (5015)	651-463-5015
Lisa Edwards, Director of Elementary Learning	651-463-5016
Christopher Bussmann, Director of Secondary Learning	651-463-5054
Andrew Baldwin, Instructional Technology Director	651-463-5062
William Ristow, Data/Assessment Coordinator	651-252-2851
Pete Fleenor, Technology Integration Specialist	651-252-2836
Richard Yonker, Science & Technology Integration Specialist	651-252-2866
Kerry Beton, District Literacy Coordinator	651-252-2690
Mauri Deer, Equity and Personalized Learning Coach	651-252-2952
Deb Mayer-Schmitz, Teaching & Learning Specialist	651-463-5015
TECHNOLOGY (5055)	651-463-5055
Nathan Simon, Technology Coordinator	651-463-5096
Brent Rasmussen, Technology Services Specialist	651-463-5039
BUILDINGS & GROUNDS (5045)	
Dan Miller, Director of Operations	651-463-5058
FOOD SERVICE (5025)	651-460-3820
Kirsten Kruijenga, Director	651-460-3822
Kim Herrgott, Office Manager	651-460-3823
SPECIAL SERVICES (5020)	651-463-5020
Dana Strop, Director	651-463-5020
Meagan Dobson, Assistant Director	651-463-5078
Amy Berich, Special Education Finance Specialist	651-463-5023
Cheryl Hince, Administrative Assistant	651-463-5024
Heather Bergstrom, Administrative Assistant	651-463-9083
COMMUNITY EDUCATION OFFICE (3200)	651-460-3200
Brianna Ostloff, Director	651-460-3200
Brittany Hoppe, Administrative Assistant	651-460-3204
Tresa Washburn, Early Childhood Coordinator	651-460-3205
Khosia (Anna) Dia, Early Learning Program Supervisor	651-460-3216
Kim Lester, Administrative Assistant	651-460-3209
Kris Akin, Communications Generalist	651-460-3215
Mandy Clementz, Adult/Community Program Coordinator	651-460-3203
Amanda Shadoin, Youth Program Coordinator	651-460-3802
Renee Gerster, Youth Development Supervisor	651-460-3803
Trish Baatz-Schultz, Administrative Assistant	651-460-3804
Dr. Tracie Kreighbaum, Family Literacy Coordinator	651-460-3805





FARMINGTON

AREA PUBLIC SCHOOLS

SCHOOL BOARD DIRECTORY January 2022

BOARD MEMBER**OFFICE TERM**

Kyle Christensen (Chair)
17042 Everest Path
Farmington, MN 55024
Cell Phone: (612) 386-8447
e-mail: kchristensen@farmington.k12.mn.us

1/1/2021-
1/1/2025

Jacilyn Doyle (Treasurer)
3057 224th St. W.
Farmington, MN 55024
Home Phone: (651) 319-7411
e-mail: jdoyle@farmington.k12.mn.us

1/1/2021 -
1/1/2025

Hannah Simmons (Vice Chair)
20600 Camden Path
Farmington, MN 55024
Cell Phone: (712) 298-0392
e-mail: hsimmons@farmington.k12.mn.us

1/1/2021-
1/1/2025

Steve Corrado (Board Clerk)
18775 Essence Trail
Farmington, MN 55024
Home Phone: (651) 463-2333
e-mail: scorraro@farmington.k12.mn.us

1/1/2019 -
1/1/2023

Rebecca Kaletta
19404 Elsmere Ct.
Farmington, MN 55024
Home Phone: (651) 428-3881
e-mail: rkaletta@farmington.k12.mn.us

1/1/2019-
1/1/2023

Sue Dentinger
19954 Everhill Ave.
Farmington, MN 55024
Cell Phone: (612) 232-2927
e-mail: msauser@farmington.k12.mn.us

6/27/2022-
1/1/2023

ISD 192 School Building Directory

Farmington High School Teacher Day: 7:30-3:30 Student Day: 8:10 - 2:55	20655 Flagstaff Ave. Farmington, MN	651-252-2500	Daniel Pickens, Principal Sue Hurtgen Admin. Assistant
Robert Boeckman Middle School Teacher Day: 7:50-3:50 Student Day: 8:50 -3:30	800 Denmark Ave. Farmington, MN	651-460-1400	Open, Principal Tammy Babcock, Admin. Assistant
Levi P. Dodge Middle School Teacher Day: 7:50-3:50 Student Day: 8:50 -3:30	4200 - 208 th St. W. Farmington, MN	651-460-1500	Andrew Nelson, Principal Betsy Kintner, Admin. Assistant
Akin Road Elementary Teacher Day: 7:00-3:00 Student Day: 7:40-2:10	5231 - 195 th St. W. Farmington, MN	651-460-1700	Tracey Magnuson, Principal Cherise Haakana, Admin. Assistant
Farmington Elementary Teacher Day: 7:30-3:30 Student Day: 8:10-2:40	500 Maple Street Farmington, MN	651-463-9000	Kim Bollesen, Principal Holly Speratos, Admin. Assistant
Meadowview Elementary Teacher Day: 7:15-3:15 Student Day: 7:40 -2:10	6100 - 195 th St. W. Farmington MN	651-460-3100	Rebecca Bican, Principal Jami Roberts, Admin. Assistant
North Trail Elementary Teacher Day: 7:00-3:00 Student Day: 7:40-2:10	5580 - 170 th St. W. Farmington, MN	651-460-1800	Steven Geis, Principal Lisa Christensen, Admin. Assistant
Riverview Elementary Teacher Day: 7:00 -3:00 Student Day: 7:40 - 2:10	4100 - 208 th St. W. Farmington, MN	651-460-1600	Kim Grengs, Principal Sally VanValkenburg, Admin. Assistant
Tiger Legacy Learning Center Teacher Day: Varies	510 Walnut Street Farmington, MN	651-463-5020	Sarah Kloeckl, Director Cheryl Hince, Admin. Assistant

Our Payroll Process

Payroll strives to process your checks as efficiently and accurately as possible, so it is crucial that you submit forms, time sheets, etc., by the necessary deadlines. *You are strongly encouraged to review your check information each payday.* If you have any questions, please feel free to contact the Payroll Office.

- Paydays are twice a month, on the 15th and the last day of the month. If either of those days falls on a weekend or holiday, paychecks are issued on the preceding work day. Timesheets are generally paid with a one half month lag, i. e. time worked the 1st through the 15th is paid on the end of the month payroll.
- Most hourly employees of the district are required to use the True Time time-keeping system. Instructions will be provided during your orientation. If you are unable to clock in and out it would be a good idea to track your time worked on paper, from your first day until you begin using the time-keeping system. When you submit your electronic timesheet, you are verifying that all information is true and accurate. If you fail to submit your electronic timesheet by the deadline, your pay may be delayed one payroll cycle.
- Time sheets are due to Payroll three days after payday for the following payroll. Since your supervisor will need to meet this deadline, he/she will have their own deadline for your time sheet. Be sure to fully complete and sign your timesheet and forward it to your supervisor or principal within their deadline so they may approve the payment and submit it to Payroll. When you submit your timesheet, you are verifying that all information is true and accurate.
- Direct deposit is mandatory for all employees of Farmington schools (MN Statue 177.23, subd.4). Funds are deposited into your account on payday.
- Employee Resource Management Assistant (ERMA) is available by logging in through a district computer to the ISD 192 intranet. ERMA contains demographic information, detailed check information, leave history and much more. See additional handout for details on this system.
- **PERA (Public Employees Retirement Association)**
PERA is a retirement plan for public employees in Minnesota. Membership is mandatory for all non-certified employees. PERA deductions are at 6.5% of the employee's gross pay and the district matches at 7.5%. The contribution amounts are forwarded to PERA each payday. If you have questions regarding your PERA balance, withdrawing funds, or changing beneficiaries, please contact PERA directly at 1-800-652-9026 or at www.mnpera.org
- **TRA (Teachers Retirement Association)**
TRA is a retirement plan for teachers in Minnesota. Membership is mandatory for certified teachers in a qualified work assignment. TRA deductions are at 7.5% of the employee's

gross pay and the district matches at 8.55%. The contribution amounts are forwarded to TRA each payday. If you have questions regarding your TRA balance, withdrawing funds, or changing beneficiaries, please contact TRA directly at 651-296-2409 or at www.minnesotatra.org

- **TSA (Tax Sheltered Annuities)**

Participation in a TSA is optional. By definition, a TSA is generally a tax-deferred retirement investment plan such as the 403b and 457 plans offered through the district. The terms “403b” and “457” refer to sections of the IRS Code which define the rules by which “pre-tax” investment may be made through payroll deduction.

Any employee may participate in a TSA. Some bargaining groups also have negotiated a district match to TSA contributions – see your bargaining agreement or the independent handbook to determine if you qualify for a district match.

ISD#192 - Truetime Employee's

2022 - 2023 School Year

Employee Submits MONDAY Manager Approves TUESDAY (unless otherwise noted)				
Weeks Paid	Employee Submits Time Sheet	Manager Approval Date	# of Days	Check Date
06/19/22 - 06/25/22	June 27, 2022	June 28, 2022		
06/26/22 - 07/02/22	July 5, 2022 BY NOON	July 5, 2022 BY END OF DAY	10	July 15, 2022
07/03/22-07/09/22	July 11, 2022	July 12, 2022		
07/10/22-07/16/22	July 18, 2022	July 19, 2022	10	July 29, 2022
07/17/22-07/23/22	July 25, 2022	July 26, 2022		
07/24/22-07/30/22	August 1, 2022	August 2, 2022	10	August 15, 2022
07/31/22-08/06/22	August 8, 2022	August 9, 2022		
08/07/22-08/13/22	August 15, 2022	August 16, 2022	10	August 31, 2022
08/14/22-08/20/22	August 22, 2022	August 23, 2022		
08/21/22-08/27/22	August 29, 2022	August 30, 2022	10	September 15, 2022
08/28/22-09/03/22	September 6, 2022 BY NOON	September 6, 2022 BY END OF DAY		
09/04/22-09/10/22	September 12, 2022	September 13, 2022		
09/11/22-09/17/22	September 19, 2022	September 20, 2022	15	September 30, 2022
09/18/22-09/24/22	September 26, 2022	September 27, 2022		
09/25/22-10/01/22	October 3, 2022	October 4, 2022	10	October 14, 2022
10/02/22-10/08/22	October 10, 2022	October 11, 2022		
10/09/22-10/15/22	October 17, 2022	October 18, 2022	10	October 31, 2022
10/16/22-10/22/22	October 24, 2022	October 25, 2022		
10/23/22-10/29/22	October 31, 2022	November 1, 2022	10	November 15, 2022
10/30/22-11/05/22	November 7, 2022	November 8, 2022		
11/06/22-11/12/22	November 14, 2022	November 15, 2022	10	November 30, 2022
11/13/22-11/19/22	November 21, 2022	November 22, 2022		
11/20/22-11/26/22	November 28, 2022	November 29, 2022	10	December 15, 2022
11/27/22-12/03/22	December 5, 2022	December 6, 2022		
12/04/22-12/10/22	December 12, 2022	December 13, 2022		
12/11/22-12/17/22	December 19, 2022	December 20, 2022	15	December 30, 2022
12/18/22-12/24/22	December 26, 2022	December 27, 2022		
12/25/22-12/31/22	January 3, 2023 BY NOON	January 3, 2023 BY END OF DAY	10	January 13, 2023
01/01/23-01/07/23	January 9, 2023	January 10, 2023		
01/08/23-01/14/23	January 16, 2023	January 17, 2023	10	January 31, 2023
01/15/23-01/21/23	January 23, 2023	January 24, 2023		
01/22/23-01/28/23	January 30, 2023	January 31, 2023	10	February 15, 2023
01/29/23-02/04/23	February 6, 2023	February 7, 2023		
02/05/23-02/11/23	February 13, 2023	February 14, 2023	10	February 28, 2023
02/12/23-02/18/23	February 21, 2023 BY NOON	February 21, 2023 BY END OF DAY		
02/19/23-02/25/23	February 27, 2023	February 28, 2023	10	March 15, 2023
02/26/23-03/04/23	March 6, 2023	March 7, 2023		
03/05/23-03/11/23	March 13, 2023	March 14, 2023	10	March 31, 2023
03/12/23-03/18/23	March 20, 2023	March 21, 2023		
03/19/23-03/25/23	March 27, 2023	March 28, 2023		
03/26/23-04/01/23	April 3, 2023	April 4, 2023	15	April 14, 2023
04/02/23-04/08/23	April 10, 2023	April 11, 2023		
04/09/23-04/15/23	April 17, 2023	April 18, 2023	10	April 28, 2023
04/16/23-04/22/23	April 24, 2023	April 25, 2023		
04/23/23-04/29/23	May 1, 2023	May 2, 2023	10	May 15, 2023
04/30/23-05/06/23	May 8, 2023	May 9, 2023		
05/07/23-05/13/23	May 15, 2023	May 16, 2023	10	May 31, 2023
05/14/23-05/20/23	May 22, 2023	May 23, 2023		
05/21/23-05/27/23	May 30, 2023 BY NOON	May 30, 2023 BY END OF DAY		
05/28/23-06/03/23	June 5, 2023	June 6, 2023	10	June 15, 2023
06/04/23-06/10/23	June 12, 2023	June 13, 2023		
06/11/23-06/17/23	June 19, 2023	June 20, 2023	10	June 30, 2023
06/18/23-06/24/23	June 26, 2023	June 27, 2023		
06/25/23-07/01/23	July 3, 2023 BY NOON	July 3, 2023 BY END OF DAY	10	July 15, 2023
07/02/23-07/08/23	July 11, 2023	July 12, 2023		

Independent School District #192
20655 Flagstaff Avenue
Farmington, MN 55024

List of Participating Vendors

Please log onto the website below or call the number listed to find the local representative

VALIC	https://www.valic.com/ Phone: 800-448-2542
ESI Education Minnesota	http://tsainvest.com/ Phone: 877-403-2374
Horace Mann 403(b), Roth 403(b), 457	http://www.horacemann.com/financial-services/annuities Phone: 800-999-1030
VOYA (ING)	https://voyaretirement.voyaplans.com/portal/welcome.do Phone: 888-889-8325
MetLife	https://www.metlife.com/blog/money/teachers-retirement-savings/ Phone: 800-560-5001
457 MN Deferred Compensation Plan 457 and Roth 457	https://www.msrs.state.mn.us/about-mndcp Phone: 651-296-2761
ASPIRE	http://www.aspireonline.com/plan-types/403(b)-plan/k-12 Phone: 866-634-5873

Salary Reduction Agreement for 403(b)/403(b) Roth/457 or 457 Roth TSA with Match

Independent School District #192
20655 Flagstaff Avenue
Farmington, MN 55024

Part 1. Employee Information (please print)

Name _____ Social Security # _____ Birth Date _____

Pay periods per year _____ Requested Start Date _____ Position _____

Part 2. Contribution Information (fill in all that apply.)

Salary Reduction				Service Provider (See list of allowed providers)	Employee	Employer Match
Type	New	Change	Stop		Salary Reduction Amount Per Pay Period	Annualized Employer Match
403(b)						
403(b)						
403(b) Roth						
457						
457 Roth						

Part 3. Catch Up Provisions

☐ I am contributing \$ _____ /year using the Age 50 and older catch up election (included in the amount above).

Part 4. Agreement

By signing this Agreement, Employee agrees to modify his/her salary as indicated above and Employer agrees to contribute this amount on Employee's behalf into the 403(b)/403(b) Roth/457 or 457 Roth annuity(ies) or custodial account(s) selected by the Employee. It is intended that the requirements of all applicable state and federal tax rules and regulations (Applicable Law) will be met. The Employee understands and agrees that this Agreement:

1. Is legally binding and irrevocable with respect to amounts paid or available while it is in effect;
2. May be terminated at any time for amounts not yet paid or available, and that a termination request is permanent and remains in effect until a new salary reduction agreement is submitted;
3. Is effective only for amounts not yet earned or made available in accordance with the Employer's administrative procedures.

Employee further agrees that:

He/she is responsible for determining that his/her salary reduction amount does not exceed the limits of the Applicable Law;

He/she is responsible for the accuracy of the information provided by Employee, which is used in determining Employee's Maximum Annual Contribution limit; and Employer has no liability for any losses suffered by Employee that resulted from his/her participation in the 403(b)/403(b) Roth/457 or 457 Roth program.

Employee acknowledges that Employer has made no representation to Employee regarding advisability, appropriateness or tax consequences of the purchase of these programs. Nothing herein shall affect the terms of employment between Employer and Employee.

This agreement supersedes all prior salary reduction agreements and shall automatically terminate if your employment with the Employer is terminated.

Important Information

1. Employer does not choose the annuity contract(s) or custodial account(s) in which contributions are invested.
2. Employees are responsible for setting up and signing the legal documents to establish the annuity contract or custodial account. However, in certain group annuity contracts, Employer may be required to establish the contract
3. In order to receive the expected tax results, Employees are responsible for investing in annuity contracts or custodial accounts that meet the requirements of Section 403(b)/403(b) Roth/457 or 457 Roth in the Internal Revenue Code.
4. Employees are responsible for naming a death benefit under the 403(b)/403(b) Roth/457 or 457 Roth program. This is normally done at the time the annuity contract or custodial account is established. Beneficiary designations should be reviewed periodically.
5. Employees are responsible for all distributions and any other transactions with their service provider. All rights under the annuity contracts or custodial accounts are enforceable solely by the Employee, Employee Beneficiary or Employee's Authorized Representative. Employee must work directly with the service provider to transfer contract(s) or custodial account(s) to another service provider, begin distributions, or otherwise access 403(b)/403(b) Roth/457 or 457 Roth program assets.
6. Employees are responsible for determining that salary reductions do not exceed the allowable contribution limits under Applicable Law. Limits should be checked each year for the scheduled increases for the next calendar year.

Read Before You Sign:

By signing this Agreement, you are declaring that the amount you have elected to withhold does not exceed the allowable contribution limits under Applicable Law. If selected in Part 2 above, you are declaring that you are eligible for one or both of the catch up elections as indicated. And you are accepting full responsibility for the amount you have elected to have withheld from your salary and contributed to the 403(b)/403(b) Roth/457 or 457 Roth arrangement.

Part 5. Employee Signature

I certify that I have read this complete Agreement and that my salary reductions do not exceed contribution limits as determined by Applicable Law. I also certify that I am eligible for the catch up election(s), if selected, under Part 2 above. I understand my responsibilities as an Employee under the 403(b)/403(b) Roth/457 or 457 Roth programs, and I request Employer to take the action specified in this Agreement. I understand that all rights under annuity (ies) or custodial account(s) established by me under the 403(b)/403(b) Roth/457 or 457 Roth program are enforceable only by me, my beneficiary or my authorized representative.

Employee Signature

Date

Part 6. Acknowledgement and Representative of Sales Agent/Representative

I hereby acknowledge my responsibility to comply with Employer's written directives regarding solicitation of Employees. I also acknowledge my responsibility to assist the Employee in determining the maximum contribution limits.

Sales Agent/Representative (please print clearly)

Phone

Address

Signature

Date

EMERGENCY SCHOOL CLOSINGS, DELAYS OR EARLY RELEASES

In making the decision to close schools, the Superintendent or designee will consider many factors relating to the safety and health of children. Conditions which would prompt consideration to close schools could be:

1. Weather conditions, both existing and predicted.
2. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.
3. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

If a school closure, delayed opening or early release are implemented, other school events will likely be canceled dependent on the weather forecast and conditions. Please watch the television or visit the district web site for the latest announcements regarding the status of before and after school activities.

When school is closed, delayed or when there is an early release, please refer to your individual working agreement for instructions regarding appropriate procedures.

DISTRICT ALL – CALL NOTIFICATION

District-wide system to notify all employees through phone call and e-mail.

NOTIFICATION – WEB PAGE

School closing information will be posted on the District Web Site: www.farmington.k12.mn.us

NOTIFICATION – HOTLINE

The hotline will have school closing information: 952-985-1100

NOTIFICATION – LOCAL TV

The following television stations will have the notification by 6:30 a.m. of school closings or changes in start times. We try to have the notification on earlier but sometimes it just isn't possible to make a determination earlier.

KARE 11....Channel 11

WCCO....830 AM & Channel 4

KSTP....Channel 5

KMSP....Fox 9/UPN 29

What should I do if I need to report an absence?

Regular attendance is expected of employees of Farmington Area Public Schools. If you are unable to perform your duties and responsibilities because of personal illness, injury or other reasons, you should notify your appropriate supervisor or administrator as soon as possible prior to the start of the work day.

- Teachers must record all their absences including for sick, personal and professional time in Absence Management, the districts substitute placement system (app.frontlineeducation.com), at least 2 hours prior to the start of your school day. If Absence Management states that your entry is past the absence cutoff time, please contact your school administrative assistant.
- Paraprofessional employees must record their absences in Absence Management (for substitute tracking) and ERMA (employee absence tracking). See the additional handout for details on this system.
- Administration, Independent Employees, Administrative Assistants, Community Education classroom support and Custodians must enter their absences in ERMA.
- Check with your supervisor to determine if there are additional position specific reporting requirements.
- Employees whose absences will be greater than five days need to request a medical leave. You will need to forward the [Request For Leave Form](#) along with a doctor's note to your supervisor and Karen Roschen, Payroll Benefits Supervisor, at 651-463-5037 or kroschen@farmington.k12.mn.us. We will then determine if additional documentation needs to be submitted in case you may qualify for the Family Medical Leave Act (FMLA). The FMLA protects your position and benefits during a qualified absence for up to 12 weeks.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Work Injury Hotline

When someone's injured at work...



SFM Work Injury Hotline
855-675-3501

1

Injury occurs

The injury could have just happened, or just been noticed.



2

Supervisor & employee call

Make the call even if the supervisor is unavailable.



3

Talk to nurse

Tell the nurse what happened.



4

Treatment recommendation

Learn the best course of treatment — from self-care to a clinic referral.



5

Nurse sends report to SFM

SFM claims representative receives report and follows up, if needed.



Advantages of nurse triage:

- Injured workers get care without unnecessary waiting and anxiety
- Supervisors are freed from making healthcare decisions



EMPLOYEE NOTICE

FARMINGTON PUBLIC SCHOOLS WORKERS' COMPENSATION PROCESS

If you are injured on the job you and your supervisor must call the SFM work injury hotline at: 855- 675-3501. If your supervisor is not available, you should make the call yourself.

- Anytime 24/7 including weekends and holidays
- You and your supervisor will talk to a nurse at SFM
- SFM will recommend treatment options

The School district participates in the Health Partners Certified Managed Care Program that provides timely medical care and protection for both employees and employers injured on the job. You will work with a Health Partners managed care representative if medical treatment is required.

- Designated medical clinics (walk in to the clinic or phone the clinic for an appointment)
 - Allina Medical Clinic-Farmington
21260 Chippendale Avenue
Farmington, MN 55024
651-463-7181
 - Family Health Medical Clinic-Farmington
4645 Knutsen Drive
Farmington, MN 55024
651-460-2300
 - Minnesota Occupational Health (MOH) Eagan
1400 Corporate Center Curve #200
Eagan, Min 55121
651-968-5300

You are required to receive services from one of the designated medical clinics except in the following circumstances:

- In an emergency
- You are referred by Health Partners to another medical provider
- Your worksite and residence is more than 30 miles from the clinic.
- If you have a documented history of treatment (before the injury with a health care provider who maintains your medical records). In that situation, you must, within 10 days of your injury, provide Health Partners with copies of medical records from that provider. If you change doctors, it must be with a doctor within the managed care plan.
- Follow up care - You may continue to see the provider who performs your initial evaluation or you may choose to see another Health Partners Certified Managed Care program network provider. You may also choose to see a non-network provider with whom you have an established relationship. You must call Health Partners Managed Care case management at 952-883-5396 any time you wish to change providers.
- SFM and Health Partners case managers will monitor claims and will contact injured employees.

Miscellaneous Information

COPY MACHINES

Copy machines are to be used primarily for school purposes. Any personal use of District copying equipment shall be reimbursed by the employee at the rate of \$.03 per black and white copy (large quantities are discouraged).

DEPENDENTS AT WORK

Employees may not bring a dependent to work during work hours; supervising the dependent conflicts with job responsibilities and expectations. For some employees the publicized *Child to Work Day* is an exception to this rule, check with your supervisor for specific expectations.

DRESS

Custodians and food service workers are required to wear designated uniforms during the workday. All other employees are expected to model an appearance appropriate for their employment position. All employees should maintain a professional appearance. Check with your supervisor if you have any questions about appropriate dress.

E-MAIL

The District e-mail system is provided to facilitate the performance of duties associated with the total educational program. The system is the property of the District, and employees should consider all communications accessible. Appropriate usage of this communication system is mandatory, and the District reserves the right to cancel the privilege of e-mail access or impose other disciplinary action if necessary for inappropriate use.

INTERNET

The District Internet access is provided to facilitate the performance of duties associated with the total educational program. The technology system is the property of the District, and employees should consider all communications accessible. Rules regarding acceptable use of the Internet and District technology resources will be enforced according to District policy. The District reserves the right to cancel the privilege of Internet access or impose other disciplinary action if necessary for inappropriate use.

JOB POSTINGS

Job vacancies are processed through the Office of Human Resources, (651) 463-5046. Jobs are dated with a posting date and an application deadline date. All job postings are posted on the Human Resources page of the District Website.

Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered finalists for a position. *Finalist* means an individual selected to be interviewed prior to selection.

MILEAGE EXPENSE

Use of personal vehicles for approved district business is eligible for reimbursement at the rate

approved by the Finance office. Check with your supervisor regarding specific authorization and reimbursement procedures.

PHOTO ID

All school district personnel are required to have and to wear a photo ID badge when working at or visiting a school site during student-contact hours. An employee whose ID badge has been lost or damaged, or who has had a name change, should contact the Office of Human Resources, (651) 463-5040 for a replacement.

Employees are asked to be alert for adults in the building who do not have identification badges or a visitor sticker and to escort those adults to the main office for assistance. Building security is everyone's responsibility.

POLICIES

School district policies are available on the District website at www.farmington.k12.mn.us. You should be familiar and must comply with District policies that affect you.

NEW EMPLOYEE ORIENTATION CHECK LIST

Orientation Date _____ HR Signature _____

Employee Name _____ Employee Signature _____

- | | | |
|---|---|---|
| <input type="checkbox"/> HR Information Sheet | <input type="checkbox"/> Emergency Contacts | <input type="checkbox"/> Direct Deposit Form |
| <input type="checkbox"/> W4 Form | <input type="checkbox"/> ID & Documents | <input type="checkbox"/> Background Check/payment |
| <input type="checkbox"/> Contract (Teachers) | <input type="checkbox"/> Official Transcripts | |
| <input type="checkbox"/> Access Badge | | |
| <input type="checkbox"/> Absence Management | | |
| <input type="checkbox"/> PAF | | |

☐ Employee Orientation Handbook

- ☐ Pay Schedule/Process
- ☐ Retirement (TRA, PERA, 403b/TSA),
- ☐ Time off policies/procedures/Absence Management/ERMA
- ☐ Worker's compensation

☐ District Policies (full text of policies is available at: https://www.farmington.k12.mn.us/about_us/policies)

- ☐ FMLA - Provide for family and medical leave in accordance with state and federal law.
- ☐ Technology Use - Sets expectations for staff for appropriate use of computer network, Internet resources and social networking.
- ☐ Harassment and Violence - maintains a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- ☐ Mandatory Reporting of Child Neglect/Abuse - School personnel must report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.
- ☐ Bullying - identifies student to student bullying and procedures related to reporting/handling of same.
- ☐ Tobacco Free Environment - All school district property is tobacco free.
- ☐ Equal Employment Opportunity - The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status.
- ☐ Drug Free Workplace - Prohibits the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.
- ☐ Public and Private Personnel Data - provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.
- ☐ Employee Right To Know/Hazardous Substances - provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.
- ☐ Social media - Sets expectations for staff for appropriate use of social media as it relates to job assignment.
- ☐ Other policies on district website - employees are expected to comply with all policies as identified on the school district website.
https://www.farmington.k12.mn.us/about_us/policies

- ☐ Technology Information (E-Mail/Phone/ERMA/etc.).
- ☐ Union Contract Review (leave, holidays, etc.) or NA_____
- ☐ Teachers only: (CEUs, lane change, Probation, etc.)
- ☐ Independent Handbook Review or NA_____
- ☐ Insurance Review or NA_____
- ☐ Benefit Rate Sheet
- ☐ Online enrollment/benefit waiver (BSwift)
- Online Benefit Information:
- | | | |
|---|--|---|
| <input type="checkbox"/> Health | <input type="checkbox"/> Dental | <input type="checkbox"/> Waiver of coverage |
| <input type="checkbox"/> Flex Spending Account | <input type="checkbox"/> Flex Direct Deposit | <input type="checkbox"/> LTD |
| <input type="checkbox"/> Health Savings Account | <input type="checkbox"/> Life | <input type="checkbox"/> Voluntary Life |
| <input type="checkbox"/> Critical Illness/Accident Supplemental Insurance | <input type="checkbox"/> Employee Assistance Program | |
| <input type="checkbox"/> Vision Insurance | | |
- ☐ Health Reimbursement Account
- ☐ Life/LTD Insurance Certificate of Insurance
- ☐ Salary payment option (teachers only) ☐ Union Sign up ☐ Sick Leave Bank or NA_____



FARMINGTON SCHOOL DISTRICT NO. 192

POLICIES AND REGULATIONS

MSBA Policy 413

Orig. 1995

Revised: 01-2022

Adopted: 08-2013

HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of pupils, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE****I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

**ISD 192 SPECIFIC POLICIES****1003 ACCEPTABLE USE OF DISTRICT TECHNOLOGY****I. INTRODUCTION**

The use of Independent School District No. 192 computers, computer networks, and Internet resources is a key element of the curriculum and instruction in Independent School District No. 192. The Independent School District No. 192 computer network is intended for educational purposes. Independent School District No. 192 expects that staff will incorporate appropriate use of computer network and Internet resources into the curriculum and will provide guidance and instruction to students as to their uses.

Despite its tremendous educational potential, the Internet also presents the potential for security vulnerabilities and user abuse. For safety purposes, Independent School District No. 192 employs methods to protect network resources and users. The school board expects all employees and students to abide by procedures set forth below governing the use of Independent School District No. 192's computers, computer networks, and Internet resources. Failure to follow the guidelines may result in disciplinary action. Independent School District No. 192 is not responsible for ensuring the accuracy or usability of any information found on external networks.

Parent(s)/guardian(s) will be given the opportunity to determine their child's access to the Internet when they first begin school in Independent School District No. 192. Students in Grades K-12, along with their respective parent(s)/guardian(s), will annually acknowledge their understanding of the District's Acceptable Use Policy. Independent School District No. 192 will not be responsible for any and all claims arising out of or related to the usage of this interconnected computer system.

II. ACCESS

- A. Independent School District No. 192 offers Internet access for staff and student use. This policy sets for the online acceptable use procedures for all staff and students using the district's computers and network. This acceptable use policy applies to all technologies capable of accessing, inputting, or extracting information/data from the district's computer network, electronic mail (e-mail), and Internet.
- B. Students and employees shall have access to Internet information resources through computers and mobile devices located in their classroom, library,



FARMINGTON SCHOOL DISTRICT NO. 192

POLICIES AND REGULATIONS

MSBA Policy 522

Orig. 1995

Revised: 09-2020

Adopted: 09-2013

STUDENTS

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX coordinator. The school district's Title IX Coordinator(s) is/are:

Executive Assistant to the Superintendent and School Board
651-463-5013
20655 Flagstaff Avenue
Farmington, MN 55024

Alternative Title IX Coordinator
Director of Human Resources
651-463-5065



STUDENTS

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at - school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

SAFE AND SUPPORTIVE SCHOOLS

STAFF TRAINING



Training Overview

- **SAFE AND SUPPORTIVE SCHOOLS ACT**
- **PURPOSE OF BULLYING PROHIBITION POLICY**
- **STATEMENT OF POLICY 514**
- **DEFINITIONS**
- **IMPACT OF BULLYING**
- **RISK FACTORS**
- **PREVENTION**
- **REPORTING PROCEDURES**
- **DESIGNATED STAFF MEMBER ACTION**



Safe and Supportive Schools Act

Schools are required to:

- Incorporate school-wide programming that fosters a safe and supportive school climate
- Teach expected behaviors and positive character traits at age-appropriate levels
- Implement the district's Bullying Prohibition Policy 514
- Provide training to staff and volunteers on the prevention and intervention of bullying



Purpose of ISD 192

Bullying Prohibition Policy

- A safe and civil environment is needed for students to learn
- Acts of bullying interfere with a student's ability to learn and a teacher's ability to educate
- Staff require training and information in order to prevent and intervene in incidents of bullying
- The school district intends to take immediate action to investigate, respond to and remediate acts of bullying that have not been prevented



Statement of Policy 514

- Bullying is prohibited on school premises, school district property, at school functions or activities, or on school transportation.
- No staff member or volunteer of the school district shall permit, condone, or tolerate bullying.
- Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in the policy.
- Retaliation and false accusations are prohibited.
- Any person who engages in bullying, retaliation or false reporting of bullying or tolerates bullying shall be subject to discipline or other remedial responses.
- The school district will investigate all complaints of bullying.



Definitions

Bullying

Cyberbullying

Target

Bystander



Definition of Bullying

Intimidating, threatening, abusive or harming conduct that is objectively offensive and:

- An actual or perceived imbalance of power exist between the student engaging in bullying and the target of such behavior and the behavior is repeated or forms a pattern; or
- Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges



Definition of Cyberbullying

- **Bullying by use of technology or other electronic communication to intimidate, threaten, abuse, or harm another student. Technology includes:**
 - iPad or electronic device
 - Cell phone
 - Computer
- **Occurs in any of the following areas:**
 - School premises
 - District #192 property
 - At school functions or activities
 - On school transportation
 - On school computers, iPads, networks
 - Home (if it substantially disrupts student learning or the school environment)



Impact of Bullying

NEGATIVE IMPACT OF BULLYING:

- Increase of depression and anxiety
- Changes in sleep and eating patterns
- Withdrawal
- Health complaints
- Decreased academic achievement and school participation



Risk Factors

FACTORS THAT REDUCE THE RISK OF BULLYING

- Supportive and caring learning community
- Students are aware of expected behavior
- Students are taught necessary skills for intervening in the event they witness or experience bullying
- Implementation of violence prevention and character education programs
- Climate of acceptance, tolerance and respect of differences



Prevention

- Implement character development education programs.
- Engage all students in creating a safe and supportive school environment
- Utilize evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.
- Empower students to be positive leaders
- Teach and reinforce positive social interactions and inclusiveness
- Utilize morning meetings, newsletters, and classroom lessons to teach pro-social skills
- Talk to your students about bullying behaviors, bystanders and strategies to intervene.
- Teach students to advocate for themselves



Intervention & Reporting Procedures for Staff

If a student, parent, district employee or volunteer reports an incident of bullying to you, you should:

- Implement immediate interventions to ensure the safety of students involved.
- Refer incident to your administrator



Intervention & Reporting Procedures for Staff

Please refer to the following handout:

How to Intervene in a Bullying Incident

Look at the sections labeled “***During*** and
After”

What are your most important take-aways?





#WeAre192