<School Name> STAFF HANDBOOK – COVER PAGE

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A NOTE FROM THE SUPERINTENDENT

<DO NOT USE>

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A NOTE FROM THE PRINCIPAL

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INTRODUCTION

To facilitate your success and provide a blueprint regarding basic expectations, this handbook provides a summary of guidelines, expectations, and provisions of employment with <SCHOOL NAME> and St. Paul Public Schools (“SPPS”). It does not cover all aspects of employment with <SCHOOL NAME> or SPPS. Please read through this handbook carefully, as you are expected to follow the guidelines laid out within it. If you have questions regarding the information, it is your responsibility to address them with your supervisor or Human Resources.

SPPS or its departments may establish additional guidelines and procedures appropriate to that entity which may impact <SCHOOL NAME>’s staff and operations. Please learn those guidelines and observe them at all times. They are established for the benefit of the school or department and the students we serve.

This Employee Handbook replaces any earlier <SCHOOL NAME> Employee Handbook(s). In addition, this handbook may be revised from time to time, as needed, without prior notice as business, employment, legislative, social and/or economic conditions dictate. Any such revisions apply to existing, as well as future, employees. Revision will be made as they are approved. You will be notified and provided a copy of the revised handbook or applicable sections.

Only the Principal, Assistant Superintendent, or Superintendent and/or their designee may alter or modify any of the provisions of this Employee Handbook. Statements made by an administrator, principal, supervisor, manager or department head may not be interpreted as a change in policy and do not constitute an agreement of employment terms with an employee.

All provisions outlined in this Handbook are meant to exist in conjunction with the St. Paul Board of Education’s Policies and Procedures Manuals. This Handbook does not cover all aspect of the St. Paul Board of Education’s Policies and Procedures Manuals. You are responsible for reading, understanding, and adhering to all Board’s Policies and Procedures Manuals. If you have questions, please discuss them with your supervisor in a timely manner.

This Handbook does not constitute a contract of employment, express or implied. This is a general publication prepared for <SCHOOL NAME> employees, many whom are represented by various unions. If a conflict arises between an item in this Employee Handbook and an item in a negotiated agreement, the terms in the Negotiated Agreement will govern without nullifying any other items in this Handbook.

All St. Paul Board of Education Policies and Procedures Manuals can be found at <http://boe.spps.org/POLICYMANUAL> and <http://boe.spps.org/Proceduremanual>. In addition, the Code of Ethics for Minnesota Teachers can be found at <https://www.revisor.leg.state.mn.us/rules/?id=8710.2100>. If a conflict arises between an item in this Employee Handbook and an item in the St. Paul Board of Education Policies and Procedures manuals or State Statute, the terms of the Board of Education manuals and State Statute will govern without nullifying any other items in this Handbook. When St. Paul Board of Education Policies and Procedures Manuals are changed, they supersede the information in the <SCHOOL NAME>’s Employee Handbook.

Nothing in the Company’s policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment; employees have the right to engage in or refrain from such activities.

Failure to follow any of the policies and expectations referenced and contained within may result in disciplinary action, up to and including discharge.

ST. PAUL PUBLIC SCHOOLS MISSION STATEMENT

*To provide a premier education for all*

ST. PAUL PUBLIC SCHOOLS VISION STATEMENT

*Imagine every student inspired, challenged, and cared for by exceptional educators. Imagine your family welcomed, respected and valued by exceptional schools. Imagine our community united, strengthened, and prepared for an exceptional future. Saint Paul Public Schools: Where imagination meets destination.*

<School> VISION STATEMENT

*<Example: Imagine every student making a year’s growth or more academically, socially, and emotionally. Imagine every student prepared for the next year, Middle School, and beyond, learning how to learn and to create achievement through effort. Imagine a supportive school community united, learning with and from each other, to achieve this vision.>*

<School> MISSION STATEMENT

*<Example: To provide a safe, respectful school community that builds upon our tradition of high expectations for all students; nurtures the uniqueness of each child; and ensures that families are connected, informed, and involved.>*

*<School> BUILDING FOCUS*

*<Example: Our primary goal is to ensure all students make a year’s growth and some students make catch-up growth. We will focus on eliminating racial disparities, school climate & discipline, reading, and math.>*

BUILDING ADMINISTRATION AND CONTACT INFORMATION

Building Staff and Contact Information

<NAME>, Principal, <EMAIL>

<NAME>, Assistant Principal, <EMAIL>

<NAME>, Administrative Intern, <EMAIL>

<NAME>, Lead Clerk, <EMAIL>

<NAME>, Lead Custodial Engineer, <EMAIL>

<NAME>, IT Rep, <EMAIL>

OTHER IMPORTANT CONTACTS

Human Resources, 651-767-8200, <http://www.spps.org/hr>, [hr@spps.org](mailto:hr@spps.org)

Benefits, 651-767-8200, <http://www.spps.org/Domain/10732>, [benefits@spps.org](mailto:benefits@spps.org)

Payroll, 651-767-8200, <http://www.spps.org/Domain/1512>, [payroll@spps.org](mailto:payroll@spps.org)

Teamsters, 612-378-8700, [www.teamsterslocal320.org](http://www.teamsterslocal320.org)

SPFT, 651-222-7303, [www.spft.org](http://www.spft.org)

AFSCME, 651-450-4990, [www.afscmemn.org](http://www.afscmemn.org)

1. WORKPLACE STANDARDS and EXPECTATIONS
   1. RACIAL EQUITY: SPPS students deserve respectful learning environments in which their racial and ethnic diversity is valued and contributes to successful academic outcomes. All <SCHOOL NAME> and SPPS staff should support the Racial Equity policy. Inequitable behavior or practices because of race, ethnicity, gender, and/or sexual orientation will not be tolerated. Likewise, bullying of staff members or students will not be tolerated. Please see SPPS Board Policy 101.00 for more.
   2. EQUAL OPPORTUNITY: SPPS and its schools are an equal opportunity employer. As stated in SPPS Board Policy 401.00, St Paul Public Schools does not discriminate on the basis of protected class statuses: race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, sexual or affectional orientation, disability, veteran status, harassment on these, retaliation for reporting and/or any other protected status as defined by law, in all facets of employment, compensation, promotion, transfer, demotion, layoff, termination/discharge or selection for District-sponsored training programs. Not only does discriminatory behavior damage the efficiency and effectiveness of our environment, it violates state and federal laws and regulations.
   3. OPEN COMMUNICATIONS: In order to maintain an efficient learning environment and an environment that is productive and positive for all, open communication is essential in resolving conflict and improving quality. <SCHOOL NAME> and SPPS encourage you to discuss ideas and issues with the appropriate individual(s). You are encouraged to discuss issues with co-workers directly. If a resolution is not reached, you are encouraged to speak directly with your supervisor. If you witness inappropriate conduct, behavior, or performance of a co-worker, you should arrange a time to meet privately with your supervisor. If after meeting with the person or your supervisor a resolution is not reached, please arrange a meeting with your supervisor’s supervisor to discuss any concerns, problems, or issues that arises during the course of your employment. Concerns about your supervisor should be directed to your supervisor’s supervisor or Human Resources. Retaliation against any employee for the appropriate use of communication channels is unacceptable, per St. Paul Board of Education Policy <NUMBER>.
      1. As part of SPPS’s desire to maintain open lines of communication, the Superintendent’s “The Bridge” and <SCHOOL’S> “Staff Bulletin” are sent out via email and can be found on the web. Every staff member is responsible for reading and staying aware of the content of each edition. Staff may submit articles for the bulletin via email to the principal.
   4. COMMUNITY RELATIONS: The success of <SCHOOL NAME> and SPPS depends upon the quality relationships between <SCHOOL NAME>, the District, our employees, students, parents, and our community. Our community’s impressions of <SCHOOL NAME> and the District heavily influence their support of our mission and our students. We exist to serve our students, so please remember that all staff of <SCHOOL NAME> are ambassadors of our school and the District. Both in and out of the classroom, staff should promote goodwill, respect, and professionalism to all students, staff, parents, and community members in any situation in which they may be associated with the District.
   5. HARASSMENT AND DISCRIMINATION: Per SPPS Board Policy 415.00, <SCHOOL NAME> and SPPS intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility, or inappropriate behavior that might interfere with work performance. Harassment or discrimination of any sort will not be tolerated.
      1. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults, physical contact, or violence. Harassment may or may not be sexual in nature and may not be directed to the individual but take place within their range of hearing. Other prohibited conduct includes retaliatory action against an employee for discussing or making a harassment complaint.
      2. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile or intimidating working environment and/or it prevents employees from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.
      3. All SPPS employees have a responsibility for keeping our work environment free of harassment and discrimination. Any employee who becomes aware of an incident of harassment or discrimination, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or to Human Resources at SPPS.
      4. If you believe you have been subject to harassment or discrimination, you are required to immediately notify your supervisor and/or Human Resources at SPPS. In addition, if there is no threat of violence, and you feel comfortable doing so, SPPS encourages you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, although you are not required to do so. In addition, if you believe you have been subject to harassment or discrimination, you are required to immediately notify your supervisor and/or Human Resources at SPPS.
      5. All complaints will be investigated promptly and as discreetly and confidentially as is reasonably possible. If harassment or discrimination by an employee is found, SPPS will take appropriate disciplinary action against the offender. Disciplinary action can range from verbal warnings to termination/discharge, depending on the circumstances. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.
      6. SPPS accepts no liability for harassment or discrimination of one employee by another employee. The individual who makes unwelcome advances, threatens, or in any way harasses or discriminates against another employee may be personally liable for their actions and the consequences. SPPS prohibits any employee from retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual.
   6. FRATERNIZATION: Consensual personal relationships of a romantic or sexual nature between co-workers who are not in a direct or indirect supervisory relationship are not of concern to the District unless conduct associated with that relationship constitutes sexual harassment or discrimination, affects an employee’s job evaluation or treatment, or interferes with productivity or harmonious work relationships within the workplace. Consensual dating relationships between an Administrator/Supervisor/Manager and an employee that the Manager directly or indirectly supervises are inappropriate in the workplace and are inconsistent with the District’s management philosophy as well as the Manager’s role and responsibilities.
   7. DRUG-FREE WORKPLACE: <SCHOOL NAME> and SPPS have adopted a Drug Free Workplace Policy. The unlawful possession, dispensing, distribution, manufacture, sale or use of controlled substances and alcohol by an SPPS employee is prohibited in the workplace, on school premises or as part of any SPPS activity. Being under the influence of controlled substances and/or alcohol by an employee is prohibited in the workplace, on the school premises or any part of an SPPS activity, per SPPS Board Policy 413.00 and 413.01.
   8. PARTICIPATION IN POLITICAL ACTIVITIES: <SCHOOL NAME> and District personnel may run for, and hold, public office. However, pursuant to Minn. Stat. § 123B.195, a member of the SPPS Board of Education may not make in excess of $8,000 per year as an employee of the District during their tenure on the school board. District employees may not use their official authority of influence to compel a person to apply for membership in or become a member of a political organization, to pay or promise to pay a political contribution, or to take part in political activity. *See* Minn. Stat. § 211B.09. Further, the District recognizes that politics can be emotional for many people. Staff is encouraged to refrain from political discussion in the workplace unless it serves a clear educational purpose. Any political discussion had between staff, with parents, or with students should be neutral in nature and should promote civics education.
   9. OUTSIDE EMPLOYMENT: Employees of the District may engage in outside employment, so long as the employment does not directly interfere with their SPPS duties. See SPPS Board Policy 408.06 for more.
   10. VIOLENCE IN THE WORKPLACE: <SCHOOL NAME> and SPPS prohibit violence in the workplace. Threatening, intimidating, hostile, or coercing fellow employees on or off District property at any time, for any purpose, will not be tolerated. This applies to all persons involved in SPPS' operations, including personnel, vendors, contractors, temporary employees and anyone else on SPPS property. Any act or threat of violence may result in referral to law enforcement or other appropriate authority, per SPPS Board Policy 415.00.
   11. WEAPONS: Per SPPS Board Policy 903.00, <SCHOOL NAME> and SPPS prohibit all persons who enter District property from carrying handguns, firearms, knives, or other weapons of any kind regardless of whether the person is licensed to do so. SPPS also prohibits all employees from having handguns, firearms, knives or other weapons of any kind in their personal vehicle when that vehicle is being used on SPPS business. Please reference the SPPS Board Policy for exceptions.
   12. SMOKING: Use of tobacco, tobacco products, E-cigarettes (electronic), and e-cigarette products at all District sites is prohibited. Please see SPPS Board Policy 414.00 for more information.
   13. CONFIDENTIALITY: Under no circumstances should confidential information, such as student records, health information, or business decisions be made public, be discussed by SPPS staff with anyone unless authorization is obtained from the designated, appropriate SPPS staff. Moreover, District, school, and student records must be safeguarded against inspection by those who have no right to see them. Do not discuss such information with any other party unless you have such authorization and it is necessary for the educational benefit and/or safety of the student or District. When such exchange of information is necessary, conversations should be held in privacy. Any requests for information from the media should be referred to administration or another authorized District spokesperson.
   14. STUDENT INFORMATION SYSTEM: CAMPUS is the school’s student information system. This system is the official repository of all student information. It is used to <enter specifics>. Data will be collected here for all reports. <Insert other expectations for using CAMPUS>. It is the expectation that CAMPUS is only used for work-related purposes. Staff is expected to guard confidential or private information accessed in CAMPUS to ensure the privacy of all.
   15. MEDIA RELEASE: All students must have a signed media release form on file with the school permitting the use of their photo in school or District-related media. Use of a student’s image without the signed media release or for a purpose other than principal-approved operations and/or official SPPS business is strictly prohibited.
   16. RELEASE OF INFORMATION: Student information is private. Staff members may share information only on a “need to know” basis with other staff members. Information must be kept current on CAMPUS. Please inform the clerk as soon as you know of changes. If a child moves, please email the clerk to give date and reason.
       1. NON-CUSTODIAL PARENTS: Non-custodial parents have rights to information on their child/children unless there is a court order to the contrary or there is sufficient reason to believe that the health/welfare of the child/children or custodial parents is in jeopardy.
   17. COMMUNICATION: Personal devices, e-mail, and other communication methods should be checked minimally throughout the day and should never interfere with instruction or other work duties.
       1. SPPS-owned electronic devices such as Internet, cellular phones, email, voicemail, etc. are not (or with severe limitations) protected under the Data Privacy Protection Act and are for the sole purpose of conducting official SPPS business. SPPS can, and may, access these devices at anytime. Employees should have no expectation of privacy in their electronic activities at work. Internet should be used for educational purposes and for limited personal use that does not in any way interfere with the instruction, well-being, and safety of other staff, students, or parents. Personal cell phones should be used only during your lunch and break times and not during working hours, except in the case of an emergency.
   18. USE OF TECHNOLOGY: The use of District technology resources (physical equipment and digital property) is a privilege granted to employees for the enhancement of job-related functions. Staff should have no expectation of privacy when using District-owned media, equipment, and technology. All employees shall use their SPPS-assigned email accounts to conduct all school/District business. Employees should not use their personal email address(es) for SPPS business. Employees may have limited access to these resources for personal use, if they comply with the professional standards and the District’s acceptable use policies, and so long as their use does not interfere with their work duties. Violations of this policy may result in the revocation of this privilege. SPPS does not attempt to articulate all possible violations of this policy. In general, users are expected to use District computers, networks, hardware, and software in a responsible, polite, and professional manner. It is the expectation that all staff follow the SPPS Board Policy 520.00 at all times while an employee of SPPS.
   19. SOCIAL MEDIA: <School Name> recognizes that social media can be a powerful tool for learning for its students. However, as employees of the District, staff should be mindful of their conduct on social media sites that represent students, families, or groups within the District. When using and engaging with social media, staff must be professional, respectful, and ethical. In addition, any staff use of social media must be in accordance with SPPS Board Policy 426.00.
   20. MEDIA INQUIRIES: All media inquiries (reporter, camera person, photographer, etc.) should be directed to the Principal, who will work with the Office of Communications to address. You should not respond to those media requests directly. We ask this so that the District is careful not to violate the privacy rights of our students and staff or any other applicable laws.
2. ATTENDANCE:
   1. Consistent and prompt attendance is essential to providing our students a premier education. Staff is expected to be at work every day, on-time, and ready to perform their job responsibilities.
   2. Staff requesting personal leave must submit their request in writing or email a minimum of 10 days prior to the leave to the principal (or their designee). A request is not approved until the principal (or their designee) communicates such. Requests will be granted based on the number of leaves requested and approved for each particular date. Staff must use applicable accrued leave to cover the absence.
   3. Staff requesting to use sick leave for a planned or unplanned medical reason must contact the principal (or their designee) directly and must do so a minimum of 2 hours prior to the start of the staff person’s shift by <PHONE OR EMAIL>. A request is not approved until the principal (or their designee) communicates such approval. Staff must use applicable accrued leave to cover the absence.
   4. Requests for leave without pay must be made a minimum of 2 hours prior to the start of the staff person’s scheduled shift and will be reviewed on a case-by-case basis and granted only in extenuating circumstances or as provided for under the law. Taking leave without pay without proper approval is considered unauthorized and subject to discipline.
   5. ***AESOP:*** Within 24 hours of receiving approval for the use of personal leave, or by 6:00 am of the day in question if requesting sick leave, teachers must submit a sub request in AESOP. <Insert add’l school procedures as necessary>.
   6. Licensed staff is entitled to a duty-free lunch period and prep period as outlined in their collective bargaining agreement. It is expected that staff members be in the building during their prep time unless prior approval/arrangements are made with the principal, and you must notify the office when you leave and return.
   7. <Insert school process for completing and submitting timesheets>
   8. <Insert expectations with using staff lounge, etc.>
   9. <Insert school Opening Week Work hours and Expectations>
3. MATTERS OF EMPLOYMENT
   1. MANDATORY REPORTER: SPPS conforms to Minnesota Statute 626.556, the Reporting of Maltreatment of Minors Act. Any suspected cases of maltreatment of any student or unborn child must be immediately reported to either the local law enforcement agency or the Human Services Department of the city where the maltreatment took place. SPPS mandates all employees, including college or graduate students interns, contracted employees and/or paid consultants, to report all cases of suspected student maltreatment to the proper authorities. This policy covers the above- mentioned group of mandated reporters while they are engaged in the performance of their official duties for the school district. If the suspected maltreatment occurs within a school or school program by a staff person, the report must go to the Minnesota Department of Education, even if it also has been reported to local law enforcement. SeeRamsey County Child Protection Services at [www.co.ramsey.mn.us/hs/fostercare/ChildProtectionScreening.htm](http://www.co.ramsey.mn.us/hs/fostercare/ChildProtectionScreening.htm) or Minnesota Department of Education at <http://education.state.mn.us/MDE/SchSup/StuMaltr/index.html>.
   2. FIRST REPORT OF INJURY (FROI): An FROI should be completed and filed by the building administrator whenever anyone believes a work-related injury or illness has occurred. It is important to notify your supervisor immediately if you are injured at work and ensure that a FROI form is completed within 24 hours of the initial incident. The completed FROI form is to be forwarded by fax to the SPPS Facilities Department at 651.744.1867 or scanned and emailed to cari.morgan@spps.org.
   3. SECURITY (badges): Employees must carry SPPS badges at all times. IDs may be obtained from the Photo ID Office at 360 Colborne. Upon separation from employment ID badges must be returned immediately. If you have any questions, please contact the school clerk or the Photo ID Office at photo.id@spps.org. Replacements for lost or stolen badges may require a small fee.
   4. CHILDREN AT WORK: Unless prior arrangements have been made with an administrator, staff members are not permitted to have their child(ren) on the work site during the hours while school is in session or in which they are scheduled to be working.
   5. ANIMALS AT WORK: Due to different student/staff sensitivities, it is not appropriate to bring any pets to work unless it is being used for disability/educational purposes and proper approval from administration has been issued. If a pet is being used for educational purposes, it must be approved by the building Principal. If a pet is being used for disability purposes, it must be approved by Human Resources.
   6. LICENSURE, PROFESSIONAL DEVELOPMENT AND PDEXPRESS: The District and <School Name> are committed to the development and growth of its staff. Staff is core to the work we do for our students. In accordance with SPPS Board Policy 403.00, the following resources are available to you and you are encouraged to seek out these opportunities:
      1. See displays in the Staff Workroom for upcoming Staff Development opportunities outside of the building. All staff members are encouraged to attend <Insert principal’s recommendations.>
      2. Go to [http://pdexpress.spps.org](http://pdexpress.spps.org/) and log in with your employee ID (no “e”) and password to register for both building and District trainings.
      3. All teacher license recertification can be found on the Human Resources website at <http://hr.spps.org/License_Renewal_Information.html>.
      4. There is an entire website devoted to all of the information for probationary and tenured licensed staff members. Staff members should review the information at <http://tde.spps.org>.
4. STANDARDS OF CONDUCT: <SCHOOL NAME> and SPPS employees serve as positive role models for students and are required to set good examples in conduct, manners, and professionalism.
   1. RESPONSIBILITIES: SPPS expects each employee to maintain the highest standards of conduct and act in a mature, professional, and responsible manner at all times. Employees must not engage in activities which violate federal, state, or local laws or which, in any way, diminish the integrity, efficiency, or reputation of the District and the education provided to the students we serve. Further, staff shall not be inattentive to their work duties and responsibilities.
   2. PROFESSIONALISM: Staff is required to interact with students, staff, and parents in a way that is positive, respectful, and contributes directly towards the school’s and District’s endeavors and operations.
   3. OFF-DUTY CONDUCT: Outside of normal work hours, whenever directly or indirectly affiliated with the District, staff should conduct themselves in such a way that is professional and respectful, so as to not detract from the school’s and District’s endeavors and operations and/or cause discredit or criticism to the District.
   4. RESPONDING TO STUDENT BEHAVIOR: The District does not condone hands-on physical intervention. However, when necessary to prevent harm to self, others, or property, we ask that employees act in the fastest and safest way possible. Under no circumstances shall employees engage in the following:
      1. Corporal Punishment, which includes conduct involving: (1) hitting or spanking a person with or without an object or (2) unreasonable physical force that causes bodily harm or substantial emotional harm;
      2. Requiring the student to assume and maintain a specified physical position, activity, or posture that induces physical pain;
      3. Presenting an intense sound, light, or other sensory stimuli using smell, taste, substance, or spray as punishment;
      4. Denying or restricting the student’s access to equipment and devices such as hearing aids and communication boards that facilitate the student’s functioning, except temporarily when the student is perceived to be destroying or damaging equipment or devices, in which case the equipment or device shall be returned to the student as soon as possible;
      5. Using faradic skin shock;
      6. Interacting with a student in a manner that constitutes sexual abuse, neglect, or physical abuse under MN statute 626.556;
      7. Restricting, totally or partially, the student’s auditory or visual sense;
      8. Withholding regularly-scheduled meals or water;
      9. Denying students access to toilet facilities; and
      10. Physical holding that restricts or impairs a student’s ability to breathe.
   5. MANAGING STUDENT BEHAVIOR:
      1. Positive Behavioral and Interventions Supports: Positive Behavioral Interventions and Supports (PBIS) is a way for schools to create and sustain positive, effective and culturally-inclusive environments that support academic and social success for all students. This prevention framework organizes evidence-based practices within a school, classroom and for individual students. PBIS is not a curriculum or program, rather a research-based framework that schools continually build upon and refine to meet the changing needs of their community. All SPPS schools use the PBIS framework and all members of the school community play a vital role in establishing and implementing a positive school climate. School teams design their own multi-tiered systems of equitable behavioral support for all students. Emphasis is on preventing problem behavior, developing pro-social skills, and using data-based problem-solving for existing behavior concerns. Staff are expected to utilize this tiered system when addressing student behavior and designing classroom systems and practices and should direct any questions about the school's system directly to the building administrator. Staff should remember these key components when putting PBIS into practice:
         1. Identify goals and desired academic and social outcomes.
         2. Establish and develop school-wide systems.
         3. Select and implement evidence-based practices.
         4. Collect and use data to guide decision-making.
      2. Pupil Fair Dismissal Act: This statute spells out procedures that must be followed in dismissing, suspending or expelling students. Before a student may be suspended, there must be an informal administrative conference with the student. A letter must be sent to the parents/guardians that includes the grounds for suspension, a brief statement of the facts and testimony, a readmission plan and a copy of the law. The school must contact the parent/guardian if the suspension is to begin immediately. There are forms to be completed by administration or a designee should students be considered for dismissal or suspension.
   6. DRESS CODE: During working hours and when representing <SCHOOL NAME> and SPPS, employees are expected to be attired and groomed suitably for carrying out their duties as an employee with the school and District. Attire should not be promiscuous, revealing, make derogatory comments or state religious or political positions and should be neat, clean and professional. If your supervisor determines that your attire and/or grooming is not suitable, you may be asked to leave the workplace (unpaid) until you are properly attired and/or groomed. In no case shall the standards for employees be less than those prescribed for students in the school or District Student Behavior Handbook.
   7. PERSONAL ELECTRONIC DEVICES:No personal electronic devices (e.g., electric kettle, coffee makers, mini fridges, fans, heaters, etc.) are allowed in the classroom without prior approval from the Principal.
   8. GIFTS: Advance approval from the Human Resources Department is required before an employee may accept or solicit a gift of any kind from a customer (such as a student or parent), supplier, or vendor representative. In the event a parent(s) wishes to give a gift to a teacher, they are encouraged to work with the principal to give a donation to the school or classroom. See SPPS Board Policy 210.00 for more.
   9. SOLICITATIONS AND DISTRIBUTIONS: Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-District literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and unpaid meal times. Employees are not permitted to sell raffle tickets, merchandise, or otherwise solicit or distribute literature without management approval. Persons not employed by SPPS are prohibited from soliciting or distributing literature on District property. Any solicitation occurring during work time and/or on SPPS property must comply with SPPS Board Policy 422.00.
   10. CONFLICT OF INTEREST: Members of the SPPS Board of Education and SPPS’ employees shall avoid situations that could be viewed to affect the independence of their judgment in the performance of their job duties. This includes engaging in any activity for personal profit or gain with any related member or entity of the District. See SPPS Board Policy 210.00 for more information.
   11. FOOD IN SCHOOL: Staff is expected to enforce District policies regarding outside food brought to school. Staff should also model the rules that are established for students: no soda and snack foods in the classroom, cafeteria, playground, or hallways. Please confine sodas and snacks to the staff lounge, or conceal the soda in a neutral container. Snacks for students must be purchased, not homemade. A clean area should be provided for any snack to be eaten. If staff members have water available for themselves, students should have the same access to water. It models a behavior of equal treatment and access – and provides the necessary fluids for health and academic work. All shared food brought into the school must be “store-bought.” Food items provided to students for classroom activities or celebrations must be consumed in that classroom. Snacks provided to students should be healthy. In addition, food should not be used as a reward for model behavior.

All food/drink and its use should be in compliance with SPPS Board Policy 533.00.

j. STUDENT INCIDENT REPORTS: All student injuries and /or illness must be reported to the nurse, clerk, or principal within 24 hours. If you assist a student with a minor injury or illness in the nurse’s office, please record the incident according to the school’s procedures (see the principal if you have questions as to what these are). Do not move a seriously injured student. The nurse or clerk will notify parents of injured or ill students.

k. EMERGENCIES: In the case of an emergency:

* + 1. Refer to the School Safety Plan. Review Fire, Lockdown, and Tornado Drill procedures with students the first week. Five fire drills are required annually, including one blocked exit drill. One tornado drill is conducted each spring. Five lockdown drills are required annually.
    2. Call the office for help and consult the School Safety Plan. Tell the office it is an “emergency” at the time of your call for help. Do not move injured students.
    3. Occasionally, it may be necessary to cancel school because of inclement weather or building conditions. District Administration will use the Connect-Ed system to notify staff.
  1. SAFETY: Personal Safety requires you to use good judgment in avoiding any potential threat(s) to your safety as well as the safety of students. It is of utmost importance that all staff be vigilant about people in the building. If a staff member sees a suspicious individual on school grounds or feels threatened or intimidated by a parent/guardian, please notify the principal. The front door is opened at <TIME> and will remain open until <TIME>. Between <TIME> and <TIME>, all doors will remain secured. The front door will be unlocked from <TIME> to <TIME>, except when activities are scheduled. It is the responsibility of everyone in the building to stop adults without proper identification. Please guide them to the office. All visitors need to check-in either at the front security desk or front office. Classroom doors should be locked whenever you are out of your room during the day. All staff members must close windows and lock classroom doors at the end of the day. Classroom/School material, furniture, and personal belongings should be organized and maintained in such a way that does not compromise students or staff safety.
  2. TRAVEL: Staff should not, at any time, give a student a ride in their personal vehicle, unless specifically authorized by the principal to do so. Further, all personal vehicles used for school activities (such as field trips) must be approved by the principal. Travel request forms are available from the Building Administrator and must be completed 6-8 weeks prior. See SPPS Board Policies 409.00 and 707.00 for more.

1. BUILDING OPERATIONS and PROCEDURES
   1. OFFICE HOURS: Our school’s main office is open from <TIME> to <TIME>, Monday through Friday during the school year. In addition, <INSERT INFO ABOUT PRINCIPAL’S GENERAL HOURS KEPT>.
   2. INTERNAL COMMUNICATIONS: <Principal can enter specific info on school website, staff distribution lists, main office bulletin board, staff-to-parent communications, internal building newsletters, etc.>
   3. PRINCIPAL ABSENCE: When the principal is absent, the principal will assign a designee in their absence. In the event there is a substitute principal, all staff is expected to interact with the substitute principal just as they would their regularly-assigned principal.
   4. STAFF USE OF MAIL/PHONES/VOICEMAIL/EMAIL: Staff email, voicemail, and mailboxes should be checked on each a daily basis. Email should also be checked on a daily basis. The expectation is that any message is replied to within 24 hours. If you cannot give a full reply within 24 hours, you should respond to acknowledge receipt of the message and give an anticipated response time. Details on school phone set up can be found at <http://connect.spps.org/phonehowto.html>.
      1. Calls to classrooms during school: Please do not interrupt classroom learning, instead dial \* 1 and the teacher’s extension to leave a voicemail.
      2. To receive calls in your room before or after office hours (<TIME – TIME>), you can give callers your direct phone number by starting with 651-74 and then adding your extension. You can also use extension 2 to call out and the other party’s caller ID will receive your direct line.
      3. Please be careful when dialing toll-free long distance numbers. Pressing 1 twice connects you to 911. If you accidentally dial 911, wait and tell them the call was a mistake. If you hang up first, immediately call and inform the office staff.
   5. SCHOOL CALENDAR: All special events and celebrations must be preapproved with the building principal and entered on the online master calendar. Please check the website calendar (<insert link>) when planning classroom, grade level or building-wide events. The clerk can enter tentative dates until you have approval and scheduled dates after approval. <Insert PD Days and Conferences info as needed>
   6. KEYS: Please see the school clerk for keys or the building’s custodial engineer. All staff having keys must return the keys to the building principal or custodial engineer at the end of the school year.
   7. PARKING: Staff parking is available in the parking lot on a first-come, first-serve basis and on the side streets adjacent to the building.
   8. SCHOOL VISITORS: All visitors must sign-in and sign-out at the main office. <Insert procedures for scheduling tours or other events.>
   9. STUDENT SIGN-IN & OUT: Any adult who takes a student or group of students out of the building must notify the office in advance. This is a requirement for unscheduled recess sessions, walks around the block, time on the playground with mentors, etc. No doors should be propped open for return to the building.
   10. FACILITIES: Staff should treat the building, grounds, and District property with care and respect. Staff is expected to clean up after themselves and take measures to ensure the quality of the building and materials our school has. If staff encounter an issue with the building or grounds that they are not able to take care of themselves, staff should <insert Principal’s expectations for submitting facilities/custodial requests>
   11. CHEMICALS & PESTICIDES: No chemicals or cleaning products are allowed in the school unless provided by Custodial Services, Nutrition Services, or Health and Wellness. In accordance, with Minnesota Statute §121A.30, Pesticide Application at Schools, all persons at this school are advised that an estimated schedule of applications of pesticides is available in the school office for review and copying. In addition, any person who wishes to be notified of any variation from the scheduled applications may be so notified if specifically requested. The schedule and subsequent notices apply only to pesticides in toxicity categories I, II or III as classified by the United States Environmental Protection Agency, or a restricted-use pesticide as designated by Federal Law. <If applicable: <Building Name> is a fragrance-free worksite. Staff should not bring into the building or into classrooms natural or artificial scents that could be harmful or distracting for others. Personal fragrant products (e.g., perfume, cologne, lotions, etc.) should not be worn by employees or used by employees while in the building. Other fragrant items such as air fresheners, candles, potpourri, etc. are also prohibited in the building.>
   12. BUSINESS OFFICE GUIDELINES: All staff should work with the building principal on cash-handling and financial matters to ensure Business Office guidelines and procedures are followed. Please see the Business Office’s webpage on the SPPS site for details.
   13. OFFICE SUPPLIES and EQUIPMENT USE: Limited office and project supplies are available and must be used wisely and frugally. No District property shall be removed from a District site without express authorization by a Principal or other administrator. <insert add’l school expectations>.
   14. COLLECTING AND DEPOSITING CASH & CHECKS: Per Minn. Stat. §§ 123B.36, 123B.37, no student may be charged a fee for a program, project, or activity determined as necessary to complete an educational requirement. Staff members may not open their own checking account for school purposes. Students can be requested to bring materials, supplies, and donations from home. However, all materials and supplies will be provided to students who do not bring them from home. All funds collected from students, parents, fundraising, gifts, etc. must be submitted to the school office daily to be deposited into Intraschool.
   15. PURCHASING (EXPENSES & REIMBURSEMENTS): All purchases must be pre-approved by an administrator and must be made by P-card or through purchase requisition. All checks will be issued from the Business Office. Anyone incurring expenses without proper authorization will not be reimbursed. Teachers and staff purchasing food with District funds must request pre-approval by the principal and the Assistant Superintendent for reimbursement. Food purchasing approval forms can be found in PeopleSoft.
   16. FEES FOR TRAVEL, FIELD TRIPS, AND EXTRACURRICULARS: The District and school do not provide a field trip budget. Funds must be raised to cover these expenses and/or charge students. All students will attend field trips regardless of ability to pay, but scholarship funds are limited. Please include an option on your field trip sheet to give families an opportunity to donate for other students. Those funds must be deposited in Intraschool. Any other cost will have to be made up from our building budget. See the lead clerk for forms and procedures, which align with SPPS Board Policy 409.00 and 610.00.
   17. PLANNING AND COORIDNATING FIELD TRIPS: Only field trips that follow the Field Trips Policy, Board Policy 610.00, and Field Trips Procedure 610.00 will be approved throughout the year. The correct forms must be used and the time schedule adhered to by all staff planning field trips.

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* + 1. Each classroom teacher is responsible for obtaining the appropriate Field Trip Permission slip for each student in his/her class, and keeping it in the student’s file in their homeroom.
    2. The principal must pre-approve all field trips (Types I, II, and III). Please work directly with your principal to plan any field trip. Once approved, please ensure parents and guardians are communicated to about the field trip, its purpose, etc. When on a field trip, supervising staff is expected to know and maintain the whereabouts, safety, and instructional value for attending students, in addition to following all applicable rules, policies, and procedures of a District employee.
  1. ADD’L: <Principal may also wish to include information on: PD Days, Conferences, Parent and Family events, staff ordering food in cafeteria, bldg IT support, work orders/building maintenance, staff room use, PLCs, other necessary items for staff to know specific to their building>

1. LICENSED STAFF PERFORMANCE and CONDUCT STANDARDS
   1. ROLE OF LICENSED STAFF: Licensed staff is core to a school’s success, as they provide specialized instruction, care, and attention to our students. As a licensed professional, <school name> and the District are committed to your professional development, growth, and success. The information outlined below is meant to help you reach your greatest potential as an employee with our District.
   2. GRADING AND REPORTING: <INSERT EXPECTATIONS, eg: Licensed staff is expected to complete all grading and comments in Campus by <TIME> on <DATE, DATE, and DATE>
   3. STUDENT ATTENDANCE AND RETENTION: Student attendance should be taken <insert procedures for elementary (in the morning and afternoon) vs. secondary (at the start of each class period)> and entered into CAMPUS <insert frequency>. District promotion and retention procedures must be followed if students are to be retained. Notify the principal in November-December if retention is a consideration. Use the Progress Report to outline the improvement plan. Extended Day for Learning (EDL) after-school and summer school should be recommended for the student.
   4. LESSON PLANS: Lesson plans are expected of all teachers and must be available in a clearly marked place. Please order plan books from the clerk in the spring. Lesson plans should be correlated with District and State standards and written in <name of format>. They should be written so that the principal, a building sub, or a casual sub can pick them up and begin teaching.
   5. MONITORING and MANAGING STUDENT BEHAVIOR:
      1. Licensed staff works directly with students on a regular basis and will likely encounter instances of student misbehavior. In those situations, licensed staff should respond to students calmly, respectfully, and in a way that contributes to a positive outcome and that does not escalate misbehavior.
      2. Licensed staff is expected to work with other staff in the building to develop strategies and procedures for handling student misbehavior.
      3. Licensed staff is encouraged to enroll in Non-Violent Crisis Intervention (“NVCI”) and Positive Behavior Intervention Strategies (“PBIS”), both offered through the District’s PDExpress.
      4. Teachers may, from time to time, be required to monitor and supervise students on a bus, such as for a field trip.
      5. You are responsible for ensuring the safety of all students in school or on the bus. Actively manage all student behavior, using appropriate approved techniques, PBIS philosophies focusing on de-escalating behavior, redirecting and refrain from using physical force.
      6. Complete a District Incident Report form for all behavioral issues on bus.
      7. Physically position yourself to allow active supervision of all students.
      8. Actively and regularly count students to ensure all are accounted for, particularly after transitions on/off the bus or in/out of a classroom.
      9. Students should never be left unsupervised. Students must be supervised by a licensed staff person at all times. In an emergency, teachers should arrange for supervision of students by a colleague. If you feel ill and need to be relieved, please call the office.
   6. SPECIAL EDUCATION - OVERVIEW: All teaching staff is expected to support the goals and visions for students served by the Office of Specialized Services and special education. Specially designed instruction means adapting, as appropriate to the needs of an eligible child, the content, methodology, or delivery of instruction to (1) address the unique needs of the child that result from the child's disability, and (2) ensure access of the child to the general curriculum so that the child can meet the educational standards that apply to all children. Special Education services do not supplant, but rather support, general education instruction. All teachers are expected to complete their due process requirements under the Individual with Disabilities Education Act (“IDEA”). Special Education teachers are expected to work with their case team, the OSS, paraprofessionals, and the building principal to ensure each child’s needs are met and their legally-required services are provided. Further information and district special education contacts can be found at www.specialed.spps.org. Other important websites include:
      1. Easy IEP (Online IEP process and documents): [http://easyiep.com/mnstpaul](http://easyiep.com/mnstpaul%20)
      2. Online Special Education Referral System (Including quick and detailed school referral reports): [http://specialed.spps.org/Online\_Referral\_System](http://specialed.spps.org/Online_Referral_System%20)
      3. Special Education Advisory Council (SEAC): <http://specialed.spps.org/Special_Education_Advisory_Council>
   7. SPECIAL EDUCAITON - DUE PROCESS: Saint Paul Public Schools provides special education and related services according to the mandates of the Federal [Individual with Disabilities Education Act](http://idea.ed.gov/) (2004) and the State of Minnesota's [rules](https://www.revisor.mn.gov/rules/?id=3525) and [statutes](https://www.revisor.mn.gov/statutes/?id=125A). The [Special Education Administration](http://education.state.mn.us/MDE/SchSup/SpecEdComp/) of the Minnesota Department of Education provides school districts like ours with detailed procedures for the delivery of special education services. Services and accommodations not related to the disabilities listed above may be provided through [Section 504](http://www.spps.org//site/Default.aspx?PageID=23011) plans.
      1. Comply with due process law and provide basic services as outlined in student IEP’s.
      2. Complete all necessary special education paperwork in a timely manner, finalize all required IEP documents, and make sure that every team member has all the documentation before any Special Education IEP meeting.
      3. Comply with correctly and timely use of the EasyIEP online application system (EDPlan).
      4. Ensure a District Representative is present at all IEP meetings.
      5. Complete the necessary progress reports for each student on your caseload.
      6. Routinely update contact logs for each student on your caseload.
      7. All Special Education licensed service providers are provided 1/2 day per month to complete paperwork or conduct student assessments. You may choose to take a full day every other month if you would prefer. Pre-approval by your administrator for due process paperwork days is required.
   8. BELONGINGS FROM HOME: Staff is expected to monitor the belongings a student brings into the building according to the Students Rights and Responsibilities Handbook.
   9. STUDENT MEDICATIONS: No medications, under any circumstances, are to be given to students without authorization from the school nurse or their designee. Do not, under any circumstance, administer medication to a child without explicit direction from the principal or school nurse.
   10. STUDENT INJURY and ILLNESS: All student injuries and /or illness must be reported to the nurse or principal. If you assist a student with a minor injury or illness in the nurse’s office, please complete the appropriate incident report. Do not move a seriously injured student. The nurse or clerk will notify parents of injured or ill students. <insert other bldg.-specific details as needed)
   11. ALLERGIES: Ensure that students with allergens or other dietary restrictions are not seated or placed near other students or food that may cause them harm. Please see the student’s homeroom teacher or school nurse for specific questions about a student’s specific health condition.
   12. BEFORE AND AFTER SCHOOL DUTIES: Staff Meetings, All Staff PLC meetings, and Committee Meetings are scheduled on <DATE> from <TIME>, also listed on our school calendar. No other appointments, meetings, or conferences should be scheduled at these times without preapproval from the principal. Attendance at after-school meetings is required for licensed staff unless there is preapproval from the principal. Paraprofessionals are invited to participate for clock hour credits. Staff meetings will be scheduled 1 time a month, but may be called at other times when it is deemed necessary.
   13. VISUAL MEDIA: All videos being viewed for educational purposes must be rated G. Any videos being shown outside of this rating must be approved by the building Principal. Compliance with the copyright law is required. Generally, it is illegal to copy a movie in lieu of purchasing the materials or purchasing additional copies of the material being copied. Videos and DVDs are copyrighted and may not be shown to classrooms or schools without a viewing license. Movies viewed by students during the academic day must have a relationship to the curriculum, lesson plan, or increased student achievement. Movies for entertainment or as a reward should be limited to rare occasions. Students are not to be left unsupervised during the showing of a video or DVD.
   14. TESTING: Please refer to the District testing calendar or go to [http://rea.spps.org/testing\_calendars.html](http://rea.spps.org/testing_calendars.html%20) for specific dates.
   15. <Insert add’l licensed staff expectations as needed>
2. PARAPROFESSIONAL STAFF PERFORMANCE and CONDUCT STANDARDS
   1. MONITORING and MANAGING STUDENT BEHAVIOR:
      1. Paraprofessionals are expected to actively and effectively monitor student behavior and support teacher instruction. Questions about your position’s job responsibilities should be directed to the principal.
      2. Paraprofessional staff is expected to work with other staff in the building to develop strategies and procedures for handling student misbehavior.
      3. Paraprofessionals serve as important role models to students in a variety of areas, including but not limited to: effective conflict resolution, respectful communication, building relationships, appropriate social behavior, etc. Paraprofessionals are expected to support and reinforce the behavior expectations and routines of the classroom and school while providing effective supervision guidance and support during instruction and activities.
      4. All TA 2s must complete NVCI/CPI training within <TIME> of their first day of work. If you have difficulty completing the training, contact your Principal to discuss.
   2. LUNCH/PREP: Staff is required to actively supervise students during student lunch time and other prep times to ensure smooth transitions and safety for all students. Staff responsible for supervising students during lunch must ensure they are in a physical position to actively supervise and effectively monitor students assigned to their responsibility. Cell phone usage and other personal business should be conducted during authorized break times only.
   3. SPECIAL EDUCATION: All paraprofessional staff is expected to support the goals and visions for students served by the Office of Specialized Services and special education. All special education support staff is expected to complete their due process requirements under the Individual with Disabilities Education Act (“IDEA”), such as billing, email, or data entry. Paraprofessional staff is expected to work collaboratively with their classroom teachers and should respectfully follow the instructions and requests of the teacher. Any concerns regarding this should be directed to the principal. Any TA 1 or 2 may be assigned bus duty. See III, H for more information regarding bus duty. Further information and district special education contacts can be found at www.specialed.spps.org. Other important websites include:
      1. Easy IEP (Online IEP process and documents): [http://easyiep.com/mnstpaul](http://easyiep.com/mnstpaul%20)
      2. Online Special Education Referral System (Including quick and detailed school referral reports): [http://specialed.spps.org/Online\_Referral\_System](http://specialed.spps.org/Online_Referral_System%20)
      3. Special Education Advisory Council (SEAC): <http://specialed.spps.org/Special_Education_Advisory_Council>
   4. BUS DUTY: Providing supervision and support to designated students on the bus is an essential to our school. A TA’s compliance with the following is expected:
      1. All paraprofessionals assigned to supervise students on a bus route are expected to read and understand the Transportation Manual published by the Transportation Department. The manual can be found at <http://transportation.spps.org/uploads/Transportation_Manual_2008l.pdf>. Of particular importance are pages 24-35, 40-50, 51-52, and 56-57.
      2. TAs are required to follow their bus route as scheduled. TAs assigned to bus routes are expected to board the bus at the first stop in the morning and ride the bus to school with all students. In the afternoon, staff rides the bus with all students until the last assigned stop, after which the staff will be returned to their car. For the purposes of following call-in procedures, a TA’s shift starts at the first pick-up location and ends at the final drop-off location.
      3. Under no circumstances should a TA be absent from their route unless prior approval from the principal (or their designee) has been requested and granted.
      4. TAs should complete a District “Incident Report Form” for all behavioral issues on bus.
      5. TAs must ensure that an appropriate/responsible party retrieves any student during drop-offs.
      6. TAs should follow safety procedures to secure students with required equipment such as harnesses, wheelchairs, strollers, etc.
      7. TAs are responsible for ensuring the safety of all students on the bus. You must actively manage all student behavior and use appropriate techniques, PBIS philosophies focusing on de-escalating behavior, redirection and refraining from using physical force.
      8. Physically position yourself to allow active supervision of all students.
   5. <Insert add’l para expectations as needed>
3. CLERICAL AND ADMINISTRATIVE STAFF PERFORMANCE and CONDUCT STANDARDS
   1. ROLE OF CLERICAL AND ADMINISTRATIVE PROFESSIONAL STAFF: Clerical and administrative professional staffs provide key functions that directly support and sustain our school’s daily and future operations. Often, this staff is the first to meet and greet members of the public, shaping the school’s image and its role in the community. As a clerical or administrative professional, <school name> and the District are committed to your professional development, growth, and success. The information outlined below is meant to help you reach your greatest potential as an employee with our District.
   2. CUSTOMER SERVICE: As mentioned above, clerical and administrative professional staff often works directly with people, such as the public or District stakeholders by greeting visitors, answering phones, drafting correspondence, and participating in meetings. Clerical and administrative professional staff’s professional courtesy, respect, calmness, and kindness in fulfilling these job duties are expected at all times.
   3. MANAGING STUDENT BEHAVIOR: It is the expectation that clerical or administrative professional staff do not use any form of physical redirection or intervention with students except in the case of potential bodily or property harm. With Principal approval, Clerical and administrative professional staff are encouraged to enroll in Non-Violent Crisis Intervention (“NVCI”) and Positive Behavior Intervention Strategies (“PBIS”), both offered through the District’s PDExpress.
   4. <Insert add’l Clerical and administrative professional staff as needed>
4. EMPLOYEE RESOURCES
   1. PERSONNEL RECORDS: A copy of your employee file may be requested by contacting the Human Resources office at 651-767-8200. An associated cost for receiving a copy may apply.
   2. PAYROLL: PeopleSoft is SPPS’ HR Information System. In PeopleSoft under “Self Service,” you can view your paycheck, tax forms, leave accruals, and other important personal information. If you have questions about these items or need to make changes to one or more of your payroll forms, please see [http://payroll.spps.org/](http://payroll.spps.org/%20) or email payroll@spps.org.
   3. BENEFITS: SPPS offers comprehensive benefits packages to qualifying employees. All new hires are required to attend a Premier Onboarding session. Current benefits elections can be viewed in PeopleSoft under “Self Service.” If you questions about the orientation, forms, benefits programs, or other related items, please see [http://hr.spps.org/Empl\_Benefits](http://hr.spps.org/Empl_Benefits%20) or email [benefits@spps.org](mailto:benefits@spps.org).
   4. FMLA: The District and its employees are covered by the Federal Family and Medical Leave Act (FMLA) provides qualified employees with up to 12 weeks of unpaid leave per year for the birth or adoption of a child, for caring for a spouse or an immediate family member with a serious health condition or for convalescence after an employee's own serious health condition. If you have questions about this benefit or believe you may be protected by it, please contact the Human Resources’ Benefits team at benefits@spps.org.
   5. WELLNESS: Employees who qualify for medical insurance benefits may be eligible to participate in the District’s insurance provider’s Wellness program. Participating and completing the program earns you insurance discounts, potentially saving you thousands of dollars. To learn more and see if you qualify, email wellness@spps.org.
   6. RETIREMENT: Questions related to your PERA (i.e., Public Employees Retirement Association, or, “pension”) and its deductions should be directed to PERA directly at (651) 296-7460 or 1-800-652-9026. Questions related to District-sponsored retirement benefits, including those in your labor agreement, should be directed to the District’s Human Resources’ Benefits team at [benefits@spps.org](mailto:benefits@spps.org).
   7. LABOR AGREEMENTS: Most employees are statutorily (i.e., by state law) represented by a union and its labor agreement (or, collective bargaining agreement). All current labor agreements can be found on the District’s Human Resources website at: <http://hr.spps.org/Labor_Agreements>.
   8. EMPLOYEE ASSISTANCE PROGRAM (EAP): Through Sand Creek, SPPS offers up to 4 free confidential counseling sessions per year, related to a variety of life challenges: relationships, finances, parenting, depression, substance abuse, stress, gambling, child/elder care, loss and grief and other life concerns. You may contact Sand Creek at 651-430-3383 or 1-800-332-0477.
5. CLOSING

<School name> and SPPS strives to build a welcoming and safe environment for students to learn and for staff to work. Your commitment to our school, the District, and the information provided in this Handbook is invaluable. If at any time, you witness or become aware of activity that is contrary to the expectations outlined in this Handbook, you are encouraged to speak to your administrator or Human Resources without fear of retaliation.

SIGNATURE ACKNOWLEDGEMENT

I have received a copy of this handbook, its appendices, and the file path to the St. Paul Public School Board Policy and Procedures Manuals. I understand that it is my responsibility to read and comply with the policies contained within and any revisions made to it.

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Employee's Signature

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Employee's Name (Print)

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Employee ID#

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

<TO BE KEPT ON FILE WITH SCHOOL or PERSONNEL FILE>