



**Minnesota Internship Center Charter School**  
1313 Fifth Street SE Suite 208C Minneapolis, MN 55414

## Welcome to the Minnesota Internship Center!

Welcome to the Minnesota Internship Center Charter School! We are excited you decided to join our School. This handbook provides information regarding the policies of the School. Please review the booklet thoroughly. If you have questions, speak to the Director or the Human Resources Manager. Thank you and WELCOME TO THE MINNESOTA INTERNSHIP CENTER!

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## An Important Message About Your Job

This handbook is intended as a general guide to School policies and procedures. It does not attempt to cover all School practices, policies or procedures in detail nor is it intended as an employee contract. This handbook should be seen as an informational guide only. The Minnesota Internship Center ("MNIC") reserves the right to deviate from the policies stated in this handbook in its sole discretion. Any such exception or deviation from a policy shall not be construed to constitute precedent that would affect any future action, nor shall any such deviation alter the employment at-will relationship. Should any applicable local, state, or federal law or judicial decision render any of MNIC's policies or practices invalid or inoperative, it shall not invalidate any other of MNIC's personnel policies or practices.

Nothing within this handbook is intended to imply or guarantee any specified or minimum term of employment. Nothing in this handbook or in any other written or unwritten policies or practices of the School creates or is intended to create, an express or implied contract, covenant, promise, or representation between the School and the employee.

Employment at MNIC is "at will", which means that employment may be terminated by either the school or the employee at any time for any reason. There is no contractual agreement between MNIC and an employee specifying or guaranteeing employment for a particular period of time, and an offer letter, benefits policy or handbook policy statements are not intended to be, nor should they be interpreted to be, promises of employment for a definite period of time. No manager, supervisor, or representative of the School has the authority to enter into any agreement to the contrary except the Director. No such agreement may be made, nor is valid unless it is appropriately signed by the Director. This handbook does not modify or limit the employment at-will relationship.

For those employees who have a written agreement with MNIC, the terms of that agreement supersede any conflicting provisions contained in this handbook. Where the agreement is silent on a particular issue, the provisions of this handbook will generally apply.

In all other situations, this employee handbook supersedes and replaces any and all previously or contemporaneously stated policies or practices, oral and written representations or statements of the School, including but not limited to, those contained in any manuals, handbooks, correspondence, memoranda or oral discussions, which are hereby expressly revoked.

The policies and procedures outlined in this handbook may be eliminated, revised, augmented, or changed at any time, with or without notice.

## Statement of Equal Opportunity

MNIC is committed to comply with all equal employment opportunity laws and regulations. Therefore, decisions about recruiting, hiring, training, promotions,

compensation, benefits, and all similar employment decisions must be made without regard to race, sex, creed, age, color, religion, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission, or any other protected class status defined by local, state or federal law.

MNIC does not tolerate any retaliation or intimidation directed towards anyone who reports a suspected violation of this policy or participates in the investigation of such a report. If an employee believes there has been a violation of this policy, he or she should immediately report the violation.

**Reports of violations of this policy or of retaliation or intimidation in violation of this policy should be made using the Reporting Procedure described in the Sexual Harassment policy.**

### Communication

MNIC believes that effective communication is essential to its continued success. In addition, open lines of communication are important to creating productive work relationships and eliminating counterproductive conflict.

Employees are encouraged to use this line of communication. Any concerns about work or suggestions for improving operations should first be discussed with the employee's supervisor.

However, MNIC realizes that there may be occasions when the nature of the communication is such that the supervisor is personally involved, the employee believes he or she cannot openly discuss the matter with the supervisor, or the employee is not satisfied with the supervisor's response. In these situations, employees are free to bring their concerns and ideas directly to the Human Resources Manager or the Director. The Director is available to discuss job-related concerns with employees any appropriate time during their workday when the employee has no assigned student-contact duties.

In order to be effectively addressed, problems should be presented at the time they arise. Depending on the nature of the matter, the employee may be asked to summarize the matter in writing.

### Sexual Harassment

MNIC believes that every employee has the right to work in an environment free from sexual harassment. Accordingly, any form of sexual harassment is strictly prohibited. Any employee found to have violated this policy will be subject to appropriate disciplinary action, which may include termination of employment.

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

- (1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's employment;
- (2) Submission to or rejection of that conduct or communication by an individual is used as the basis for decisions affecting that individual's employment; or
- (3) That conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive employment environment.

Such conduct or communication, depending on the circumstances, includes, but is not limited to, the following:

- inappropriate remarks of a sexual nature;
- unwanted sexual flirtations;
- unwanted touching, advances, physical closeness, or propositions;
- verbal abuse;
- inappropriate jokes of a sexual nature;
- graphic or suggestive comments about an individual's dress or body;
- requests to participate in sexual activities;
- requests for dates when such invitations are unwanted;
- rape, sexual assault, or forced touching;
- pranks or purported jokes that are explicitly or implicitly sexual in nature;
- pictures or other graphics that are explicitly or suggestively sexual in nature;
- rude or offensive behavior, pranks, purported jokes or other harassment not sexual in content but that is perpetrated because of one's gender;
- sexually degrading words to describe an individual;
- any indication, expressed or implied, that an individual's job security, job assignment, conditions of employment, opportunities for advancement or other preferences may depend on the granting of sexual favors;
- any action relating to an individual's job status or educational status which is in fact affected by the consideration or granting or refusal of social or sexual favors;
- deliberate or careless creation of an atmosphere of sexual harassment intimidation;
- deliberate or careless jokes or remarks of a sexual nature to or in the presence of any employee or student who may find the remarks or jokes offensive.

This is not a complete list of what may constitute sexual harassment. It is presented only to show some types of behavior that may constitute sexual harassment. If an employee is offended or negatively affected by someone's speech, acts, or visual materials, but is uncertain whether the sexual harassment policy has been violated, the employee should follow the reporting procedures described in this policy.

Sexual harassment between men and women is illegal, regardless of whether the man or the woman is the perpetrator. Sexual harassment between men is illegal. (A man will have violated this policy if he harasses another man.) Sexual harassment between women is illegal. (A woman will have violated this policy if she harasses another woman). In all such cases, sexual harassment is inappropriate and will not be tolerated.

#### Reporting Procedure

**If an employee believes he or she has been sexually harassed by another employee, a supervisor or management person, or any other person whom the employee encounters in the course of employment, whether the opposite or same sex, or if an employee observes suspected sexual harassment, and the employee does not wish to deal with the problem directly, the employee should immediately report the conduct to:**

- **the School Director;**
- **the Human Resources Manager; or**
- **a member of the School Board.**

**Anyone, including a Board Member, who receives a report or complaint of sexual harassment should immediately report it to Human Resources for investigation. Or, if the Human Resources contact is involved or is unavailable, they should immediately bring the matter to the Director who should in turn bring it to the attention of another appropriate individual for investigation, including but not limited to legal counsel.**

**An employee who fails to use this reporting procedure risks that the harassment will not be investigated or remedied.**

#### Investigation and Responsive Action

Any claims of sexual harassment or violations of the sexual harassment policy will be promptly investigated, generally by the Director, Human Resources or an appropriate and neutral designee unless another individual is more appropriate. The timing and specific nature of the investigation of any complaint will be determined by the Director or by the designated investigator. If the investigation confirms that a violation of this policy has occurred, appropriate disciplinary action will be taken which may include termination of employment.

MNIC cannot guarantee that reports of sexual harassment will be kept completely confidential. However, such reports will be kept as confidential as reasonably possible in the school's sole judgment, under the circumstances of the investigation and considering the results of the investigation.

If the sexual harassment reoccurs, it should be immediately reported to any of the individuals listed above. MNIC does not tolerate any retaliation or intimidation directed

towards anyone who makes a complaint or report of sexual harassment or who is requested by MNIC to participate in the investigation of a complaint.

**The Reporting Procedure described above should also be used if an employee believes he or she has been subjected to prohibited retaliation or intimidation.**

This policy applies to each and every person associated with MNIC, including but not limited to faculty, staff, Director, School Board Members, and all full-time, part-time and temporary employees.

### General Harassment

Other forms of harassment, besides sexual harassment, may also be prohibited by law. Other forms of harassment may include verbal or physical conduct that denigrates, or that shows hostility or aversion towards, an individual because of his or her race, creed, color, religion, sex, national origin, age, marital status, disability, sexual orientation, status with regard to public assistance, membership or activity in a local commission, or any other protected class status defined by applicable law, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. MNIC will not tolerate harassment on any such basis.

Depending on the circumstances, harassment may consist of epithets, slurs, threatening or intimidating acts, as well as offensive written or graphic material. Harassment may also include acts that purport to be jokes or pranks.

### Reporting Procedure

**If an employee believes he or she has been subjected to this type of harassment by another employee, a supervisor or management person, any other person whom the employee encounters in the course of employment, or if an employee observes such harassment, and the employee does not wish to deal with the problem directly, the employee should immediately report the conduct to:**

- **the School Director;**
- **the Human Resources Manager; or**
- **a member of the School Board.**

**Anyone, including a Board Member, who receives a report or complaint of harassment should immediately report it to Human Resources for investigation. Or, if the Human Resources contact is involved or is unavailable, they should immediately bring the matter to the Director who should in turn bring it to the attention of another appropriate individual for investigation, including but not limited to legal counsel.**

**An employee who fails to use this reporting procedure risks that the harassment will not be investigated or remedied.**

#### Investigation and Responsive Action

Any claims of harassment or violations of the harassment policy will be promptly investigated, generally by the Director, Human Resources, or an appropriate and neutral designee unless another individual is more appropriate. The course of the investigation of any complaint will be determined by the Director or by the designated investigator. If the investigation confirms that a violation of this policy has occurred, appropriate disciplinary action will be taken which may include termination of employment.

MNIC cannot guarantee that reports of harassment will be kept completely confidential. However, such reports will be kept as confidential as reasonably possible in the school's sole judgment, under the circumstances of the investigation and considering the results of the investigation.

If the harassment reoccurs, it should be immediately reported to any of the individuals listed above. MNIC does not tolerate any retaliation or intimidation directed towards anyone who makes a complaint or report of harassment or who is requested by MNIC to participate in the investigation of a complaint. Reports or complaints of retaliation or intimidation should be made using the same reporting practice described above.

This policy applies to each and every person associated with MNIC, including but not limited to faculty, staff, Director, School Board Members, and managers, executives, and all full-time, part-time and temporary employees.

#### Prohibitions Against Alcohol and Controlled Substances

It is the policy of MNIC to create an educational environment free of alcohol and illegal use of controlled substances. The illegal use of controlled substances or any use of alcohol on school property will not be tolerated.

Using, possessing, selling, soliciting, transferring, or manufacturing drugs or alcohol while an employee is working, or is anywhere on school premises for any reason (including parking lots, or while operating school machinery, equipment, or vehicles) is strictly prohibited. Being under the influence of illegal drugs (except properly used and obtained medications) or alcohol is similarly prohibited while an employee is working or is anywhere on school premises or is operating school machinery, equipment, or vehicles.

MNIC reserves the right to search school property and to search employee property on school premises, including employee vehicles, upon reasonable suspicion that an employee has violated this policy. Such a search of School or personal property, based upon reasonable evidence of a violation, may be conducted with or without prior notice to the employee. If the employee is asked to cooperate in a search, refusing to cooperate may constitute grounds for discipline, up to and including termination of

employment. Employees who bring personal property onto School buildings or grounds are implicitly consenting to such a search.

### Rules of Conduct

Although MNIC supports the theory of corrective discipline, management retains discretion to take disciplinary action appropriate to the particular circumstances. Violations of rules or policies may result in disciplinary measures that may, depending upon the circumstances and at the discretion of MNIC, include verbal or written warnings, suspension (with or without pay), or immediate discharge. These disciplinary measures do not constitute an exclusive list of possible actions and may be taken in any order. This list is intended merely as a guide to the employee and is not intended to create a contract or modify the employment at will relationship.

For the benefit of employees and to protect the efficiency and productivity of MNIC, certain rules must be observed by all employees. Engaging in any of the following examples of unacceptable conduct may result in any of the disciplinary actions discussed above. These examples are intended only as a guide and are not all-inclusive. They are for the information of all employees.

- Discourteous or inappropriate treatment of co-workers, students, parents or other on school property.
- Falsifying records or information.
- Misuse or unauthorized manipulation of any computer or electronic data processing equipment or system.
- Theft or dishonesty.
- Sexual harassment.
- Failure to follow lawful orders or directives, defiance of orders, or general insubordination.
- Fighting, threats, intimidation, or other disorderly conduct.
- Disclosure of confidential information.
- Working another job while absent.
- Taking School property without paying for it or without written permission from an appropriate school authority.
- Failing to perform assigned work in a manner consistent with School standards of quality and quantity of work.
- Using, selling, possessing, manufacturing, distributing, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working (including while on lunch or other breaks) or while on School premises.
- Smoking on school property.
- Conviction for criminal offenses affecting the employee's ability to adequately perform his or her job.
- Unauthorized possession of weapons.
- Sleeping, wasting time, loitering, loafing, excessive visiting, or failing to exert normal effort on the job.

- Failure to observe safety or sanitation rules.
- Failure to comply with School policies pertaining to personal appearance and cleanliness.
- Failure to report absences as required.
- Reckless, careless or unauthorized use of School property, equipment or materials.
- Use of offensive or profane language.
- Failure to complete all necessary reports and records promptly and accurately or failing to report injuries.
- Violation of any other School policy.

### Information and Technology Use/Monitoring

MNIC Information Technology ("IT") includes but is not limited to, computer hardware and software, facsimiles, printers, e-mail, voice mail, access to and use of Internet services, and all other associated computer, communications, network facilities, pagers, telephones, copiers, equipment, and related services. All employees having access, either direct or remote, to the School's IT must abide by the following:

#### No Personal Right to Privacy

All information received, sent, or stored on MNIC IT is the property of MNIC. Employees are specifically advised that they do not have a personal privacy right in any matter created, stored, received, or sent via MNIC's IT. Even if employees intend that IT communications be private, information or communications may nonetheless be revealed, in spite of the employee's intent, because

- the employee inadvertently communicates with the wrong person;
- the School's technical staff accesses an employee's e-mail when troubleshooting hardware or software; or
- employee use of IT is subject to monitoring, as described below.

#### Monitoring

IT is subject to monitoring at any time, with or without notice, to verify that School's property is being used in a manner consistent with this policy. The School may monitor IT use or IT communications for a variety of reasonable business purposes including but are not limited to:

- monitoring employee performance or productivity;
- monitoring work quality;
- preventing misuse of IT or investigating suspected misuse of IT that may harm the School, its employees, clients, vendors or suppliers, such as sexual harassment; or
- preventing unauthorized disclosure of confidential information, misuse of the School's resources, or a violation of policy or law.

**An employee's use of e-mail, voice mail and other IT is considered consent to such monitoring.** Employees are expected to provide access codes or passwords promptly upon request to facilitate access. MNIC also reserves the right to override passwords and/or codes as it deems necessary.

#### IT Business Use

IT is intended for business-related purposes. Employees are not permitted to use MNIC's IT for business or commercial purposes unrelated to the School. Personal correspondence should be completed on an employee's own time and the School's address may not be used as a personal mailing address. Employees are not permitted to install personally-owned software, including screen savers or game software, on MNIC computers.

Prohibited IT use includes, but is not limited to:

- Sending or forwarding jokes, chain letters, and other like communications. If unsolicited messages of this type are received, the receiver must direct the sender not send further such messages.
- Allowing anyone other than MNIC employees or students to use the School's IT resources. Students should be allowed to use only that IT equipment specifically designated for student use.
- Accessing or attempting to access the e-mail or voice mail systems of other users, inside out or side of, without the specific permission of that individual, except in the case of authorized personnel who are charged with maintaining and/or monitoring the usage of such systems, investigating possible misconduct, or complying with discovery procedures under the rules of any local, state, or federal court.
- Sending confidential information to outside parties not authorized to receive such information, or to School employees who have no authorized business reason for such information. Confidential information shall not be stored on employee-owned computers.
- Downloading from and/or distributing certain data and materials on the Internet when such materials may be copyrighted and such action might constitute a copyright violation. Where the employee is uncertain whether there are potential copyright issues, the employee should seek advice from the Director.
- Posting any message on an Internet bulletin board, or on any other publicly available Internet site where the message refers implicitly or explicitly to MNIC or its services, students, or employees, or where the posting might be interpreted as stating a School position or policy, unless the employee first obtains the express approval from the Director. Internet access is provided to employees for business related purposes only.
- Soliciting others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations via e-mail or the Internet in violation of the School's non-solicitation policy. IT should

not be used to advocate non-School interests or used in any manner prohibited by any School policy or prohibited by law.

- Copying School-owned or licensed software programs to another computer without prior approval. All users must adhere to the license agreement and copyright statement for each software package.
- Using School IT to break into, or attempt to break into, other computing systems or resources to which the employee does not have authorized access.
- Using School IT to damage, disrupt, or interfere with business or educational operations or with other computers or communications equipment.
- Using School IT to commit a crime or to stalk, abuse, harass, or threaten another individual.
- Using IT in a manner that wastes any technology resource and/or intentionally distributing a computer virus or engaging in any deception.
- Accessing, downloading or transmitting pornographic, obscene or sexually explicit or offensive materials. This prohibition includes any communication that is inconsistent with any School policy.

## Security

MNIC's IT must be maintained in a safe and secure manner. This includes:

- Installing virus protection software on all computers and maintaining such protections already in place.
- Installing boot-up passwords on computers in non-secure areas that contain or permit access to confidential information.
- Installing, maintaining, and using locks to protect IT that is located in non-secure locations.
- Creating unique passwords and data access rights for each user. Sharing user names and passwords with other individuals to allow restricted access to databases or other electronic products is not allowed.
- Ensuring notebook and laptop computers are stored in a secure manner.
- Performing virus scans on email attachments, floppy disks and Internet files before opening or downloading.
- Filing back-ups to tape or floppy disk as appropriate.

## Enforcement

Employees are expected to immediately report any suspected violations of this Policy to their supervisor or to the Director. Any examples noted above are intended as a guide and are not all-inclusive. Alleged violations of this policy may result in criminal and/or civil legal action as well as disciplinary action up to and including termination of employment.

## Workplace Threats and Violence

Every employee has a responsibility for maintaining the safety and security of the workplace. Threats, threatening behavior, or acts of violence against students, employees, visitors, guests, or against other individuals by anyone on MNIC property will not be tolerated.

Any person who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on MNIC property may be removed from the property, at the School's discretion, and will remain off School property pending the outcome of an investigation. If the School determines that violations of this policy have occurred, MNIC may take appropriate disciplinary action which may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension and/or termination of employment, and/or legal action as appropriate.

All School employees are encouraged to notify the Director, their immediate supervisor or another supervisory employee if their supervisor is not available of any threats or acts of violence which they have witnessed, experienced, or have been told about from another person has witnessed or experienced. Even without an actual threat or act of violence, employees should alert the Director or a supervisor of any behavior they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related, or arises from contact with the School, or might be carried out on School property, or is connected to MNIC employment. Anyone who receives the information should report it to a supervisor or the Director.

All employees who apply for or obtain a protective or restraining order which lists the School or School property as being protected areas must provide the Director with a copy of the petition and declarations used to seek the order, with a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. A Director who receives such information should immediately contact Human Resources.

## Weapons Prohibition

MNIC is committed to providing a work environment that is free of hazardous or potentially dangerous situations. Recently-enacted legislation in various states allows qualified individuals who hold a license or permit to possess and carry handguns to the extent permitted by law. Such license or permit alone does not entitle the holder to be exempt from the provisions of this policy.

Storing, keeping, carrying and/or possessing handguns or other weapons in the workplace, by any employee, will not be tolerated; it does not matter whether the employee has a license to do so or not. For purposes of our policy, employees are not allowed to keep, store, carry and/or possess handguns, BB guns, firearms of any kind (including but not limited to replica firearms), knives or other weapons (all referred to as "weapons" in this policy, unless a specific type of weapon is referenced) at any time

while on School premises. "Premises" is defined as the physical places controlled by the School and can include privately-owned or leased:

- buildings;
- grounds, including but not limited to playgrounds;
- driveways;
- streets;
- sidewalks or walkways;
- parking areas.

Employees are also prohibited from keeping, storing, carrying and/or possessing handguns or other weapons at any time during the course and scope of their employment with MNIC. This means that employees may not carry handguns or weapons of any other type, on *or off* School premises while they are on-the-job, whether or not the employee is licensed to do so, unless a specific legal exemption applies. Merely having a handgun permit or license is not a legal exemption to these policy requirements. These on-the-job activities include, but are not limited to:

- driving School vehicles at any time;
- driving privately owned vehicles used in the course of conducting MNIC business; and
- participating in any School-sponsored activity; whether education-related or not.

Any employee who violates the above will be subject to immediate disciplinary action, up to and including termination.

The School also prohibits persons other than employees from keeping, storing, carrying and/or possessing handguns or other weapons on School premises. These persons include students, parents, vendors, and visitors to the School, excluding law enforcement officers. Employees must promptly report any information relating to any such persons known to or reasonably suspected of keeping, storing, carrying and/or possessing handguns or other weapons on MNIC premises.

An employee who believes that any employee or person is violating the above policy should immediately report the suspected violation to a supervisor or the Director. If a supervisor or the Director is not available, the employee should contact law enforcement. All reports of violations will be investigated and if the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken. MNIC will not tolerate retaliation against any employee because he or she reports a suspected violation of this policy.

If you have any questions regarding MNIC's weapons policy, please contact the Director. This policy shall be interpreted and applied in accordance with applicable law.

## Career Development

MNIC will often try to promote from within. However, promotion from within is at the sole discretion of the School.

Furthermore, advancements and promotions, whether as to pay, responsibility or job title, are not necessarily based on seniority. Consideration is given to a variety of factors, including but not limited to, desire, education, ability, experience, training, interpersonal skills, past performance and potential.

## Meetings

Participating in parent events, conferences, staff meetings and in-service days are part of employee job duties. Staff and department meetings are mandatory meetings that provide an opportunity to exchange ideas, convey information and gather input. Teachers are required to be present at staff, department, and curriculum meetings. Attendance is also required at special education staffing meetings as scheduled by the Director or Special Education staff.

## Clean Language Policy

MNIC will not tolerate the use of swear words, vulgar, or crude language, or sexual references in the workplace, or out of the workplace if the employee is conducting School business. Such language reflects poorly on the School and on the individual using the language.

Not only is such language offensive, it may violate the sexual harassment policy.

Consequently, use of such language is strictly prohibited, and employees found to have violated this policy will be subject to discipline up to and including termination of employment.

## Performance Evaluation

Performance reviews are intended to help you do a better job today while strengthening your advancement potential for the future. The Director will periodically review your performance. As a measurement of performance, MNIC considers a number of factors in assessing performance, including but not limited to:

- Quantity and quality of work
- Dependability
- Presence and punctuality
- Personal conduct
- Attitude
- Cooperation
- Interpersonal skills

## Employee Classifications

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are primarily assigned and by their normal work schedule. Accordingly, MNIC classifies employees as follows:

- **Regular Full-Time Employees:** employees intended to be part of ongoing operations that are regularly scheduled to work 40 or more hours per week. They may be eligible to participate in School benefit programs as outlined in the benefit plans, or as required by law.
- **Regular Part-Time Employees:** employees intended to be part of continuing operations that are regularly scheduled to work fewer than 40 hours per week. They may be eligible to participate in School benefit plans, or as required by law. We consider people scheduled to work 30 hours or more per week eligible for full benefits.
- **Reserve Employees:** employees not necessarily intended to be part of continuing operations that are hired to work on special projects for a short period of time, fill-in, or on-call basis. Reserve employees work in accordance with the needs of the School and are generally not eligible for benefits.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as "non-exempt" employees; those not subject to such regulations are referred to as "exempt" employees. Exempt employees are generally salaried. Non-exempt employees are generally paid hourly.

Although "regular" employees are entitled to be part of continuing operations, there is no guarantee that the job will continue. Any position may be eliminated and any employee may be terminated at any time at the discretion of MNIC in accordance with each employee's "at-will" status.

## Employee Records

Accurate employment records are important to assure employees of benefits they may be eligible for and to comply with government regulations. Keep records up-to-date by promptly notifying the Director and the Human Resources Manager of changes in:

- Legal name.
- Address and telephone number.
- Person to be notified in case of emergency.
- Marital status, including legal separation.
- Names of dependents.
- Changes in beneficiaries.

## School/Employee Hours

Different sites have different hours and days of operation. Full-time salaried employees are expected to work an average of 8 hours per day, 5 days per week. For part-time employees, the number of assigned work hours will be prorated based upon a 40-hour per week schedule (e.g., an employee hired to work 20 hours per week is expected to work an average of 4 hours per day, 5 days per week, a 30 hour employee works an average of 6 hours per day, etc.). Some employees may be required to be at work during certain specified hours each day. If this is the case, your supervisor will let you know.

## Absenteeism and Tardiness

The absence of any employee, including arriving late or leaving early adversely affects the School and results in additional work for other employees. For these reasons, perfect attendance and punctuality should be every employee's goal. Each employee should be present and on time each day he/she is scheduled to work. Full or partial-day absences, arriving late or leaving early, for any reason, may be grounds for disciplinary action up to and including termination.

Employees who are unable to report for work on time, regardless of the reason, must personally report the nature of the absence to their supervisor as far in advance as possible, but in no case later than two hours before their scheduled starting time. The employee must give the reason for the absence and indicate when he or she expects to return to work. Employees must call in each day they are absent or tardy.

Employees who must leave work before the end of their workday must personally report the reason to their supervisor as far in advance as possible and secure definite permission to leave early. If the employee expects to be absent the following day, he or she should inform the supervisor at the same time.

Failure to properly report absences may be interpreted by the School that the employee has abandoned his or her position and voluntarily resigned.

Employees who are absent from work due to illness or injury may be required to provide a written statement from their doctor verifying the need for the absence and the employee's ability to return to work. Such information may be required regardless of the length of the absence. The School may, in its discretion, also request that the employee be examined by a School-chosen physician. Absences other than illness or injury may also require sufficient verification of the need for the absence.

## Paid Time Off

*Note: Beginning in September 2005, MNIC went to a traditional personal/sick leave program. Current employees will be able to carry over one day of former PTO per year employed into the new plan. PTO ended in June, 2005.*

The rates below are standard for employees working full-time. These rates will be prorated for eligible employees who are working part-time. Sick and personal leave are accrued by pay-period over the course of a year. Note that this is a typical plan: some employees may have slightly different schedules.

<b>Status</b>	<b>Days of Personal Leave per Year</b>	<b>Days of Sick Leave per Year</b>
9-month work schedule	2 days	6 days
12-month work schedule	10 days	10 days

Employees must submit a personal leave request form to their supervisor for approval in advance to taking the time off. This form must be submitted to the Human Resources Manager to keep accurate track of personal leave time.

Employees may carry-over one day of unused personal leave per year of employment to the next year, up to 4 days of PTO. Personal leave time accumulated above 32 hours is forfeited. Employees who terminate employment will not be paid for unused personal leave.

## Funeral Leave

The School provides 3 days of funeral leave for the death of an immediate family member and 1 day of funeral leave in the event of the death of a non-immediate family member. Funeral leave days are paid days of leave and will not be counted against an employee's Paid Time Off. Immediate family members include spouse, children, siblings, and parents, including parents-in-law, brothers-in-law, sisters-in-law, step-siblings and step-children. If an employee requires an extended period of time due to a death in the family, an unpaid leave of absence may be granted at the sole discretion of the School.

## Jury Duty Leave

The School will continue to pay salary for up to 2 weeks while an employee is serving on a jury. Any checks received as pay for jury duty during these two weeks must be endorsed to the order of the School and surrendered to the School. An employee called for jury duty must promptly inform the Director, provide the Director with a copy of the summons to jury duty, and cooperate with the School to ensure that work is adequately

covered during the period of jury duty. Employees should notify the Director upon being excused from jury duty early on any given day. Non-exempt employees will be paid their regular rate for any hours actually worked while excused from jury duty on any day. Exempt employees will be paid in accordance with applicable law.

### Bone Marrow Leave

Employees who want to donate bone marrow may receive a paid leave of absence for that purpose. MNIC reserves the right to require verification by a doctor of the purpose and length of each leave. Combined bone marrow leave may not exceed 40 hours.

### School Conference and Activities Leave

Regular full-time employees and regular part-time employees are eligible for an unpaid leave of absence of up to a total of sixteen (16) hours during any twelve month period to attend school conferences or classroom activities relating to the employee's child, if the conferences or classroom activities cannot be scheduled during non-work hours. If the employee's child receives certain child care services or attends a pre-kindergarten regular or special education program, the employee may use the leave time to attend a conference or activity related to the employee's child, or to observe and monitor the services or program, if these activities cannot be scheduled during non-work hours. When the need for the leave is foreseeable, the employee must provide reasonable notice prior to the leave and must make a reasonable effort to schedule the leave so as not to disrupt the operations of the School.

### Education Leave

Regular full-time employees and regular part-time employees who have been employed by MNIC for at least twelve (12) consecutive months immediately preceding a request for leave, may be granted up to 4 weeks education leave. The purpose of this leave is to pursue educational opportunities which will make the employee and the School more marketable and competitive. Education leave must be requested at least two months in advance. The employee must provide written evidence or documentation of the exact purpose of the leave and the type of education to be pursued. The School approves such requests at its sole discretion and decides which portion (if any) of the leave is paid time off.

### Military Leave

Leaves of absence for military duty or military training including but not limited to the National Guard will be granted in accordance with applicable laws. Employees called for such duty or electing to serve must notify the School as soon as possible to determine the terms of military leave, if any is required. The School may require proof of military service and of the training.

### Personal Leave

An unpaid leave for personal reasons may be granted at the complete and sole discretion of the School. Leave can be granted for a period of up to 12 weeks, but the length of any such leave, and the position made available to the employee at the end of the leave will depend on the needs of the business, as determined by the School Board in its sole discretion. Requests for personal leave must be submitted in writing to the employee's supervisor stating the beginning and ending dates of the requested leave and providing an explanation of the reason for the leave. Such properly submitted requests will be given consideration based upon a case-by-case review of individual circumstances.

The employee is responsible for 100% of his/her share of health and dental insurance during a personal leave of absence. At the end of a personal leave of absence, the employee may return to work if a suitable vacancy exists at that time. If the previous job or another suitable position is not vacant, the employee will be considered to have voluntarily terminated employment.

### Time Off to Vote

An employee eligible to vote in an election may take time off from work on the morning of a regularly-scheduled state primary or general election, an election to fill a vacancy in the state legislature, in Congress or a presidential primary to vote in such election. The employee must report for work immediately after voting in any such election. There is no pay deduction for exercising the right to vote as described in this policy.

### Holidays

The following holidays are recognized as paid holidays for regular full-time (pro-rated pay for part-time employees) provided they worked the last regularly scheduled work day immediately before and after the holiday:

*New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Years Eve Day.*

National holidays are celebrated on the day designated by common business practice. In general, if a holiday falls on a Saturday, the preceding Friday will be taken as the holiday; if a holiday falls on a Sunday, the following Monday will be taken as the holiday.

### Overtime

It is the policy of the School to comply with all applicable laws governing the payment of overtime. Where applicable, overtime is paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of 40 in any one work week. Time not worked such as holidays and PTO are not counted for purposes of overtime compensation.

Overtime must be authorized in advance by the Director. Employees who work overtime without prior approval are not eligible for overtime pay. The employee's time record reflecting the overtime must also be signed by the Director.

### Employee Benefits

Employee benefits offered by MNIC are designed to be competitive with those offered in the industry. Time off plans, insurance coverage and other benefits outlined in this handbook represent significant additional compensation to the employee.

Outlined below is a brief summary of the types of employee benefits currently available through MNIC. It is not intended to, nor is it to be interpreted to, create an express or implied contract, covenant, promise, or representation between MNIC and the employee. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Director or the Human Resources Manager.

### Insurance

MNIC makes available a variety of group insurance benefits, such as group life, long term disability, short term disability, health and dental insurance, for eligible employees and their dependents. Employees who work the specified minimum number of hours per week and have completed any applicable waiting period specified in the plan are eligible for insurance benefits. The employee may share the cost of some of these insurance benefits. Employees should discuss specific questions regarding benefits with the Human Resources Manager.

When employment is terminated or an employee's hours are reduced below the number required for enrollment, the employee and his or her dependents may be eligible to continue group insurance coverage at their own expense, as provided by law.

### Payroll Deductions

Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes, child support withholding, wage garnishments and mandatory retirement contributions. Some deductions are optional and are made only if the employee has authorized them, such as deductions for the employee portion of any insurance premium or other employee benefits.

Employees are responsible for promptly notifying the Human Resources Manager of any changes to or errors in their deductions. Any necessary adjustments are usually made on the employee's next paycheck.

### Expense/Mileage Reimbursement

Employees eligible to receive expense and mileage reimbursement for work-related travel must complete an appropriate reimbursement form. This form should be submitted to the accounting department after the employee has incurred the expenses.

Reasonable lodging and meal expenses will be reimbursed at actual cost. MNIC reimburses mileage at the IRS allowable rate. All receipts must be attached to the expense form prior to submitting it to accounting. Reimbursement forms can be obtained from the office or at the Online Document Center ([www.mnic.org/forms.html](http://www.mnic.org/forms.html))

### Job Duties

Employees may sometimes be asked to help with other work important to the successful operation of the School in addition to or in place of their normal daily job assignment. From time to time, employees may also be given additional responsibilities, work or training outside of their normal work hours, or they may be transferred to a position other than the one to which they were originally assigned. Employees may be directed to perform additional duties. When directed to participate, compliance is expected.

### Time Sheets

Hourly employees are required to submit a timesheet of their time worked at the end of the payroll period. This procedure will be explained to employees upon hiring. Please see the Human Resources Manager if there are any questions.

### Pay Periods

Employees are paid semi-monthly on the 7<sup>th</sup> and 22<sup>nd</sup>. If a payday falls on a federal banking holiday or weekend, employees will usually receive their checks on the preceding workday. The pay periods run the 1<sup>st</sup> through 15<sup>th</sup> and 16<sup>th</sup> through the end of the month. Timesheets are due to the office the day after the end of the period for hourly employees. Salaried employees need to submit timesheets only when there is a change.

Salaried teachers should complete a timesheet for hours that are beyond their authorization. These hours will be paid as "Miscellaneous pay" in their check.

### Smoking

MNIC is a "non-smoking" facility. Employees may not smoke anywhere on School premises (building, grounds, or parking areas). Any violation of this policy is grounds for discipline, up to and including termination.

### Housekeeping

Everything in and about the School must be kept clean and in good order. Each employee is responsible to maintain the condition of the part of the School in which he or she works. Employees shall cooperate, as part of their job responsibilities, in helping to maintain the general orderliness and cleanliness of the School. Doing so is critical to the School's public image.

### Non-Solicitation

Personal decisions regarding the purchase of goods or services, charitable contributions, or membership in an organization should not create negative feelings or detract from an employee's effectiveness at work. Consequently, solicitation or distribution of literature of any kind by any employee during the actual working time of the employee soliciting or the employee being solicited is prohibited. (This does not apply to rest or meal periods.) Literature may not be distributed in working areas at any time. Non-employees are not allowed to distribute literature or solicit for any purpose at any time on School premises.

### Personal Property

The School will not be liable for loss or damage to the property of employees while on school premises (including the parking lot). This includes all personal property used in an employee's work area and all other personal property while anywhere on school premises, in district vehicles, or while being transported on district business. For this reason, employees should maintain appropriate insurance on valuable personal property, including but not limited to, cars or other motor vehicles.

### Check Out Procedures

Equipment, hardware, software, books, magazines and other reference materials must be checked out and returned in a timely fashion. Employees may borrow certain School property provided they have explicit permission from the Director.

Employees who borrow School property are personally liable to cover the cost of replacing such lost or stolen property and for the reasonable cost of repair of such damaged property.

### Accident Reporting

Every accident, injury or sudden illness which occurs in the workplace, no matter how minor it may appear, must be reported immediately to the Director and Human Resources Manager, as required by law. Failure to report an incident may result in delay or denial of accident or health benefits such as workers compensation or group insurance. The employee is responsible for asking for medical treatment or attention if he or she is able and feels it is needed. An employee who witnesses a workplace accident should try to remember what happened and how, and be prepared to assist in any investigation if called to do so. Employees must comply with this policy for purposes of obtaining possible workers' compensation benefits to cover an illness or injury.

### Fire Prevention/Disaster Program

Employees must watch for fire hazards or other possible safety problems and report them promptly to the Director. All employees should learn where fire extinguishers are located and become familiar with their operation. If an emergency arises that requires assistance from outside of the School, call 911.

Employees should be familiar with fire and disaster plans detailing exit routes and the specific responsibilities of employees in the event of fire or other disaster, especially as such procedures relate to student safety. Employees should report to management any blocked passageways or doors. Fire exit doors must remain open so that people can exit from the inside during any hours the School is in use. Finally, employees must always properly store flammable materials. Any questions or suggestions concerning fire or disaster plans should be referred to the Director.

### Communications

In the interest of good communications and minimal environmental impact, MNIC will use electronic mail as much as possible for communication. Most documents will be distributed by e-mail. The standard applications needed by all employees are Microsoft Word, Microsoft Excel and Adobe Reader.

### Forms

All important forms used by staff and by students at MNIC are archived at our Online Document and Forms Center, at [www.mnic.org/forms.html](http://www.mnic.org/forms.html). These forms can be downloaded and printed from this website. If there is a form needed that is not included on this website, contact your supervisor or the Director. An updated list of contacts can also be found at the Online Document and Forms Center

Employee Handbook Acknowledgment Form

I have received a copy of the Employee Handbook for MNIC. I acknowledge my obligation to read and understand its contents, and further acknowledge and agree that:

- The handbook is only intended to provide a general overview of School personnel policies and does not necessarily represent all such policies or practices in force at any particular time.
- This handbook, dated January 1<sup>st</sup>, 2005, supersedes and replaces any previously or contemporaneously stated written policies or practices covering the same or similar subjects or matters, including but not limited to, those contained in any manuals, handbooks, correspondence, memoranda, or oral discussions.
- Neither this handbook, nor any other written or unwritten policy or practice is intended to create an express or implied contract, covenant, promise, or representation between School and the employee.
- I understand that I am free to resign at any time, and the School may terminate me at any time.
- I understand that the School reserves discretion to add, change or rescind any policy or practice at any time, with or without prior notice, and that any such addition, revocation, or modification shall not alter the employment at-will relationship.
- No employee or representative of the School other than its Director has authority to enter into any written or oral employment agreement for any specified period of time, or to make any other binding agreement different than what is stated above.
- I have read and will abide by the Sexual Harassment Policy, The General Harassment Policy, the Information Technology Policy, the No Weapons Policy, and the Violence Prevention Policy, as well as all other policies in the handbook.

Date of employee handbook referred to above: January 28, 2007

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date