

ALL THAT A SCHOOL SHOULD BE.

HMONG COLLEGE PREP ACADEMY



2024-2025



EMPLOYEE HANDBOOK

Welcome to Hmong College Prep Academy!

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Welcome to Hmong College Prep Academy!

HCPA's History

Hmong College Prep Academy (HCPA) opened its doors in 2004, with a guiding philosophy grounded in world cultures and college readiness in all aspects of its academic programming. Over time, HCPA flourished, and a far larger campus was utilized and later renovated with a state-of-the-art auditorium, a multipurpose outdoor sports facility and many more classrooms to accommodate the growing number of families enrolling their children. HCPA has grown from 200 9th and 10th grade students in 2004 to 2,500 K-12 students today, making it the largest single-site charter school in Minnesota.

Mission Statement and Core Values

Hmong College Prep HCPA's mission is to provide the best integrated, challenging, and well-rounded educational experience to students in grades K-12. HCPA will accomplish its mission at all grade levels via adhering to its core values:

The Warrior Way

Warriors at Hmong College Prep HCPA embody a growth mindset that fosters the development of discovery and perseverance throughout their lives. Warriors follow the Warrior Code to demonstrate how they Respect Self, Respect Others, and Respect their Community.

Strong Relationships and Connections

Hmong College Prep HCPA provides a safe learning environment where relationships are fostered to build connections based on mutual trust between students, staff, and the community.

Commitment to Excellence

Through a student-centered mindset, Hmong College Prep HCPA welcomes challenging opportunities that promote investigation, hands on learning, and independence to grow a community of learners.

College and Career Readiness

Hmong College Prep HCPA Warriors consistently engage with college and career exploration that focuses on the social and emotional development of the whole child. The moral development and academic rigor of the college and career focus prepares the Warriors to look beyond the K-12 environment.

Global Perspective

Warriors embark on a mission to discover the world around them. Through curiosity and exploration Warriors become aware of the global impact of their decisions, taking on new information with an open and engaged mind, instilling lifelong learning.

The Result

HCPA graduates will be rich in experiences, culture, knowledge, pride and ready for the challenges of college and beyond

Your Handbook

The policies and procedures contained in this handbook are guidelines for the employment relationship between the employee and Hmong College Prep Academy, District 4103-07 ("HCPA" or the "HCPA") and are subject to revision without notice. It is the responsibility of each employee to read and understand the Employee Handbook. It is a valuable reference for understanding your job and the school. This handbook is intended to provide the employee with general information regarding important benefits and policies of HCPA. It is not intended to create a contract between HCPA and the employee, to alter the at-will employment relationship, or to limit the rights of HCPA and its employees to terminate the employment relationship at any time, with or without cause for any reason or no reason.

This handbook supersedes and revokes all previous handbooks, past practices, or other written or verbal statements of policy and procedure. Please read this handbook thoroughly and retain it for future reference. The policies, procedures, and benefits outlined in this handbook are not intended to create any contractual rights or duties and will be applied at HCPA's sole discretion.

HCPA has the right to change, modify, supplement, withdraw, or revoke these policies, procedures, and benefits, at any time, with or without notice. Responsibility for final interpretation of any specific issues as they relate to policies, procedures, and benefits lies with the Designated Administrators and Board of Directors. If you have any questions regarding any policies, please ask Human Resources for assistance.

The Board of Directors has granted the Designated Administrators the authority to make changes, additions and deletions to the Employee Handbook as needed to meet the needs of the school. Only the Designated Administrators can make changes to the Employee Handbook and submit to the Board of Directors for final approval. Any agreements contrary to this policy must be in writing and signed by the Designated Administrators.

This Employee Handbook does not constitute a contract of employment. It is a guide to provide you with information on policies and procedures. Adherence to these policies and procedures are required by our employees. Failure to comply may result in disciplinary actions, up to and including termination.

Employment Policies

EEOC

HCPA is an equal opportunity employer. HCPA provides equal employment opportunities to all employees and applicants for employment in accordance with all local, state, or federal laws. HCPA will not refuse to hire any individual, discharge any individual, or otherwise discriminate against any individual because of an employee's race, color, creed, religion, national origin, marital status, sex (including sex stereotyping, pregnancy, childbirth, or related medical conditions, gender identity, and sexual orientation), disability, age, status with regard to public assistance, protected veteran status, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. Employment-related decisions at HCPA are based only on the applicants or employee's qualifications and/or performance with respect to the requirements of the job.

If you feel you have an equal opportunity concern, you are encouraged to bring the matter to the attention of your supervisor or any member of the management team. An employee may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

ADA Accommodations

HCPA's policy is to comply with the provisions of the Americans with Disabilities Act (ADA). HCPA will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of any known physical or mental impairment protected under the ADA or applicable state law. HCPA's policy is to make reasonable accommodation for known disabilities protected by the ADA or applicable state law, provided that the individual is otherwise qualified to safely perform the essential functions of the job and provided that accommodation would not impose an undue hardship on HCPA.

HCPA's policy is to engage in the interactive process with employees to determine disability limitations and whether a reasonable accommodation is possible. Upon an employee's request for an accommodation HCPA may also require the employee to sign a release allowing HCPA to request substantiation of the disability and need for reasonable accommodation from the employee's treating physician.

At-Will Employment

Employment with HCPA is on an at-will basis. The employment at will doctrine is a rule recognized under Minnesota law.

Employment at will means that employees are free to resign at any time, with or without cause, and HCPA may likewise terminate the employment relationship at any time, with or without notice or cause for any reason or no reason, so long as there is no violation of applicable federal or state law.

Confidential Information/Minnesota Government Data Practices Act

As a public charter school, HCPA is subject to the Minnesota Government Data Practices Act (Act). Under the Act, all data collected, created, received, maintained, or disseminated by HCPA, regardless of its physical form (e.g., electronic or paper) is presumed to be public and accessible by the public for inspection and copying, except if the law provides otherwise. For example, the Act defines certain data as private, confidential or nonpublic (Confidential Information), and imposes limits on who may access such data. Employees should be mindful that Confidential Information includes data concerning students (including a student's parents and family members) and should not be disclosed, including academic, attendance, health and disciplinary records. Confidential Information also includes certain personnel data about HCPA employees which should not be disclosed.

Employees will receive training on the Act and the management of data subject to the Act.

The Act requires that Confidential Information only be divulged to employees that need to know the information as part of their employment duties. It is a violation of the Act to divulge Confidential Information to the general public.

If you are asked for student information by a person other than a parent requesting access to a student or student information, or if you are asked by law enforcement/juvenile justice system for access to a student or student information – contact senior administration or human resources immediately.

Employees must observe the following:

- Employee will not, at any time, use or disclose any Confidential Information (including as pertaining to either students, HCPA or HCPA employees) except as required by employee's duties in connection with his/her employment with HCPA. The only exception to this would be disclosures that are required or permitted by law.
- Student, teacher or any other HCPA records are the property of HCPA and will not be removed from HCPA property without the consent of the Designated Administrators.
- The employee agrees that during employment they may acquire or develop Confidential Information, including which may relate to students, HCPA or HCPA employees. The employee agrees that they will not disclose such Confidential Information to any person or entity, nor allow any person or entity to copy such information.
- Employee agrees to return all Confidential Information to HCPA upon termination of employment.
- Confidential Information can only be divulged to employees that need to know the information as part of their employment duties.
- Sharing assigned login, copier code, or any given/created passwords to other employee, other than his/her supervisor is strictly prohibited.

This list is not all inclusive-see Student Data Privacy Practices policy and process for detailed information.

Use of Employee Personal Information

Employee personal information is considered privileged and is not intended for personal use by any other employee.

Employees acknowledge that they may receive other employees' personal information only as required to perform the duties of their job, and such information will be used solely for the performance of such job duties. Personal use of employee personal information is a violation of this policy and subject to disciplinary action up to and including termination of employment.

Violation of HCPA Policy or the Minnesota Government Data Practices Act

Any employee who violates any provisions of this policy is subject to disciplinary action up to and including termination of employment. Any person who willfully violates the provisions of the Minnesota Government Data Practices Act may face misdemeanor criminal penalties and may be subject to immediate termination.

Reporting Inappropriate Disclosures

Administrative Personnel must be notified regarding lost, stolen, or compromised data. If you learn of inappropriate disclosures, immediately notify Administration

Conflict of Interest and Outside Employment

Employees may not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of the HCPA, nor may the employee engage or participate in any action or conduct that is inconsistent with HCPA's policies or actions, his/her duties as a teacher or staff member of HCPA, the basic educational mission of HCPA, or the desired image of HCPA, except as permitted by this policy and/or the Designated Administrators.

Specifically, employees must not:

- Engage in any activity that might routinely conflict with scheduled work hours or any other time needed to complete HCPA work.
- Engage in any personal or non-HCPA activity in a manner that might imply that you represent HCPA or that HCPA endorses a particular activity.
- Enter into another employment contract or an independent contract with another entity without the prior written approval of Designated Administrators.
- Use HCPA property, equipment, or facilities in furtherance of non-HCPA work.
- Conduct outside work while on HCPA time. Outside work includes personal businesses or volunteer activities.

Employees may engage in outside financial, educational, or other activities providing that those activities do not interfere or conflict with the performance of their duties for HCPA. HCPA must be informed about such activities if the activities create any possibility of a conflict of interest or poor reflection on HCPA. HCPA may, in its sole discretion, determine that such outside activity poses a conflict of interest or would be inadvisable from HCPA's perspective. Any questions regarding potential conflicts of interest should be brought to the attention of Designated Administrators.

Employees must fully comply with all federal and state laws and with all the policies and rules of HCPA. The employee must perform his/her duties in a trustworthy, ethical, legal, and diligent manner using their best skill and judgment, and must use his/her efforts to promote the interest of the school. HCPA abides by the Code of Ethics for Minnesota Teachers found in Minnesota Rule 8710.2100.

Confidentiality and Non-Disclosure

You may be required to sign a confidentiality and/or a nondisclosure agreement as a condition of your employment, in accordance with state and federal law. Employees with questions or concerns about information that may be considered confidential and/or proprietary should discuss them with the Designated Administrators.

Whistleblower

HCPA will not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because:

- The employee, or a person acting on behalf of an employee, in good faith, reports a violation or suspected violation of any federal or state law or rule to an employer or to any governmental body or law enforcement official.
- The employee is requested by a public body or office to participate in an investigation, hearing, or inquiry.
- The employee refuses an employer's order to perform an action that the employee has an objective basis in fact to believe violates any state or federal law or rule or regulation, and the employee informs the employer that the order is being refused for that reason.

Confidential Information

This does not authorize the disclosure of data otherwise protected by law. Disclosure that would violate federal or state law or diminish or impair the rights of any person to the continued protection of confidentiality of communications provided by common law are not permitted.

Disclosure of Identity

The identity of any employee making a report to a governmental body or law enforcement official is private data, if:

- The employee would not have provided the information without an assurance that the employee's identity would remain private, because of a concern that the employer would commit a prohibited action, or that the employee would be subject to some other form of retaliation; or
- The state agency, statewide system, or political subdivision reasonably believes that the employee would not have provided the data because of that concern.

If the disclosure is necessary for prosecution, the identity of the employee may be disclosed but the employee shall be informed prior to the disclosure.

False Disclosures

It is not permitted for an employee to make statements or disclosures knowing that they are false or that they are in reckless disregard of the truth.

HCPA and Religion

By virtue of the fact that charter schools are part of the public education system in Minnesota, charter schools are covered by the First Amendment. Thus, charter schools are subject to the Establishment Clause of the United States Constitution, which is often referred to as the "separation of church and state."

HCPA will not promote a particular religion or faith or favor religion over non-religion. HCPA believes that while public education and religious institutions both seek to instill civic and moral ideals in young people, public charter schools and religious institutions have different, distinct, and unique roles in the development of young people.

Employee Background Check

All offers of employment are conditional upon the results of a background check. A comprehensive background check may consist of prior employment verifications, professional reference checks, education confirmation, driving history and a criminal and credit check.

An applicant will not commence employment until results of a successful background check have been received and are satisfactory to HCPA. The processing fee will be charged by HCPA and paid by the applicant in order to conduct the background check before a candidate will be considered for employment. The fee is subject to change per HCPA's discretion.

HCPA may conduct additional background checks, at HCPA's expense, on an as needed basis. If the results are unsatisfactory, the employee may be terminated.

Proof of Work Eligibility

All offers of employment are conditional upon the receipt of the appropriate documents as outlined in the I-9 instructions. The individual will have three (3) business days from the date employment begins to submit the forms of identification. If the individual fails to provide HCPA with the necessary documents, the contract will be voided and employment with HCPA will be immediately terminated.

Employment of Relatives

HCPA wants to ensure that corporate practices do not create situations such as a conflict of interest or favoritism. This approach extends to practices that involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins, and domestic partner relatives. HCPA requires disclosure of any such relationships in situations where the employee reports to the relative.

If employees are currently in or begin a dating relationship or become relatives, partners, or members of the same household, they are required to inform their direct supervisor and Human Resources of the relationship by completing the HCPA Relationship disclosure form.

The disclosure form must be completed within five (5) business days of the beginning of a close personal relationship or the change in the reporting relationship. Personal relationships that are in the same chain of command must be included.

Information that will need to be disclosed is:

- Name of related person
- The nature of the relationship
- Whether the related person directly supervises you or if you hold a position that has influence over employment, transfer or promotion, salary considerations or other terms or conditions of the employment of the personal relationship?

In situations where HCPA determines that there is a potential conflict of interest, an appropriate plan to correct the situation will be created on a case-by-case basis.

HCPA reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Gifts

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to staff.

HCPA recognizes that students, parents, and others may wish to show appreciation to staff. However, we discourage gift giving to employees and encourage donors to write letters and notes of appreciation or give small tokens of gratitude as memorabilia.

It shall be a violation of HCPA's policy for any employee to solicit, accept, or receive a gift from a student, parent, vendors or other individual or organization of greater than \$50 in value.

Teachers may accept publishers' free samples of textbooks and related teaching materials. Acceptance of gifts, gratuities, or favors from vendors may create a potential conflict of interest and should not be accepted if it is determined that their acceptance could influence a decision that is not in the best interest of HCPA.

Notwithstanding the foregoing, all employees shall comply with Minnesota law which prohibits a school board member, employee or officer from receiving or accepting a gift with a value of more than five dollars (\$5.00) from a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, employee or officer is authorized to make.

Personnel Records

Personnel Records HCPA creates and maintains personnel files for each employee. The file contains information that is used to administer employment activities and information that is required by law. Personnel files belong to HCPA; however, an employee has a right to review his/her personnel records once every six months and once in the 12 months following termination. Legal remedies are available to employees if HCPA does not provide legally required access to personnel files to employees. HCPA will not use information that is not properly included in the personnel file reviewed by the employee in any civil or administrative proceeding. An employee may ask to have information removed from the personnel file and can include an explanation of up to five pages if the disputed information is not removed. Finally, HCPA will not retaliate against an employee who properly requests to view his/her personnel file. Legal remedies may be available to employees if such retaliation occurs.

Terminated employees desiring copies of any or their entire personnel file must submit their request in writing. Copies will be provided at no cost to employees

If the employee disputes specific information contained in the personnel record, they may request that Human Resources remove or revise the disputed information. If an agreement is not reached, the employee may submit a written and signed statement, not to exceed 5 pages, specifically identifying the disputed information and explaining the employee's position.

Change of Personal Data

It is the employee's responsibility to notify HCPA Human Resources of any changes in their personal information, such as name, mailing address, phone number, marital status, dependents, and emergency contact information. Supporting legal documentation should be provided as soon as it is available. HCPA will only provide official notifications, including tax returns, to the last home address reported.

Employee's Authorization to Release Personal Information

Employee personal information is considered privileged and is not intended for personal use by any other employee. Employees must acknowledge that if they were to receive other employees' personal information, it will only be used solely for HCPA work related purposes. Personal use of employee's personal information is a violation of this policy and subject to disciplinary action up to and including termination of employment

Corrective/Disciplinary Policy

Standards of performance and conduct for employees are necessary to ensure effective and orderly operations through cooperation of all employees under a system of policies and rules that are applied fairly and uniformly.

HCPA has the sole discretion to determine the appropriate discipline in each situation and may apply disciplinary actions in any order. The types of discipline described below does not constitute an expressed or implied agreement to apply discipline in a progressive manner nor do they alter an employee's at-will status.

If standards are violated, disciplinary action will be applied in order to maintain effective operations and to provide employees with an opportunity for corrective action.

HCPA reserves the right to apply any of the steps below at any point based on the severity of the situation.

- Personal reminder letters (only if deemed necessary by HCPA).
- Letters of expectation.
- Verbal warnings.
- Written warnings.
- Performance Improvement Plans (PIP's).
- Suspension (with or without pay); and/or,
- Termination.
- If specific situations require an investigation, HCPA may place an employee on a paid or unpaid leave of absence pending any investigation conducted or authorized by management.

Employee Status/Classifications

Fiscal School Year July 1 – June 30

Year-Round Professional Employees

- Designated Administrators/Officers
- Administration and Managers
- School Administrative Support and Employees
- Facility/Maintenance

School Year Employees

- Licensed Teachers and Employees
- Paraprofessionals, Teaching Assistants, Employees, Etc.
- Non-Licensed Community Expert/Variance/Limited Full Time License/others - per contract
- Temporary Employees - per contract
- School Administrative Assistants

Extended School Year Employees (completes 20 flexible standard duty days starting August 1st and ending June 30th)

- Licensed Staff and School Administrative Support

Designated Administrators reserve the right to change employee classifications.

Full-Time Employee

Full-time employees are all employees who are regularly scheduled to work a minimum of 35 hours per week. Employees working an average of 30 hours per week are eligible for benefits including medical, dental, life, disability, vision and a cafeteria plan (Flex Section 125). HCPA also offers additional voluntary benefit options.

Employees scheduled to work 35 hours per week are also eligible for Paid Time Off (PTO) and scheduled holiday pay.

Part-Time Employee

For the purpose of eligibility to participate in HCPA's benefit plans including, medical, dental, life, disability, vision, cafeteria plan, and additional voluntary benefits, part time employees are those who work less than 30 hours per week.

For the purpose of eligibility to accrue PTO and receive holiday pay, part time employees are those who work less than 40 hours per week. Temporary Labor, both long term (Substitutes and Interns) Full-time or part-time employees may be contracted to work for a specific period of time. These individuals may or may not be through an employment agency. These employees are not eligible to participate in the HCPA Employee Benefit Plans or Holiday Pay. Part-time employees are eligible for PTO based on Minnesota's Earned Sick and Safe Time (ESST) law.

Casual Labor

Full-time or part-time employees are those hired by HCPA to work on a seasonal or irregular basis, not to exceed 6 months. These employees are not eligible to participate in the HCPA Employee Benefit Plans, PTO, or Holiday Pay.

Independent Contract/Consultant

Labor Contracted individual(s) by HCPA to perform specific work or project(s). These employees are not eligible to participate in the HCPA Employee Benefit Plans, PTO, or Holiday Pay. Contractors must still pass a criminal background check, and if in licensed positions, provide proof of licensure and good standing status. Contracted Consultants are not considered employees.

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. HCPA adheres to the FLSA and applicable state equivalents, and as such defines exempt and non-exempt employees as follows:

Exempt Employees

These employees meet the exemption guidelines as established by Fair Labor Standards Act (FLSA) and do not receive overtime pay or compensatory time off for hours worked over 40 hours per work week of Sunday through Saturday. Exempt employees are expected to work the hours necessary to fulfill the responsibilities of their position.

Non-Exempt Employees

These employees do not qualify as exempt employees and are eligible for compensatory time of 1.5 hours for every one (1) hour worked in excess of 40 hours per workweek of Sunday through Saturday. Holiday and PTO hours are not included in overtime calculations.

Wage Transparency

In accordance with the Minnesota Wage and Pay Transparency Law, HCPA provides salary ranges for all open positions. These ranges are determined by education, job requirements, and experience. Employees and candidates can request compensation details as outlined by this policy.

School Year

Calendar and Work Hours

HCPA's Building hours are Monday through Friday (Excluding Holidays) 6:30 AM to 5:00 PM. Your work schedule may vary depending on your job; however, staff are expected to establish a consistent 8-hour work schedule within this timeframe, appropriate to your position:

- Teachers are required to be in the school from at least 7AM to 3:30 PM, unless required to participate in activities before or after these hours, such as required meetings, events, or extra-curricular activities.
- School Year Staff, Paraprofessionals/TA, etc. – hours are 7AM to 3:30 PM (note: the hours for these employees may be adjusted based on the needs of the students)
- District/Administrative/Professional Employees Standard Workday may consist of beginning at 7AM and ending at 5:00 PM. Please note that this may be earlier or later depending upon such factors as position, weather, school events or activities, etc.

Please refer to the current Board approved school calendar.

Parent/Student/Community Engagement

At HCPA, we believe students learn better when teachers, staff, families, and the community work together. As part of this engagement strategy, our staff and teachers are required to participate in the following activities. In some instances, employees may be required to work more volunteer activities as this is part of their job duties.

Parent/Student/Community Engagement is a component of the employee review process.

Bus Duty – Elementary staff assist with walking elementary students to the buses at the end of the day. Secondary staff assist with bus checks and/or dismissal duties.

Breakfast Duty – Teachers and Staff assist with morning duty based on a rotational schedule.

School Year – Salaried Teachers and Other Licensed Salaried Employees
<ul style="list-style-type: none">• 3 HCPA volunteer activities are required. These events take place outside of the traditional school day. Teachers may select the activities that fit best with their interests and student grade level. These activities may include open houses, school dances, prom, concerts, etc. Teachers sign-up for these activities via Sign-up Genius.• Grade Level Parent Meetings – Each year, teachers have the opportunity to further interact with families. This provides teachers with a unique window into our students' and families' lives.• Fall and Spring Parent /Teacher Conferences• HCPA Graduation• Student Open House• Misc. Committees - There are many additional opportunities for members of the HCPA teaching staff to engage with the community and personally expand their skills. While not required, participation in these committees is highly encouraged and should be noted during the review process.

School Year – Para's, TA's and Other Non-Licensed Hourly Employees, Etc.
<ul style="list-style-type: none">• HCPA activities. These events take place outside of the traditional school day. Hourly employees may select the activities that fit best with their interests. These activities may include open houses, school dances, prom, concerts, etc. Hourly employees should sign-up via Sign-up Genius. Please note that any work over 40 hours must be approved by the Designated Administrators.• Fall and Spring Parent /Teacher Conferences• Student Open House

Extended School Year – Hourly Employees

- HCPA activities. These events take place outside of the traditional school day. Hourly employees may select the activities that fit best with their interests. These activities may include open houses, school dances, prom, concerts, etc. Hourly employees should sign-up via Sign-up Genius. Please note that any work over 40 hours must be approved by the Designated Administrators.
- Fall and Spring Parent /Teacher Conferences
- HCPA Graduation
- Student Open House

Extended School Year – Salaried Professional and Other Licensed Salaried Employees, Etc.

- 3 HCPA volunteer activities are required. These events take place outside of the traditional school day. Teachers may select the activities that fit best with their interests and student grade level. These activities may include open houses, school dances, prom, concerts, etc. Teachers sign-up for these activities via Sign-up Genius.
- Grade Level Parent Meetings – Each year, teachers have the opportunity to further interact with families. This provides teachers with a unique window into our students' and families' lives.
- Fall and Spring Parent /Teacher Conferences
- Haunted House
- Literacy Night or STEAM Night
- HCPA Graduation
- Student Open House
- Misc. Committees - There are many additional opportunities for members of the HCPA teaching staff to engage with the community and personally expand their skills. While not required, participation in these committees is highly encouraged and should be noted during the review process.

Year-Round – Salaried Academic and Salaried Professional Employees

- Fall and Spring Parent /Teacher Conferences
- Haunted House
- Literacy Night or STEAM Night
- HCPA Graduation
- Student Open House
- One Additional Volunteer Activity is Required. Salaried employees may select the activity that best fits with their interests and areas of expertise: school dances, prom, concerts, theatre productions, etc. Employees will sign-up for these activities via Sign-up Genius.
- Misc. Committees - There are many additional opportunities for salaried staff to engage with the community and personally expand their skills. While not required, participation in these committees is highly encouraged and should be noted during the review process.

Year-Round – Hourly Professional Employee, Etc.

- Fall and Spring Parent /Teacher Conferences
- Haunted House
- Literacy Night or STEAM Night
- HCPA Graduation
- Student Open House
- One Additional Volunteer Activity is Required. Salaried employees may select the activity that best fits with their interests and areas of expertise: school dances, prom, concerts, theatre productions, etc. Employees will sign-up for these activities via Sign-up Genius.
- Misc. Committees - There are many additional opportunities for salaried staff to engage with the community and personally expand their skills. While not required, participation in these committees is highly encouraged and should be noted during the review process.

Workload Limits – Special Education

The Minnesota Department of Education (MDE) recommends that an appropriate workload analysis caseload number fall in-between 16-21 for a 1.0 FTE. If a caseload includes primarily students who receive Federal Setting I and Federal Setting II programming, caseloads should be adjusted to the higher end of this range. Caseloads of students with Federal Setting III programming by specific disabilities outlined below are mandated by MN Rule 3525.2340, CASE LOADS - for school-age educational service alternatives.

1. For pupils who receive direct special instruction from a teacher more than 60 percent of the instructional day (Federal Setting III), but less than a full school day:

- a) Deaf-blind, autism spectrum disorders, developmental cognitive disability: severe-profound range, or severely multiply impaired, three pupils;
- b) Deaf-blind, autism spectrum disorders, developmental cognitive disability: severe-profound range, or severely multiply impaired with one paraprofessional, six pupils;
- c) Developmental cognitive disability: mild-moderate range or specific learning disabled, 12 pupils;
- d) Developmental cognitive disability: mild-moderate range or specific learning disabled with one paraprofessional, 15 pupils;
- e) All other disabilities with one paraprofessional, ten pupils;
- f) All other disabilities with two paraprofessionals, 12 pupils;
- g) Under special circumstances, for children who receive special education services for 60 percent or more of the instructional day, that are highly disruptive or create an unsafe environment due to the high behavioral or mental health needs of the students, the school may lower the number of such students in the classroom, so that both students and staff are safe.

2. For pupils who receive direct special education for a full day:

- a) Deaf-blind, autism spectrum disorders, developmental cognitive disability: severe-profound range, or severely multiply impaired with one paraprofessional, four pupils;
- b) Deaf-blind, autism spectrum disorders, developmental cognitive disability: severe-profound range, or severely multiply impaired with two paraprofessionals, six pupils;
- c) All other disabilities with one paraprofessional, eight pupils.

For pupils who receive direct special education 60 percent or less of the instructional day, the school district must establish a board-approved policy for determining workload limits for special education staff based on student contact minutes, evaluation and reevaluation time, indirect services, IEPs managed, travel time, and other services required in the IEPs of eligible students.

For pupils who receive direct special education 60 percent or less of the instructional day, HCPA follows MDE recommendation that an appropriate workload analysis caseload number fall in between 16-21 for a 1.0 FTE.

Factors that are considered when determining caseloads and workloads:

- Total number of special education students case managed (Federal Setting and Primary Disability)
- Number of re-evaluations that need to be completed by each case manager
- Other duties, staff meetings, department meetings, PLC, and mentoring meetings required weekly
- Teacher schedule (Whether the teacher is placed in a inclusion or resource classroom)
- Hours a week allotted for completion of due process activities
- If the case manager has students with Individual Behavior Intervention Plans (BIP) who require significant behavior instruction and support
- If the case manager has parents who require extensive communication or documentation
- An individual holds a Tier 1, Tier 2, or Out of Field license and will require instructional and/or due process coaching needs

Breaks and Mealtimes

Per Minnesota law, all full-time employees are provided with sufficient time to eat a meal during each workday. HCPA strives to provide a 30 minute lunch break daily, during which employees are completely relieved from duty. Duty-free lunch breaks are unpaid.

Non-Exempt employees - The payroll system will automatically adjust hourly employees' time sheets for their lunch break.

Exempt employee - salaries are not increased or decreased based on whether the 30-minute break is duty free or non-duty free.

Employees may not combine two breaks into one break, use rest breaks or meal periods to make up missed time, vary their regular workday hours (i.e., to skip breaks and leave early), add the breaks to their meal period, or carry their breaks over from one day to the next. Any variation in the work schedule must be approved in advance by the Designated Administrators.

Pregnancy and Nursing Mother Accommodations

HCPA will provide reasonable accommodations to employees for health conditions related to pregnancy or childbirth unless such breaks would unduly disrupt HCPA operations. Employees may request an accommodation based upon the advice of the employee's licensed health care provider.

Reasonable accommodations include more frequent restroom, food, and water breaks; seating consistent with the employee's essential job duties; or limits on lifting over 20 pounds may be requested without medical advice.

The school will engage in an interactive process with the employee in order to determine what reasonable accommodations may be granted.

If you require time off from work or reduced hours due to pregnancy, please work with Human Resources to align and comply with all applicable laws.

Nursing Mother Accommodations - HCPA will provide reasonable paid breaks each day during which the employee can express breast milk, unless such breaks would unduly disrupt HCPA operations.

Attendance and Punctuality

HCPA depends upon its employees. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. It is crucial that employees attend work promptly as scheduled. Employees are expected at work on all scheduled workdays and during all scheduled work hours, and to report to work on time.

HCPA utilizes the payroll system for employees to clock-in and out. This program functions as HCPA's tool to measure proper adherence to attendance and punctuality policies. In addition, the payroll system links directly to tracking benefits and Paid Time Off (PTO).

Non-exempt employees are required to clock in and out daily. Any missed punches or punch corrections should be submitted to the supervisor immediately. If a time entry is missing, it will be corrected on the next payroll date when Payroll is notified. Exempt employees are not required to clock in and out. However, if performance issues necessitate clocking in and out, the exempt employee will be notified accordingly.

Employees report to their workstations in adherence with HCPA's written schedules.

- Staff and faculty should arrive sufficiently early to begin working at their scheduled times.
- Hourly employees are not allowed to punch in more than 5 minutes prior to their start time.
- An employee who does not clock in is considered absent.
- An employee who clocks in late is considered tardy.

District/Administrative/Professional/ Other Employees

Reporting a Planned Absence

- Enter absence into the payroll system

Reporting an Unplanned Absence/Tardy - Sickness or Emergency

- Phone and/or email the main office at 651-209-8002 and direct supervisor (school cell phone) to leave a message no later than 6:00 AM.
- Enter absence into the payroll system within two (2) days of the absence

School Year Employees – Teachers, Paraprofessionals

Whenever a teacher or paraprofessional is absent it is critical they follow the following steps to ensure that the needs of HCPA students are met.

Reporting a Planned Absence

- Submit a PTO request in Paylocity. When approved by supervisor, request a sub in AESOP.
- Email the following to the AESOP/Substitute coordinator:
 - Lesson plans (Or attach plans to AESOP absence, ensure CP plans are included)
 - Related information regarding class information, details on accommodations/modifications, and information on any adults that may come into class.

Reporting an Unplanned Absence - Sickness or Emergency

- Phone or email the main office at 651-209-8002 (frontdesk@hcpak12.org) and direct supervisor (school cell phone) to leave a message no later than 6:00 AM.
- Enter absence into the payroll system within two (2) days of the absence
- Text/email person in charge of finding subs.
- Enter absence into AESOP by 6:00 AM
- Email the following to the AESOP/Substitute coordinator:
 - Lesson plans (Or attach plans to AESOP absence, ensure CP plans are included)
 - Related information regarding class information, details on accommodations/modifications, and information on any adults that may come into class.

Note: Please remember to have access to all AESOP login information in case of an emergency.

Field Trips

Request a sub if any of your classes need coverage. (see Substitute Services)

Absence Classification

Each absence of either a half day (4 hours) or whole day (8 hours) and is classified into one of three types:

Scheduled Absence

- A scheduled absence takes place when an employee requests and receives approval from their supervisor to be excused from work. Upon approval, their supervisor officially schedules the absence's date(s) and time(s) in the calendar.
- Requests for a scheduled absence must be made at least three (3) working days in advance. A requested scheduled absence made with ample notice will generally be granted.
- For a scheduled absence teachers and paraprofessionals are responsible to enter the absence in the AESOP system and supply all needed plans/information to the AESOP coordinator.

Important: PTO may be denied if a substitute is not available

Excused Absence

- An excused absence occurs when supervisor has been properly notified. In no case will an absence be classified as excused if notification is more than one-half hour after starting time.
- In accordance with the MN Sick & Safe Leave, excused absences include:
 - For employee's own illness, injury, health condition, or preventative care;
 - To care for a "family member" for the same reasons;
 - Domestic violence or personal safety issues for employee or "family member";
 - "Closure of employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency";
 - Inability to work or telework because of a public emergency relating to a communicable disease;
 - Health authorities have determined that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member to a communicable disease.
 - Any absence mutually arranged between the supervisor and employee.

Excused absences are considered ordinary events. However, they can accumulate into below-average attendance which can subject an employee to disciplinary action. A doctor's note may be required to excuse an absence. Failure to provide a doctor's note when requested may result in the absence being classified as unexcused.

Unexcused Absence

- An unexcused absence occurs when:
 - Proper supervisory notification process is not followed
 - No reason is given, (or a satisfactory reason) for the absence has not been given.
 - Unexcused absences are considered serious negative events. After (3) events of unexcused absences, disciplinary action may be taken, including a verbal or written warning.
- Employees who are absent for two consecutive days without calling to report their absence will have voluntarily abandoned his or her job, and to have resigned and terminated his or her employment with HCPA.

Tardy Classifications

There are three types of Tardy Classifications:

Scheduled Tardy

- A scheduled tardy occurs when an employee's request to be excused for a defined amount of time is made at least three (3) working days in advance
- The employee's supervisor must approve and schedule the tardy
- Employees are responsible for making up missed time if less than 2 hours late. If more than 2 hours late they will need to take PTO.
- Teachers are solely responsible for finding a classroom substitute. If a substitute is not available, the tardy request may not be granted

Excused Tardy

- An excused tardy occurs when a supervisor approves a tardy based on the face value of the employee's reason
- Employees must properly notify their supervisor at least one-half hour prior to their starting time.
- Acceptable reasons for an excused tardy include:
 - Occasional illness or non-work related accident or injury
 - Sickness or death in the family
 - Severe weather conditions, or
 - Cases where the tardy is mutually arranged between the employee and their supervisor
- An excused tardy is considered as an ordinary event. If the cumulative number of excused tardies result in below average attendance, the employee may be subject to disciplinary action.

Unexcused Tardy

- An unexcused tardy occurs when an employee has not provided proper notification or a satisfactory reason.
- An unexcused tardy is considered a serious event; each of which may require appropriate disciplinary action up to and including termination.

Substitute Services - Internal Subbing

Employees that provide substitute services during their allowed preparation time may be compensated if:

- Services are provided between 7:30 AM and 3:30 PM and/or,
- Services are provided during the employee's allowed preparation time.

Please see most current/approved sub rate policy for sub compensation rates.

Emergency School Closure Guidelines

Safety is our first priority in extreme weather. The safety of every student is the first priority when determining if schools should stay open.

Information on School Closings due to Weather

The district will post information about school closings through a variety of communication vehicles including:

- Schoology, Seesaw and District website - hcpak12.org
- District social media pages (Facebook) Email, auto call and text message to families and employees
- Media outlets including KSTP Channel 4, WCCO Channel 5, Fox Channel 9, and KARE 11

It is expected salaried employees work remotely when school is closed due to inclement weather or an emergency. Consequently, if an exempt employee has scheduled PTO on a school closure day, the PTO will still be utilized.

Employees will be paid as follows

- Salaried employees will be paid their regular daily salary.
- Non-exempt employees (hourly) will be paid for the 8 hours they otherwise would have been eligible to work. This pertains to the following positions:
 - Paraprofessionals
 - Teaching Assistants
 - Facility Maintenance Staff
 - Hourly Administrative Assistants/Coordinators
 - In-House Substitutes

All Employees

Those employees who are reasonably able to work from home, such as teachers, teaching assistance, paraprofessionals, Hourly Administrative Assistants/Coordinators are expected to do so.

Employees are expected to

- Work expectations include working for at least four (4) hours
- Emailing direct supervisor with tasks that will be completed
- Check in with supervisor at least once between 9:00 AM–5:00 PM
- Submit a completion report outlining the progress of all tasks
- Respond to work-related emails and phone calls
- Should utilize this time to catch up on paperwork or online work activities
- No need to enter any information into the payroll system, HR will make all necessary adjustments

Note: Failure to demonstrate four hours (4) of remote or onsite work during a cancelled school day will result in a full eight (8) hour deduction in pay.

Stipends

Any employee who is required to come onsite during a weather-related emergency (such as snow removal, administrative, and or building support) may be eligible for stipend approved by Designated Administrators.

Please note that the pay will be based on their regular rate x four (4) hours (half day) regardless of how many hours worked and that they should still be clocking in and out when they are onsite.

Asynchronous Learning

In the event of inclement weather, emergencies, or if scheduled as part of the school calendar, HCPA administrators may initiate Asynchronous Learning in which all K-12 students would engage with class and course work from home.

Asynchronous Learning

- On asynchronous days, Instructional staff will work normal school hours from 7:00 AM-3:30 PM; other school year and building staff will work hours/locations as determined by their supervisor.
- Staff should be available for students/families throughout the day.
- Asynchronous work should focus on review activities and catch-up work (no new instruction).
- Students will login/start their work by 10:00 AM
- Elementary:
 - Students will receive a printed packet of asynchronous activities from their teacher/grade level. This packet should be kept in students' take home folders.
 - In the event of an asynchronous day, students will complete one day's activities. Students will also have the option to complete online posted activities (Seesaw and Schoology).
 - Students would return their work when in-person instruction resumes.
 - For Elementary Teachers:
 - The Asynchronous Learning Packet should comprise 5 days of reading/writing, math, and specialist activities.
 - Online activity options should be posted by 10:00 AM on the Asynchronous Day.
 - No attendance question is required. Evidence of student work in/on activities will count for attendance.
 - For attendance, mark any student that you don't have evidence of attendance for as NDL by 3:30 PM the following day.
- Secondary
 - 6-12 student's login to Zoom/Google Meets 10:00-10:30am to their CP class to talk about the day
 - Take attendance via a Discussion Post in Schoology

(Temporary) Distance Learning

In an event of a situation that would require HCPA to transition away from in-person learning for a period greater than five (5) consecutive school days (either by state or national mandate or in the interest of public health and safety), students will be provided with a school issued device (iPad or Chromebook) so that school-wide instruction may continue. During distance learning, students would attend live instruction with their teachers and would follow their normal bell or school day schedule:

- Elementary from 8:00 AM-3:00 PM
- Secondary from 8:25 AM-3:00 PM

Any decision to transition to distance learning would be made carefully by HCPA school administration and in consultation with any necessary community resources and government agencies.

Compensation & Payroll

Placement and Salary Schedules

Salary placement scales for teachers, paraprofessionals, and maintenance employees are available upon request from Human Resources.

Performance Evaluations

Performance evaluations are an opportunity for employees, supervisors, and HCPA to formally assess an individual's job performance. Supervisors will complete performance evaluations for the employees who report to them. All performance evaluations will be conducted on an annual basis. The performance evaluation will be used for identifying strengths and areas for improvement in an employee's performance, and as a factor in considering potential salary increases and promotions.

Performance evaluations are not to be confused with wage adjustments. A wage adjustment may or may not be made concurrently with a performance evaluation. Factors included in evaluating potential wage adjustments include individual performance and the overall financial status of HCPA. It is also at HCPA's discretion to determine ongoing compensation programs.

PDP or PIP (Personal Development Plans, Performance Improvement Plan or a similar equivalent) are completed throughout the year. Plans will be reviewed in conjunction with annual performance evaluations as deemed necessary by the supervisor.

Review Process and Annual Raise Criteria

School year and Extended School year employee - reviews are due by **end of April**.

New employees and optional review for those with previous review results of 2.99 or less- **2 reviews, 1 by the end of December and 1 by end of May**

District/Administrative/Professional and Year-Round staff employee reviews are due by **end of May**.

Teachers will receive observations by qualified observers. The observers will strive to evaluate all teachers and other licensed staff by conducting observations using the following criteria:

- Two "focused" observations on specific areas of the instructional rubric
- One full lesson observation per three-year review cycle

The Designated Administrators will conclude with one formal summative evaluation, which will include whether continued employment is recommended.

Employees who begin work at HCPA after March 31 will receive an offer letter at their original contract rate of compensation.

Renewal Letters - Offer of Employment for the Following School Year

Subsequent to the completion of the current school year, HCPA will advise employees as to whether they will be offered continued employment. The annual process will consist of the following:

Employee Category	Process	Distribution	Due
All Employees	Intent to Return	Beginning of March	5 business days after distribution
School Year	Performance Evaluation	Beginning of March	End of April
District/Admin/Professional	Performance Evaluation	Beginning of March	End of May
School Year	Presentation of renewal letters	Mid-April	5 business days after distribution
District/Admin/Professional;	Presentation of renewal letters	End of April	5 business days after distribution

Payroll

Payroll and Direct Deposit

HCPA offers direct deposit for paychecks through the Payroll Department. HCPA encourages all staff to take advantage of this feature.

Payroll Schedule

All employees are paid on the 15th and last day of every month. If the payday falls on a holiday or weekend, paychecks will be distributed on the last business day preceding the holiday or weekend. All salaried employees will receive 24 equal payments according to the payroll calendar.

Recording Time Worked

Hourly Employees - Manual Time Sheet Submission

The payroll system automatically submits timesheets twice a month for most employees. Hourly employees who complete manual timesheets are required to submit completed timesheets to their manager corresponding to HCPA pay periods (1st to 15th on one timesheet and 16th to the last day of the month on another timesheet). HCPA is not responsible for tracking timesheets and will not be responsible if an employee is not paid on time. If an employee does not submit their timesheet in a timely manner, they will be paid on the next scheduled payroll. Employees may be subject to disciplinary action if timesheets are consistently not submitted in a timely manner.

Overtime

The provisions of the Fair Labor Standards Act (FLSA) include a test, which determines what positions are to be classified as exempt and non-exempt. Every position at HCPA is evaluated accordingly.

Exempt Employees:

Exempt employees may, from time to time, be required to work extra hours, weekends, or evenings. Exempt employees are not eligible for compensatory time off or overtime pay.

Non-Exempt Employees:

As a general rule, non-exempt employees are required to adjust their work schedule to limit hours worked to no more than 40 hours.

The Designated Administrators must approve all hours worked over 40 per week. There are no exceptions to this rule.

Paid leave, such as PTO and holidays, do not apply toward calculating total hours worked. The workweek begins at 12:00 AM on Sunday morning and ends at 11:59 PM on the following Saturday night.

HCPA will compensate non-exempt employees with one and one half hours of compensatory time off for each hour worked over 40 in a workweek.

Consequences of unauthorized overtime: Employees who fail to obtain approval from the Designated Administrators prior to working hours that extend beyond their normal 40-hour workweek will be subject to disciplinary action.

Stipends and Activities

Stipend For Professional Development & Special Projects

Both exempt and non-exempt employees are eligible to receive a stipend for extra professional development to work on curriculum alignment or special projects.

Staff will receive a maximum stipend of \$240/day (workday is defined as 8 hours or more) or an hourly rate of \$30.00 for less than 8 hours.

Other non-exempt and non-licensed staff will receive a stipend based upon their daily rate of pay. Stipends will only be issued for professional development or work on special projects during noncontractual days.

All Professional Development activities must be approved in advance by the Designated Administrators to be eligible for reimbursement.

If you are required to attend a professional development activity, you may be paid for the time as outlined above.

Stipends for Activities

At HCPA, we believe our students learn best when they interact with their teachers, classmates, and environment. We realize this interaction often happens outside of the traditional school day/year.

For opportunities that require significant student contact outside of the school day, faculty members may earn additional compensation in the form of a stipend.

- Contract and stipends for these activities are separate and in addition to an individual's annual salary.
- Both Exempt and non-exempt employees are eligible to receive a stipend for some duties, such as coaching, committees, after school enrichment programs, tutoring and other special projects as assigned by Administration.
- Stipends are based on the time, expense and responsibility required to fulfill the duties. These volunteer situations are on an "as needed" basis throughout the year.
- Stipends are nominal and not intended to be based on the employee's salary due to duties of the volunteer position being dissimilar from any employees' position at HCPA.
- Approved stipends will be paid out at the end of the fiscal year
- Stipends will be prorated based on days worked should the contract be terminated or upon receipt of resignation form contract.

Some activities are on a volunteer basis and are not eligible for a stipend. Some examples of paid and not paid activities are:

Paid

- Summer School
- After School Enrichment
- Prom Committee
- Robotics
- Bass Fishing Club
- Esports
- Sports Coaching
- Student Ambassador
- Others approved by Administration

Non Paid

- National Honor Society
- Yearbook
- Tutoring
- Others approved by Administration

This list is not all inclusive, check with your supervisor or Human Resources for specific activities.

All committees, advisors and co-advisors must be pre-approved by the Administration prior to engaging in any committee activities. The coaching and committee pay scale is available per request.

Right to Discuss Wages

As required by Minnesota law, HCPA does not prohibit any employee from disclosing his or her own wages. HCPA will not take any adverse action against an employee for disclosing his or her own wages or discussing a co-worker's wages, provided the co-worker voluntarily participates in that discussion. Employees are not required to disclose their wages to a co-worker or otherwise, and the HCPA expects all employees to be respectful of their colleagues in this regard.

Any form of retaliation against an employee who discloses or discusses wages pursuant to this policy is prohibited. Any employee who believes he or she has been subject to retaliation in violation of this policy is expected to immediately report that information to Human Resources. It is not sufficient to report a complaint of retaliation to persons other than the designated individuals (e.g., a co-worker).

Employees also may have remedies for violations of this policy under Minnesota Statute § 181.172.

Expenses

Business Expense Reimbursement

There will be no reimbursements for amounts less than \$10 per one purchase receipt. Any purchase less than \$10 will be considered an in-kind contribution by an employee to HCPA.

Meal Reimbursement

If HCPA related business or professional development requires an overnight stay, employees may submit receipts for meal reimbursement. Limits are based on HCPA district reimbursement rates:

- Breakfast: \$18.00
- Lunch \$20.00
- Dinner: \$36.00

Mileage

Mileage reimbursement will be paid per the current reimbursement rate according to the IRS, which can be found on IRS.gov.

Employee School Lunch Account Overdrafts

Employees should pre-pay for their meals through School Café. If an employee incurs a negative balance, they should immediately deposit funds into their lunch account. If a negative balance persists an employee agrees to sign an acknowledgement to deduct the amount from their paycheck and may result in not being able to participate in the food and nutrition program.

Workplace Conduct

Harassment, Discrimination and Violence

HCPA is committed to providing a working and learning environment that is free from harassment of any kind. Every employee, visitor, or member of HCPA should be treated with courtesy and respect at all times.

This policy is designed to provide a safe work environment, free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of supervisors, managers, co-workers, or visitors.

Harassment based upon a person's race, color, religion, gender, sexual orientation, national origin, age, disability, or other characteristic protected by law, is unlawful. Harassment for any reason is unacceptable at HCPA. In keeping with this commitment, HCPA strictly prohibits unlawful or unacceptable harassment in any form, including verbal, physical, sexual, and visual harassment. This includes a prohibition against posting, wearing or distributing items that may be considered offensive. It also acknowledges that harassment, sexual or otherwise, is against the law and will not be tolerated by HCPA.

Conduct that threatens, intimidates, or coerces another person at any time will not be tolerated. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Carrying, possessing, concealing, or using firearms, weapons, explosives and other dangerous or hazardous devices or substances, whether or not by permit, is prohibited on HCPA's premises, while acting in the course and scope of employment, at all times under all circumstances. Any employee or person carrying, possessing, or concealing a firearm or any dangerous or hazardous devices or substances on HCPA premises will be asked to leave. Additionally, employees who violate these rules are subject to prompt disciplinary action up to and including termination of employment.

Employees are expected to report all violations as soon as possible to employee's immediate supervisor or Human Resources. This includes threats and acts of violence, carrying, possessing, or concealing of firearms and other dangerous or hazardous devices or substances by vendors, solicitors, visitors, or other members of the public.

Employees should also immediately report suspicious individuals or activities in the workplace to their supervisor. When making a report, employees should be as specific and detailed as possible.

HCPA will promptly and thoroughly investigate reports of violations and contact the local authorities as necessary. The identity of the employee making a report will be kept confidential to the extent it does not prohibit a thorough investigation. In order to maintain workplace safety, HCPA may suspend an employee, with or without pay, until the investigation is completed.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of sexual nature when:

- Submission to that conduct or communication is made a term of or condition,
- Either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or,
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose to effecting substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexually harassing behavior may include, but is not limited to:

- Unwelcome or offensive sexual innuendo.
- Subtle pressure for sexual activity or coercion to date.
- Sexist remarks about a person's body or their private life.
- Degrading remarks, posters, graffiti, or other objects in the workplace that contribute to an intimidating work environment.
- Making an individual the object of sexist, degrading, or humiliating jokes.
- Demanding sexual favors accompanied by implied or overt threats concerning pay or other aspects of employment; or,
- Physical assault or unnecessary touching.

Sexual Violence

Sexual violence is a physical act of aggression, force, or the threat thereof, which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same or opposite sex.
- Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts.
- Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or,
- Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Racial Harassment

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or,
- Otherwise adversely affecting an individual's employment or academic opportunities.

Racial Violence

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

Religious Harassment

Religious harassment consists of physical or verbal conduct, which is related to an individual's religion, when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or,
- Otherwise adversely affecting an individual's employment or academic opportunities

Religious Violence

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to, religion.

Assault

Assault is:

- An act done with intent to cause fear in another person of immediate bodily harm or death.
- The intentional infliction of or attempt to inflict bodily harm upon another; or,
- The threat to do bodily harm to another person with present ability to carry out the threat.

Any one of the above stated conducts may result in disciplinary action, up to and including termination.

Harassment or Violence as Abuse

Under certain circumstances, alleged harassment or violence may also be termed possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 are applicable.

Nothing in this policy will prohibit HCPA from taking immediate action to protect victims of alleged harassment, violence or abuse

Reporting Procedures

Any person, who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a coworker, supervisor, manager, student, parent, vendor or any other individual associated with HCPA, should immediately report alleged acts to the Designated Administrators. If the complaint involves the Designated Administrators, reports should be made directly to the Chairman of the Board of Directors. HCPA encourages the reporting party to use the official report form available from HCPA office, but oral reports shall be considered complaints as well. Upon receipt of a report, the Designated Administrators may request, but may not insist upon a written complaint. If the report was given verbally, it will be put into written form within 24 hours.

Upon reporting an allegation of harassment, a prompt and appropriate investigation will be conducted. HCPA will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with HCPA's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. Whether a particular action or incident constitutes a violation of this policy requires a determination based on the facts presented and surrounding circumstances.

The investigation will be completed as soon as practicable.

The result of HCPA's investigation of each complaint filed under these procedures will be reported in writing to the complainant in accordance with state and federal law regarding data or records privacy. These procedures do not deny the right of any individual to report harassment or violence to any appropriate state or federal agency.

Reprisal

No employee who reports possible harassment will be retaliated against in any way. Any employee who retaliates against or intimidates any employee making such a complaint will be subject to disciplinary action, up to and including termination

Bullying

HCPA will not tolerate any form of bullying and will educate students on what bullying is and why it will not be tolerated. It is the responsibility of all staff to be aware of the possibility of bullying of students.

Physical Bullying

There are many types of negative physical interactions that can occur between young people, including fighting, practical jokes, stealing, and sexual harassment. These things are not considered physical bullying unless:

- The same victim is targeted repeatedly.
- The bully or bullies intend to hurt, embarrass, or intimidate the victim.
- The actions occur in a situation with a real or perceived imbalance of power, such as when the bully is stronger than the victim or has a higher social standing

Cyber Bullying

This type of bullying can be worse than other types of bullying because the bully may be anonymous or meaner than they would be in person, and the bullying can come at any time and in any place. As educators HCPA will,

- Explain to students what cyber bullying is and why it is wrong
- Encourage students to come and tell an adult if they ever see cyber bullying, either as a victim or a bystander, and help stop cyber bullying by never passing it on.
- Teach students about appropriate online behavior, including keeping passwords private, never talking to strangers online and treating others with respect.
- Let students know that no one deserves to be bullied, and if they are ever the victim reassure them that it is not their fault that they were bullied.

If staff becomes aware of bullying, staff will immediately report the situation to the Dean of Students and/or Designated Administrators.

Standards of Conduct

Minnesota Teachers Code of Ethics (Minnesota Stat. 8700.7500)

All HCPA teachers shall adhere to:

Subpart 1. Scope

Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles, which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to rules established by the Minnesota Board of Teaching (BOT).

Subpart 2. Standards of Professional Conduct

The standards of professional conduct are as follows:

- A teacher & staff shall provide professional education services in a nondiscriminatory manner.
- A teacher and staff shall make reasonable effort to protect the student from conditions harmful to health and safety.
- In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- A teacher and staff shall take reasonable disciplinary action in exercising the authority to provide atmosphere conducive to learning.
- A teacher and staff shall not use professional relationships with students, parents, and colleagues to private advantage.
- A teacher and staff shall delegate authority for teaching responsibilities only to licensed personnel.
- A teacher and staff shall not deliberately suppress or distort subject matter.
- A teacher and staff shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- A teacher and staff shall not knowingly make false or malicious statements about students or colleagues; and/or,
- A teacher and staff shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position

Personal Conduct

HCPA expects all employees to practice common sense and sound judgment and to act in a respectful, responsible, and businesslike manner at all times while performing the duties of their employment for HCPA. The following are examples of unacceptable conduct that would violate this policy and may result in disciplinary action, up to and including termination of employment. Unacceptable conduct includes, but is not limited to:

- Relationships with another faculty/staff member that distract or interfere with job performance or defames the reputation of HCPA.
- Relationships between staff and students of any nature other than “employee/student”.
- Failure to observe rules, regulations, policies, and standards of HCPA and/or directives and orders of the administration.
- Deliberate and serious violation of the rights and freedoms of other employees, students, parents, or other persons in HCPA community.
- Failure to follow the canons of professional and personal ethics.
- Theft or inappropriate removal, use or possession of HCPA property or property of another employee.
- Violence or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace, including profanity, inappropriate yelling, etc.
- Possession of firearms or other weapons on HCPA property.
- Possession, use or sale of intoxicating liquors, drugs, hallucinogens, or controlled substances on HCPA property.
- Reporting to work under the influence of liquor, drugs, or controlled substances.
- Insubordinate conduct or speech.
- Restricting or interfering with others in the performance of their job, adversely distracting or disrupting the well-being of others.
- Removing papers or other information, equipment, and student/staff information from HCPA premises without authorization.
- Excessive absences or tardiness (please refer to our attendance policy).
- Falsifying, altering, or destroying any HCPA reports or records.
- Failure to comply with HCPA’s policies as outlined in the employee handbook.
- Sharing confidential issues about students, families or colleagues with staff or students.
- Disparagement of HCPA or any employee, student or family member associated with HCPA employees, students, or students’ families.
- Disparagement of HCPA mission statement, philosophy, staff, or students.
- Conducting any type of personal business on employee scheduled work hours at HCPA; and/or,
- Misuse of internet, school intranet, e-mails, or phone for personal reasons.
- Any of the personal misconduct above may be subject to disciplinary actions up to and including termination.

The foregoing rules are not intended to be all inclusive of the proper standards of conduct or obligations that employees must observe at all times. If it is unclear as to what conduct is inappropriate under this policy, please talk to Human Resources or any senior administrative staff

Staff/Faculty – Student Relationships

In compliance with District Policy 423: HCPA is committed to an educational environment in which all students are treated with respect and dignity. Every HCPA employee will provide students with appropriate guidance, understanding and direction while maintaining a standard of professionalism, and acting within accepted standards of conduct.

Below are descriptions that further address the expectations of HCPA employees and the types of relationships that are prohibited and unacceptable. These descriptions apply to all HCPA employees at all times whether on or off duty and on or off HCPA premises. If an employee violates any of the following HCPA policies, corrective action may be taken on a case-by-case basis, up to and including termination of employment.

- HCPA employees shall treat students with respect, courtesy, and consideration and in a professional manner. Each HCPA employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a staff-student or faculty-student basis.
- HCPA employees must remain mindful of their inherent positions of authority and potential influence over students.
- Sexual interactions, activities or relationships of any kind between employees and students of any age are strictly forbidden and may subject the employee to criminal liability.
- Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct.
- Social activities outside of HCPA sponsored functions.
- Transporting students in personal vehicles unless authorized by the Administration.
- Requesting a student babysit an employee's child(ren) on or off HCPA premises.
- Accompany students to places outside of HCPA hours to other than HCPA organized events and functions (e.g., such as movie theaters, shopping malls, inviting student(s) to teacher/staff home, etc.) without consent of the Designated Administrators and the student's parents or guardians.
- Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring or being aware of a student possessing or using either illegal substance, alcohol, tobacco, or prescription drugs not intended for their use.
- HCPA also strongly discourages employees from dating an employee or former employee as it may lead to interference in job performance.

Complaint Resolution

Work Conflict

When an employee believes a work condition or treatment is unjust, inequitable, a hindrance to effective operation or creates a problem, he/she is encouraged to discuss the situation or treatment with their direct supervisor.

Personal Conflict

The best way to solve personal problems is to recognize that they exist and try to resolve them with the parties involved. HCPA expects that most conflicts can and should be resolved in this manner.

Resolving the Conflict

Misunderstandings or conflicts can arise in any organization and should be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the employee believes is detrimental to himself/herself or HCPA, the employee should follow the procedure described below for bringing the complaint to the attention of Human Resources or senior administration staff. HCPA also reserves the right to apply any of the steps below at any point based on the severity or circumstances of the situation.

The following steps may be taken:

1. Discussion of the problem with the immediate supervisor is encouraged as a first step. If the employee does not believe a discussion with the supervisor is appropriate, the employee should proceed directly to Step 2.
2. If the problem is not resolved after discussion with the supervisor or if the employee believes a discussion with the supervisor is inappropriate, the employee is encouraged to request a meeting with Human Resources. Human Resources may conduct an investigation, and will consider all facts and review the matter with the Designated Administrators and other individuals based on a confidential basis. Human Resources will advise the employee of the course of action being taken.
3. If the employee is unsatisfied with the decision and wishes to pursue the matter further, he/she may prepare a written summary of the concerns and request further review of the matter. This request should be made through Human Resources, who will notify the Designated Administrators and the Leadership Committee. The Committee, after a full review of the facts (which may include a review of the written summary of the problem, interviews with the people involved, and further investigation), will inform the employee of its decision within a maximum of 15 working days of the report to Human Resources. The decision of the Committee is final.

Reprisal

No employee who reports a conflict will be retaliated against in any way. Any employee who retaliates against or intimidates any employee making such a conflict report will be subject to disciplinary action, up to and including termination.

Workplace Policies

Dress For Success - The HCPA Employee Dress Code

In order to conduct and maintain a professional environment for all staff and a focused learning environment for students, HCPA upholds a "Dress for Success" policy. Dressing for success provides four main benefits to our employees, the learning environment and the school's overall professionalism:

- Maintains respect
- Defines and establishes credibility
- Establishes employees as role models and leaders to students, families and colleagues.
- Shows respect to our students as they are required to wear uniforms

In addition, HCPA is a college-focused institution. Ensuring our teachers, staff and administrators dress in a professional manner greatly assists in supporting this goal. No dress code can cover all contingencies; thus employees must exercise good judgment and discretion in their choice of work attire. Employees who are uncertain about what constitutes acceptable and professional business attire should contact their supervisor or the Human Resources Department.

Below is a general overview of appropriate Dress for Success attire.

Dress for Success - School Year

Shirts/Tops	
Appropriate	Inappropriate
<ul style="list-style-type: none">• Button-up dress shirts with collars (with or without tie)• Blouses• Golf/Polo shirts• Sweaters• Blazers• Head covers that are required for religious purposes or to honor cultural traditions are allowed.	<ul style="list-style-type: none">• Tops with spaghetti straps• Midriff tops• Shirts with potentially offensive words, logos or images• Athletic tank tops• Hats, baseball caps, fedoras, etc.,

Pants/Bottoms	
Appropriate	Inappropriate
<ul style="list-style-type: none">• Dress slacks or dress capris• Khakis• Corduroy pants• Professional dresses/skirts - must be appropriate length (no more than one inch above the knee when standing)	<ul style="list-style-type: none">• Jeans of any color• Sweatpants• Tights/leggings/yoga/jogger pants• Shorts• Camouflage pants

Shoes	
Appropriate	Inappropriate
<ul style="list-style-type: none">• Dress shoes/sandals/boots• Heels• Loafers or flats• Athletic Shoes	<ul style="list-style-type: none">• Flip-Flops• Foam clog shoes• Slippers

Non-Student Contact/Out of Uniform Days and Summer Attire

Shirts/Tops	
Appropriate	Inappropriate
<ul style="list-style-type: none">• Shirts with collars• Blouses• Golf/Polo shirts• Sweaters• T-Shirts• Head covers that are required for religious purposes or to honor cultural traditions are allowed.	<ul style="list-style-type: none">• Tops with spaghetti straps• Midriff tops• Shirts with potentially offensive words, logos or images• Athletic tank tops• Hats, baseball caps, fedoras, etc.,

Pants/Bottoms	
Appropriate	Inappropriate
<ul style="list-style-type: none">• Dress slacks• Khakis• Corduroy pants• Dresses/Skirts/Shorts - must be appropriate length (no more than one inch above the knee when standing)• Capris• Jeans – appropriately fitting, not torn, no holes, no frayed edges, not overly faded, and shouldn't show signs of excessive wear.	<ul style="list-style-type: none">• Sweatpants• Tights/leggings/yoga pants• Camouflage Pants

Shoes	
Appropriate	Inappropriate
<ul style="list-style-type: none">• Dress Shoes/sandals/boots• Heels• Athletic Shoes• Loafers or flats	<ul style="list-style-type: none">• Flip-Flops• Foam clog shoes• Slippers

Additional Clarifications:

Accommodation(s) may be provided for staff as dictated by a medical condition. The accommodation(s) must be accompanied by a doctor's order.

Physical education staff may wear sweats, shorts, or jogging suit/warm-ups.

Facility Maintenance Staff: Tennis shoes/other athletic sport shoes, closed toe and closed heel shoes are required.

Jewelry should be in good taste, with limited body piercing.

Makeup, perfume, and cologne should be used judiciously as some employees are sensitive to the chemicals in perfumes and make-up.

Shorts of appropriate length are permitted during summer after the end of the regular school year and at HCPA's annual all-school picnic.

If clothing fails to meet these standards, as determined by the employee's supervisor and/or Human Resources staff, the employee will be asked not to wear the inappropriate item(s) to work again. If the problem persists, the employee may be sent home to change clothes and may be subject to disciplinary action.

Substance Abuse Policy

HCPA recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and staff. HCPA believes that HCPA has a role in education, intervention and prevention of chemical use and abuse.

HCPA strives to maintain a drug and alcohol-free workplace in order to provide for a safe, healthy, productive, and pleasant working environment. To promote this goal, HCPA has adopted and implemented the Substance Abuse Policy below.

While on HCPA premises and while conducting business on behalf of HCPA away from the HCPA premises, employees are prohibited from using, possessing, distributing, selling, or being under the influence of alcohol, cannabis or cannabis related products, or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job and does not endanger other individuals in the workplace. Employees under the influence of illegal drugs, alcohol or cannabis/cannabis related products are prohibited from entering or remaining on HCPA property. If an employee consumes illegal drugs or alcohol while on HCPA premises or on duty away from the HCPA campus, the employee will be subject to disciplinary actions up to and including termination.

In the event that a staff member suspects that another employee is abusing, possessing, transferring, distributing, or selling illegal drugs, alcohol or cannabis/cannabis related products on HCPA campus or while on duty away from HCPA campus, the employee who suspects the misconduct must notify Human Resources. Human Resources will work with Senior Administrative staff to investigate the matter and take appropriate action.

Employees with questions or concerns about substance dependency or abuse may wish to discuss these matters with Human Resources, receive information regarding additional resources within the community or contact the Employee Assistance Program ("EAP") provided as part of the HCPA's group health insurance plan.

Employees with questions about this policy or issues related to illegal drug, alcohol or cannabis/cannabis related products abuse in the workplace should contact Human Resources about their concerns.

This policy applies to all employees and non-employees (visitors and volunteers, etc.) and is intended to provide a safe environment for working and learning and to prevent disruption in the organization's operation and/or inconvenience to employees and visitors.

Non-employees who violate this policy will be removed from HCPA premises.

Employee Monitoring and Inspections

HCPA may provide desks, lockers, workstations, furniture, technology (e.g., computers, handheld devices, cell phones) and/or other equipment or storage devices for the use and convenience of employees. All items provided by HCPA remains the sole property of HCPA. Employees shall not have an expectation of privacy or confidentiality in the use of property provided by HCPA. Any agent or representative of HCPA may inspect such property, as well as any articles or data found on or within such property, at any time, with or without prior notice.

HCPA reserves the right to inspect HCPA provided property, to investigate and to interview employees in the course of implementing and enforcing its policies.

HCPA also reserves the right to inspect the employee's purse, briefcase, luggage, or other personal items or possessions in a manner consistent with and allowed by law.

Employee Parking/Permits

Employees are to park in the lot and parking deck across Brewster Street. The east (towards Higher Ground Secondary Academy) and middle school lot is reserved for guests and for employees with special mobility needs. Please speak to Designated Administrators regarding parking in the east lot.

- Parking permits parking permits will be issued to you and placed in your mailbox
 - First permit is free
 - Lost permit fee: \$5.00
- Parking permits will be issued to employees during orientation at the beginning of the school year.
- Please return your parking permit to Human Resources at the conclusion of your employment.

Local mileage is not eligible for reimbursement. Mileage may be considered for pre-approved out-of-town workshops or conferences. The reimbursement rate is based on approved state guidelines.

Utilizing Personal Vehicles for School Business

Staff members who perform business on behalf of HCPA in personal vehicles must carry the appropriate personal vehicle insurance. Employees are advised that their personal vehicle insurance will provide the initial coverage for any claims arising out of use of the vehicle for HCPA business, and secondarily the school's insurance may be involved. The following are examples of situations in which a staff member's personal vehicles may be utilized for HCPA business. This list below is not, nor is it intended to be all inclusive:

- Parent Connections (formally home visits)
- Running errands on behalf of HCPA
- Approved transportation of students

Transportation of Students by Employees, Parents, Volunteers

It is the responsibility of HCPA to provide safe transportation for all students to or from school, an athletic event, an extracurricular activity or on field trips. School buses and vans are provided as the primary means of transportation. DOT certification is required for use of school vehicles. Information and exam requirements will be provided by the Transportation Department.

Prior authorization is required from the Designated Administrators for use of privately-owned vehicles except in emergency situations. Students who will be transported in a privately-owned vehicle by an employee, parent, or volunteer must have prior written parental permission and appropriate insurance

Building & Property

Personal Property

All personal belongings that are brought to HCPA are kept at the risk of the employee. HCPA assumes no responsibility, and therefore is not liable for any lost, stolen, or damaged personal property. HCPA recommends that all employees have personal insurance policies covering the loss of personal property left on HCPA premises. Personal property generally refers to any movable assets owned by an individual.

School Property & Use of School Resources

Employees share responsibility for safeguarding HCPA property, including offices, equipment, vehicles, access codes, keys, etc. HCPA property must be treated with care in order to maintain a safe and clean place to work. You are responsible to keep your workspace and equipment clean and orderly, as well as to share in the responsibility for common work areas. Loss or theft of any HCPA property should be reported to Designated Administrators immediately.

The use of HCPA time, materials, or equipment for purposes not directly related to HCPA business, or the removal or borrowing of HCPA property without permission, is prohibited. Any personal use of HCPA property or resources must be pre-approved by the Designated Administrators.

HCPA-owned equipment and resources, including computers, vehicles, keys, cell phones, credit cards, handbooks, work materials, HCPA information or any other property you may use during your employment with HCPA must be returned upon separation from HCPA.

Return of HCPA Property

Any property issued to employees such as computer equipment, keys, parking permits, swipe cards, technology, fob, etc., must be returned to HCPA at the end of HCPA year and on the last day of employee contract or at the time of termination.

Employees will be responsible for paying the appropriate assigned fees or actual cost of replacing or repairing HCPA property in their possession if it is lost, stolen, damaged or not returned.

ID Badges

To ensure the safety of our students, all HCPA employees and contractors are provided an ID badge.

- ID badges are distributed during staff orientation.
- While on campus, HCPA employees are required to wear their school ID badge at all times.
- An HCPA ID badge is for the sole use by the person for whom it is issued. Under no circumstances may an individual wear an HCPA ID badge that has not been personally issued to them.
- Employees who consistently fails to wear their HCPA ID badge could be subject to disciplinary action.
- Employees should not alter their badge in any manner.
- An employee must immediately report a lost ID badge to their supervisor.
- Lost ID badge replacement fee will be the responsibility of the employee.

Visitors

All parents and visitors must report to the Main Office upon entering HCPA.

For the safety and security of all our students we request that all visitors show photo identification and wear a nametag while in the building

- Main office staff members will scan the visitor's identification and issue a badge with the visitor's destination if there is no alert indicated on the Raptor database.
- If a visitor does not have acceptable photo identification, they will not be allowed access to the building.
- Visitors should return to the office to check-out when they are leaving the campus.

Tobacco Free Environment

In compliance with the Minnesota Clean Air Act, HCPA is dedicated to providing a safe and healthy environment for students, staff, faculty, and visitors. The use of tobacco, tobacco-related devices, or electronic cigarettes (including vaping) on HCPA premises or at HCPA functions is strictly prohibited.

Environmental Allergies

Environmental allergies are an increasing source of medical problems in the workplace. These allergies appear to be related to the use of chemicals in common household and personal care products. For some, exposure to scented products such as perfume, aftershave and clothing fresheners can cause wheezing, dizziness, headaches and more. Out of consideration for fellow employees, who may have such allergies, please be conservative in your use of perfumes and other scented products.

Weapons and Firearms

To protect the health and safety of our employees and everyone in our school, no form of weapon (e.g. knives, firearms, explosives or toxic substances) will be allowed on the premises of HCPA. This includes concealed weapons for which a person may have a permit. Employees who bring weapons on HCPA's premises, imply they have such weapons on HCPA's premises or make statements that appear to threaten the safety of others will be subject to disciplinary action, including termination. This provision applies to any person who is on HCPA's premises, with the exception of law enforcement or designated security guards. Violations of this policy will result in disciplinary action, up to and including termination of employment.

Solicitation, Distribution, and Loitering

Solicitation, Distribution, and Loitering by Non-Employees

Solicitation and distribution of literature or other materials by non-employees for any purpose is prohibited at all times anywhere on HCPA premises. HCPA premises includes, but is not limited to, all enclosed buildings, parking areas, walkways, driveways, grounds, and other common areas.

Loitering in any of the facility's buildings is prohibited at all times. Any non-employee violating this policy will be required to leave the facilities' premises.

Solicitation, Distribution, and Loitering by Employees

Solicitation for sales or distribution of literature or other materials by employees for any non-HCPA related purpose are prohibited during working time.

Solicitation for personal sales (i.e., Girl Scout cookies) is allowed as long as this does not interfere with work.

Employee postings of any type and in any location on HCPA premises (including the HCPA website or the HCPA server) regarding HCPA related interests, must first be approved by the Designated Administrators. Postings will remain available for a maximum of 30 days. The Designated Administrators reserves the right to limit the size of the postings.

Solicitation and Distribution: Charitable Events

The above notwithstanding, HCPA will support charitable organizations and events that endorse or support the mission of HCPA. Information promoting an event, such as a benefit walk, may be posted on departmental bulletin boards or other visible areas consistent with this policy and after approval from the Designated Administrators. Only banners, flyers, and letters provided by organizations approved by the Designated Administrators will be allowed.

Organizations and events will be pre-approved and on an individual basis.

Health & Safety

HCPA's utmost concern is for the safety and protection of students and employees. Every effort is made to keep work areas safe and free from hazards. Employees are expected to observe all applicable safety rules, requirements, and report any unsafe or hazardous conditions to his/her supervisor.

Safety Rules

Employees are expected to observe the following general Safety Rules as a condition of employment. Violation of any of these rules may result in disciplinary action up to and including termination of employment.

- Observe and comply with all HCPA safety and health rules. The principles of accident prevention should be applied in day-to-day activities.
- Report all injuries, near misses of injury, or illness, no matter how slight, immediately to supervisor and Human Resources and cooperate in the investigation of possible origins.
- Never report to work under the influence of alcoholic beverages or drugs. Illegal drugs, alcohol, firearms, or weapons of any kind are not allowed on HCPA premises or property.
- Keep fire extinguishers, alarms, aisles and exit doors clear at all times. Know the location of fire and safety exits, emergency escape routes and tornado precautions. (See emergency procedures in employee binder).
- Do not attempt to lift or push objects that are heavy. Support team members will move heavy objects per your request, with the approval of the Designated Administrators. Take into consideration the correct methods for lifting or moving objects and avoid strains: bend your knees, keep your body erect, and then push up with your legs.
- Be particularly careful when using knives or any sharp cutting tools.

Covid Safety Policy

The updated HCPA Covid Safety Policy can be found on the School website (link below).

- <https://www.hcpak12.org/domain/1135>

Spray Paint and Hazardous Materials

Spray paint is not allowed on the HCPA campus unless previously approved by administration for a specific project.

Space Heaters/Microwaves/Refrigerators

Fire code prohibits space heaters, microwaves, and personal refrigerators in classrooms.

OSHA Tests and Review

All employees are required to complete and pass the necessary OSHA Health test and document review. These include the OSHA Safety document from SFM and the OSHA Health test from Navigate Care. Certificates for the OSHA Health test must be submitted to the Deans and/or Human Resources. Certain staff members may need to take additional OSHA tests depending on their job descriptions.

Guidelines for Reporting Work-Related Injury and Illness Incidents

An individual or employee who sustains an injury or becomes ill due to workplace conditions or work activity must verbally report the injury or illness to their manager/supervisor and HR immediately. If the direct supervisor is not available, contact another manager or administration.

In some cases, due to the nature of the injury or illness, an individual or employee is unable to contact their supervisor. Other nearby individuals or employee should promptly report the incident/injury to a manager, supervisor, or administration.

Managers, Supervisors, and Administration, upon being notified of the injury or illness must:

- Ensure first aid is administered by a qualified first aid provider
- Notify rescue/response teams as necessary
- If the following occurs, call 911 immediately!
 - Fatalities
 - Amputations
 - Deep lacerations/cuts requiring medical attention beyond first aid treatment
 - Loss of vision in one or both eyes
 - Fractures (other than to fingers or toes)
 - Burns requiring medical attention beyond first aid treatment
 - A loss of consciousness
 - Worker admission to a hospital as an in-patient
 - Any accidental explosion or exposure to a biological, chemical, or physical agent, whether or not a person is injured
 - Any catastrophic event or equipment failure that results or could have resulted in an injury.

HCPA provides information to employees about work safety and health issues through regular communication channels, such as meetings, bulletin board postings, files on the HR drive of the Intranet, and other written communications.

Each employee is expected to practice safety and exercise caution in all work activities. If an accident results in injury, regardless of how insignificant the injury may appear, employees must immediately notify their supervisor and Human Resource within 24 hours of its occurrence. A **First Report of Injury** form will be completed and submitted by Human Resources.

Filing an incident or injury report

- The injured individual or employee is required to complete an Accident/Incident Report by calling the **Triage Nurse Line (855) 675-3501** (<https://www.sfmic.com/employers/report-an-injury/>) A private space is available in HR conference room if needed.
- After the Incident/Injury Report is completed, the Triage Nurse will email HCPA Human Resource the Incident Report within 24 to 48 hours.
- After HCPA Human Resources receive the completed Incident/Injury Report, they will email the Report to Marsh and McLennan (HCPA Insurance Agency) to file a Worker's Comp Claim.
- The Worker's Comp Agency will contact the individual or employee regarding additional questions and the status of their claim.
- It is the responsibility of the injured individual or employee to provide work-injury related medical bills to the Worker's Comp Agency in a timely manner.
- HR will follow up with the injured or ill individual or employee if work time is lost related to the incident or injury.
- HR will complete the employee work-related injuries or illnesses on the appropriate OSHA log forms.

An investigation will be required for any incident or injury that results in: fatalities, critical injuries, lost work time, property damage, fire, or an environmental disaster.

This Guideline will be communicated to all managers/supervisors and employees through training sessions, emails, and coaching of employees by managers/supervisors and administration.

Continuation of Insurance due to Work Related Injury

If an employee is out of work due to a work-related injury, the employee must make payments to HCPA of the established active employee rate of contribution to continue health care benefits.

District Policies

Mandated Reporting of Child Neglect or Physical or Sexual Abuse

If this is an urgent situation needing immediate action, call 911.

Minnesota educators are mandated reporters. State Law requires educators to report physical abuse, sexual abuse, or neglect of children to authorities. Any faculty member who knows or has reason to believe a child is being neglected or abused, must report this immediately to the appropriate Child Protection Agency. Child abuse must be reported to the county in which it is occurring.

Hennepin County: 612-348-3552

Ramsey County: 651-266-4444

HCPA also requires employees who make a report to a Child Protection Unit to immediately complete the Suspected Child Abuse/Neglect form and submit to the Designated Administrators. Notification to the Designated Administrators following the reporting to the appropriate county is important so that HCPA is prepared to handle any communication from the parents, school, community, or authorities regarding the matter.

Employees are also encouraged to call the National Child Hotline Abuse Center if they would like to speak to a counselor and receive advice or guidelines on dealing with suspected child abuse.

National Child Abuse Hotline: 1-800-422-4453

Mandated Reporting of Maltreatment of Vulnerable Adults

HCPA will comply fully with Minn. Stat. 626.557 requiring HCPA personnel to report suspected maltreatment of vulnerable adults.

State Law requires educators to report the maltreatment of vulnerable adults when they have reason to believe that a vulnerable adult is being or has been maltreated or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained. Vulnerable Adult means any person 18 years of age or older who is a resident or inpatient of a facility who receives services.

Reports of Student Substance Abuse

All HCPA district employees who know or have reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on school premises, areas surrounding the school premises, or at school sponsored events off school premises, shall immediately notify Human Resources or the Designated Administrators of this information. Any HCPA district employee who acts in accordance with this policy shall be defended and indemnified under Minn Stat. 466.07 in any action for damages arising out of the compliance.

Employees who become aware of or have reason to believe that a student(s) is using, possessing, or selling any type of illegal substance, tobacco products or illegally obtained prescription drugs and does not immediately notify Human Resources or the Designated Administrators will be subject to discipline up to and including termination of employment.

Nothing in this policy prevents an employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events off school premises.

HCPA Announcements

Official school communications are distributed via school email, text messages, mass calls and Schoology/Seesaw posts as well as on bulletin boards located throughout campus. Employees are expected to regularly check these communication channels to ensure receipt of important messages.

Technology Use and Acceptance Policy

HCPA provides access to computer(s) and telephone systems, including HCPA electronic mail (e-mail) and internet access (internet) systems, to employees to facilitate the performance of HCPA work. The computer and telephone systems, and all communications and information transmitted by, received from, or stored in these systems, are corporate assets and are the property of HCPA. The telephone, e-mail, intranet, and internet systems are business tools, and are intended for business-related purposes, i.e., to communicate with clients, to research relevant topics and to obtain useful business information. Although HCPA does not make it a practice of monitoring these systems, management reserves the right to retrieve voicemail or e-mail contents for legitimate reasons and to monitor and record all internet and intranet usage. No employee should have any expectation of privacy or confidentiality as to his or her computer or communications systems usage.

Under no circumstance is an employee allowed to upload any information from a CD, DVD, USB or other device onto HCPA's computer system without prior consent of the Designated Administrators. All software used by HCPA must be licensed through HCPA. Personal software is not permitted. If personal software is found on any computer system, the software will be 1) removed from the computer including any data that was stored with the use of the software and 2) the computer will be reformatted, removing any possible instance of personal software or data. Any illegal download or installation of software by said employee may be subject to disciplinary actions up to and including termination.

The communications, (including the use of the internet or network services) and computer systems at HCPA are primarily for business use and for the convenience of HCPA's employees. Personal use of telephone, e-mail, intranet, or internet systems by employees is generally not permitted. Although incidental or occasional personal use of electronic communications (including email and the internet) is allowed if used sparingly, personal use will be subject to this policy and is strictly prohibited during working time. Occasional personal use is only allowed when it does not interfere with an employee's work performance, does not interfere with any other employee's work performance, does not unduly impact the operation of any electronic communications system, or violate any other provision of this or any other HCPA policy. Employees may not use any electronic communications to solicit for commercial activities, religious or political causes, outside organizations or other non-HCPA related matters. Management reserves the right to determine what constitutes reasonable personal use.

Employees must reimburse HCPA for the cost of any personal long distance telephone calls. Misuse of e-mail, intranet or internet systems can result in disciplinary action, up to and including termination of employment. Examples of misuse include, but are not limited to:

- Transmission or display of any obscene, profane, disparaging, or offensive material over any HCPA communication system.
- Transmission or display of any messages, jokes or forms that violate HCPA's harassment policy or create an intimidating or hostile work environment.
- Use of HCPA communications systems to set up personal businesses, personal e-mail addresses or to send chain letters.
- Use of social networking sites to update or comment to posts or messages; update status regarding HCPA practices, etc.
- Forward of HCPA confidential messages or information to locations outside of HCPA or to non-HCPA employees.
- Display or download of any kind of sexually explicit image or document on any HCPA system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
- Breaking into the system or unauthorized use of a password/mailbox; and/or,
- Use of HCPA's internet facilities or computing resources to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or local jurisdiction in any material way.

Management is responsible to ensure the efficient use of systems according to this policy. Where issues arise, management will deal directly with the employee and notify his or her supervisor where appropriate.

All users are responsible for their actions.

Academic computer usage precedes all recreational computer usage. Student Internet usage is allowed only when a staff member is present and is willing to supervise the user directly. Student use of the Internet may be terminated at any time by a supervisor, a teacher, an administrator or by action of HCPA Board. Community members may use HCPA's facility but only with supervision and only outside of the normal HCPA hours. All internet activity is tracked, logged and available to administrators and/or HCPA Board for periodic review.

Use of HCPA's Internet/Intranet access is a privilege, not a right for students, teachers, administrators, and the community. All users of HCPA's computers and networks are expected to abide by accepted rules of network etiquette.

- Personal information shall not be revealed.
- Communication and information are considered private property or copyrighted.
- Employee use of HCPA's Internet/Intranet may be terminated without notice at any time. HCPA shall not be held liable for individual(s) actions on the Internet/Intranet.
- Information concerning student data is available via Pearson PowerSchool and Inform and used for academic purposes only. Any information viewed via the above-mentioned applications is confidential and shall not be used for any purpose other than academic.
- Transmission of any material in violation of any international, federal, or state law is prohibited. This includes, but is not limited to copyright materials, threatening, harassing, or obscene materials, and personal usage.
- Use of the Internet for commercial (for profit) activities or product advertisement is prohibited. Forgery of electronic mail messages, changing files belonging to users and downloading of any files (i.e., movies, games, etc.) into HCPA's computers is prohibited.
- Please refrain from using "reply all" when emails are sent to/from the all staff email. Responses can often contain personal, medical or other confidential information that, once replied/responded to and widely distributed, can be in violation of basic confidentiality or HIPPA.

Breaches in these policies may result in disciplinary action and/or the denial of privileges, written warning, and/or termination of employment.

Inappropriate Use

Inappropriate use includes, but is not limited to:

- Unlawful/Inappropriate information shall not be placed and or downloaded on any network system.
- Illegal or inappropriate activity.
- Specifically named violations in this policy.
- Violation of HCPA regulations.
- Other use that hampers the integrity and security of HCPA's computer network or any computer networks connected to the Internet/Intranet; and/or,
- Use to conduct personal business/chats/chains of letters, etc.

Employee Violations

Violations of the Internet/Intranet policies may be subject to disciplinary action up to and including termination of employment based on the severity of the situation. Illegal activity will be prosecuted to the full extent of the law.

Consequence for destroying, stealing, lost, or stolen, Technology/Computer Equipment (not limited to computer stations, laptops, software, hardware, etc.):

- Employee will agree to pay HCPA full price to replace the computer stations/laptop and/or related software.
- Up to and including termination of employment; and/or,
- Legal action may be taken to the fullest extent of the law.

Personal Cell Phone Use

An employee may use their cell phone for personal business during their break, lunch period or in the case of an emergency. Any phone usage (including texting, watching videos, reviewing websites, playing games, etc.) during meetings, student contact time or school events/activities is strictly prohibited.

Personal cell phone usage should never supersede serving the needs of our students and their families. When in doubt, put it away.

HCPA-Issued Cell Phone Use

HCPA-issued cell phones are to be used solely for school-related work and communications. Employees must provide school administration and IT with their phone's pass code. In addition, administration reserves the right to monitor school-issued cell phone usage and activities. For more details, refer to the HCPA issued cell phone policy in this handbook.

Social Networking, Social Media and Photographs

HCPA recognizes the expanding use of networking sites and blogs (online message postings and information and opinion exchanges such as Facebook, Twitter, Instagram, Snapchat, etc.) as a valuable component of shared media. HCPA respects the right of employees to write personal blogs and to use personal social networking sites and does not want to discourage employees from self-publishing and self-expression.

This policy has been developed for HCPA employees who maintain personal blogs, post comments on the blogs of others, and/or maintain personal social networking sites.

The sites covered by this policy include any electronic form of communication, including social networking, professional networking sites and live blogging tools, as well as employees' personal blogs and those hosted by other organizations for which HCPA employees either write or post comments.

When employees create their own blogs, comment on a blog, create a LinkedIn profile, use Facebook, Twitter, Instagram Snapchat, etc. and/or contribute to or through any of the other online media (i.e. Wikis, blogs, chat rooms, internet forums, electronic mailing lists, etc.), such use of social media can pose risks to HCPA's confidential and proprietary information, reputation and brands, and can expose HCPA to discrimination claims.

To minimize business and legal risks, avoid loss of productivity and distraction from employee's job performance, and ensure HCPA's IT resources and communication systems are used appropriately, HCPA expects employees to adhere to the guidelines and rules in this policy regarding use of social media.

Additionally, employees who engage in the use of online social media are expected to adhere to all applicable HCPA policies at all times. This policy is in addition to, and not in place of, those other policies.

Responsible Use of social media

Bloggers and commenters are personally responsible for their commentary and photos posted on blogs and social networking sites. Bloggers and commenter's can be held personally liable for commentary and/or photos that are considered defamatory, obscene, proprietary, or libelous by any offended party, not just HCPA. For these reasons, employees should use common sense and exercise caution with regard to content, exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, illegal activities and derogatory remarks or characterizations. It is also important to keep in mind that what is posted is track-able, traceable, and permanent.

Employees are strongly discouraged against allowing students to be "friends" on Facebook or other social network sites.

Employees are also strongly discouraged against actively participating on student's social media sites, such as commenting, "following", "liking" or endorsing content on their site.

Employees cannot post on personal blogs or other sites photographs or video of HCPA employees, students, parents, or volunteers, HCPA property or information, without prior approval of the pictured person or, in the case of a student, the prior written approval of the student's parent or guardian. With respect to posting information or photos of HCPA property, prior approval of the Designated Administrators is required.

Identify Yourself and Do Not Make Unauthorized Statements on Behalf of HCPA

Employees participating in an online community and commenting or publishing on topics related to HCPA should identify themselves as HCPA employees and must make it clear that their opinions are their own and that they are not speaking for HCPA. When necessary, use disclaimers such as *"The postings on this site are my own and do not necessarily represent HCPA's position, strategies or opinions"*.

Social media identities, log in IDs and usernames may not use HCPA's name or logo without prior approval from the Designated Administrators.

Be Professional and Respectful

Employees cannot use blogs or social networking sites to harass, threaten, discriminate, or disparage against employees or anyone associated with or doing business with HCPA.

Blogs and social networking sites are public and searchable. Any posting referencing HCPA or your affiliation with HCPA should not contain information that you would not be comfortable seeing on the evening news or showing to your parent, spouse, or children. No employee may publish or post any statement, including a photograph or other visual image, about HCPA that damages the reputation of HCPA if (a) the employee knows the statement is false or reasonably should have known the statement was false; or (b) the employee is acting maliciously and without any legitimate purpose protected by law; or (c) implies affiliation with or endorsements by HCPA of any employee's post. No employee may publish or post anything that a student, a student's family, or another employee of HCPA would reasonably consider to be hostile, offensive, threatening or intimidating.

Posted material will be around for a long time, so employees should consider the content carefully and also be cautious about disclosing personal details.

Do Not Use or Disclose Proprietary or Personal Information

Disclosure of HCPA's proprietary or personal information is prohibited for an employee's blogs or posts. HCPA's logo, trademarks and/or images may not be used without HCPA's written approval. In addition, information related to HCPA's employees, students, families, policies, strategies and methods, research, financials, and services that are private, confidential or not public data (as defined in the MN Government Data Practices Act), cannot appear in an employee's postings under any circumstances. Any improper postings, including but not limited to, disclosure of HCPA information and/or student information can expose HCPA to liability and may lead to disciplinary action up to and including termination.

Employees are not allowed to use HCPA equipment, including computers, software, or other electronic equipment, nor use HCPA's facilities or company time to conduct personal blogging or social networking activities.

Any violation of this policy or other HCPA policies while blogging or while using other online social media, even outside for work, may result in disciplinary action, up to and including termination.

Media Inquiries

All media inquiries regarding HCPA must be referred to the Designated Administrators. Only the Designated Administrators is authorized to communicate on behalf of HCPA and make or approve official public statements pertaining to HCPA. No employees, unless specifically designated by the Designated Administrators, are authorized to make those statements.

If a member of the press, news media or a blogger contacts you about information that relates to HCPA, about their post that relates to HCPA business you should refer that person to the Designated Administrators before any information or opinion is given. Employees with questions or concerns about communications they view on social media sites should contact the Designated Administrators before engaging in such communications.

For more information about communications on social media sites, please see HCPA's social media policy in its Personnel Policies.

Time Away from Work

Paid Time Off (PTO)

HCPA recognizes the importance of time off from work and the need to balance work and family life. As such, HCPA is pleased to offer employees paid time off (PTO) in addition to wages and benefits. Paid Time Off (PTO) is a bank of paid time off to be used by the employee on a pre-approved basis. PTO includes vacation, personal and sick time and allows the employee more flexibility in using time off.

Important: a PTO request must be submitted for any time off. If a request has not been submitted, the employee will not be paid for the time off.

Eligibility:

- The employee's status must be listed as regular full-time or part-time.
- Employees are eligible for Paid Time Off (PTO) if they are scheduled to work 35 hours/wk.
- Part-time employees will accrue PTO on a pro-rated basis.
- The amount of personal time off is based on years of service.

Accrual

- PTO accrual begins in the first day of employment and is accrued/earned per pay period.
- Allowances are based on job category and years of service at HCPA (not school years)
- PTO allowances will increase to the next level on the 1st of the month following an employee's anniversary based on date of hire.
- Accrual hours will be prorated based on date of hire.
- PTO does not accrue when an employee is out on any leave of absence.
- Unearned PTO cannot be used.

Earned PTO hours and other benefits will be decreased or increased based on the employee's consecutive years of service at the HCPA District. Due to the At-Will nature of employment, HCPA does not honor a tenure system for years of service. All benefits offered by HCPA are subject to change from year to year based on the necessity of business needs.

School Year – Salaried Teachers and Other Licensed salaried employees			
Years of Service	Hours Accrued per pay period	Total Hours Accrued	Total Days Accrued
0 thru the completion of 2 years	2.333	56	7
Beginning of the 3rd year through the completion of 5 years	3.333	80	10
Beginning of the 6th year through the completion of 10 years	4	96	12
Beginning of the 11th year & forward	5	120	15

School Year – Para's, TA's and Other Non-Licensed Hourly Employees, etc.			
Following 30 days of active employment, all full-time hourly employees are eligible for holiday pay. (Note: Employees are only eligible for holiday pay during their contractual period).			
Years of Service	Hours Accrued per pay period	Total Hours Accrued	Total Days Accrued
0 thru the completion of 2 years	2.333	56	7
Beginning of the 3rd year & forward	3.333	80	10

Extended School Year – Hourly Employees			
Following 30 days of active employment, all full-time hourly employees are eligible for holiday pay. (Note: Employees are only eligible for holiday pay during their contractual period).			
Year of Service	Hours Accrued per pay period	Total Hours Accrued	Total Days Accrued
0 thru the completion of 2 years	2.333	56	7
Beginning of the 3rd year & forward	3.333	80	10

Extended School Year – Salaried Professional/Licensed Employees			
Years of Service	Hours Accrued per pay period	Total Hours Accrued	Total Days Accrued
0 thru the completion of 2 years	2.333	56	7
Beginning of the 3rd year thru the completion of 10 years	3.333	80	10
Beginning of the 11th year & forward	5	120	15

Year-Round – Hourly and Salaried Professional Employees			
Year of Service	Hours Accrued per pay period	Total Hours Accrued	Total Days Accrued
0 thru the completion of 2 years	3.333	80	10
Beginning of the 3rd year & forward	5	120	15
Personal Flex Holidays			
Year of Service	Total Hours Accrued	Total Days Accrued	Accrue Date
0 thru the completion of 3 years	0	0	0
Beginning 4 years and forward	40	5	November 15
Personal flex holidays must be used by August 15 following the accrual year or they will be forfeited. It is required that personal flex holidays are taken during non-student contact days. (Winter, Spring or Summer Breaks). Personal flex holidays must be approved by an employee's supervisor in Paylocity and are not allowed to be taken during blocked days.			

Year-Round Managers – Salaried Professional Employees			
Year of Service	Hours Accrued per pay period	Total Hours Accrued	Total Days Accrued
0 thru the completion of 5 years	5	120	15
Beginning of the 6th year & forward	6.67	160	20
Personal Flex Holidays			
Year of Service	Total Hours Accrued	Total Days Accrued	Accrue Date
0 thru the completion of 3 years	0	0	0
Beginning 4 years and forward	40	5	November 15
Personal flex holidays must be used by August 15 following the accrual year or they will be forfeited. It is required that personal flex holidays are taken during non-student contact days. (Winter, Spring or Summer Breaks). Personal flex holidays must be approved by an employee's supervisor in Paylocity and are not allowed to be taken during blocked days.			

Year-Round Administrative Leadership – Salaried Professional Employees			
Year of Service	Hours Accrued per pay period	Total Hours Accrued	Total Days Accrued
0 thru the completion of 5 years	5	120	15
Beginning of the 6th year through completion of 11th year	6.67	160	20
Beginning of the 12th year through completion of 16th year	7.67	184	23
Beginning 17th year and forward	8.33	200	25
Personal Flex Holidays			
Year of Service	Total Hours Accrued	Total Days Accrued	Accrue Date
Hired Date	40	0	November 15
Personal flex holidays must be used by August 15 following the accrual year or they will be forfeited. It is required that personal flex holidays are taken during non-student contact days. (Winter, Spring or Summer Breaks). Personal holidays must be approved by an employee's supervisor in Paylocity and are not allowed to be taken during blocked days.			

Usage:

- PTO hours will be available on the 1st of the month following 30 days of active employment.
- PTO usage must be taken in 4-hour or 8 hour increments (1/2 day, full day)
- Requests for paid or unpaid time off exceeding five consecutive business days must be pre-approved. Managers must contact Human Resources for approval.

Approval:

- Plan ahead, PTO approval is on a first come, first serve basis. Approval of the requested date(s) is not guaranteed.
- Supervisors and management reserve the right to deny PTO requests based on business, scheduling, and operational needs.
- PTO requests must be submitted via the payroll system to the supervisor at least seven days in advance.
- Employees can expect to receive confirmation from their supervisor within three workdays after submission.
- For absence due to illness, it is the employee's responsibility to submit a PTO request to the payroll system within two business days, for approval upon returning to work. HCPA retains the right to request a doctor's note.
- Subsequent to an employee's resignation or termination no PTO hours will be granted or used during the 4-week notice period.

Paid Time Off – Additional (PTOA)

Each employee eligible for Paid Time Off (PTO) will receive an additional 24 hours (equivalent to 3 days) of PTOA annually. PTOA will be credited upfront at the end of August to help current employees prepare for the upcoming school year and is provided in addition to the regular semi-monthly PTO accruals. New hires will be credited upfront upon hire date.

PTOA must be used by August 15 of the following year; any unused hours will be forfeited. The PTOA balance will reset to zero and regenerate at the end of August each year.

Designated Administrators are not eligible for PTOA. PTOA is not eligible for payout.

Payout and Carryover

The first 48 hours of staff's PTO balances are not eligible to be paid out and will be automatically carried over to the next school year.

Employees may be paid out for anything over 48 hours

PTO balance will be paid out in July each year, unless notified using appropriate channels.

Blocked Day Policy

As a member of the HCPA community, there are a number of important days during the school term where it is imperative all employees are on campus. To meet the needs of our students and their families, we have scheduled a number of blocked days where employee attendance is mandatory. See table below.

However, we realize there are special instances when an employee may need to be absent on a blocked day. In instances of severe illness or sickness, death in the family or a medical emergency (birth of a child, hospitalization of an immediate family member, unplanned surgery) employees may request to use PTO per administration approval.

Employees will not be allowed to use PTO during blocked days for the following instances:

- Vacation/family trip
- Planned surgery
- Non-emergency appointments

Note: An employee will be asked to provide a doctor's note or proof of their circumstance. Any evidence that indicates a fraudulent request will seriously jeopardize their employment at HCPA.

School Year – Salaried Teachers and Other Licensed Salaried Employees
<ul style="list-style-type: none">• New Teacher & Staff Orientation Days per Board approved calendar• First two weeks of school• One day immediately preceding or following a paid holiday• One day immediately preceding and one day immediately following spring break and winter break• Parent/teacher conferences• Last two weeks of school• Senior Commencement for returning staff. (Non-Renewal Teachers may opt to use PTO or take the day off unpaid.)• Your classes scheduled testing days: State (MCA), MAP and finals.

School Year – Para's, TA's and Other Non-Licensed Hourly Employees, Etc.
<ul style="list-style-type: none">• New Paras & Staff Orientation Days per Board approved calendar• First two weeks of school• One day immediately preceding or following a paid holiday• One day immediately preceding and one day immediately following spring break and winter break• Parent/teacher conferences• Last two weeks of school• Your classes scheduled testing days: State (MCA), MAP and finals.

Extended School Year – Hourly Employees
<ul style="list-style-type: none">• New Staff Orientation Days per Board approved calendar• First two weeks of school• One day immediately preceding or following a paid holiday• One day immediately preceding and one day immediately following spring break and winter break• Parent/teacher conferences• Last two weeks of school• Your classes scheduled testing days: State (MCA), MAP and finals.

Extended School Year – Salaried Professional/Licensed Employees
<ul style="list-style-type: none">• New Teachers & Staff Orientation Days per Board approved calendar• First two weeks of school• One day immediately preceding or following a paid holiday• One day immediately preceding and one day immediately following spring break and winter break• Parent/teacher conferences• Last two weeks of school• Senior Commencement for returning staff. (Non-Renewal Teachers may opt to use PTO or take the day off unpaid.)• Your classes scheduled testing days: State (MCA), MAP and finals

Year-Round – Salaried Academic Employees
<ul style="list-style-type: none">• New Teachers & Staff Orientation Days per Board approved calendar• The first two weeks of school• One day immediately preceding or following a paid holiday, excluding July 4th and Friday before Labor Day• One day immediately preceding and one day immediately following spring break and winter break; note: winter break is NOT blocked, Spring break is NOT blocked• Parent/teacher conferences• Last two weeks of school• Senior Commencement for returning staff. (Non-Renewal Staff may opt to use PTO or take the day off unpaid.)• Your classes scheduled testing days: State (MCA), MAP and finals.

Year-Round – Hourly and Salaried Professional Employees
<ul style="list-style-type: none">• New Teachers & Staff Orientation Days per Board approved calendar• First two weeks of school• One day immediately preceding or following a paid holiday, excluding July 4th and the Friday before Labor Day• One day immediately preceding and one day immediately following spring break and winter break; note: winter break is NOT blocked, Spring break is NOT blocked• Parent/teacher conferences• Last two weeks of school• Senior Commencement Day for returning staff. (Non-Renewal Staff may opt to use PTO or take the day off unpaid.)

Holidays/Non-Report Days

Only full-time employees (salaried or hourly), scheduled to work 35 hours or more, are eligible for holiday pay. Part time, seasonal, temporary or any other type of employee is not eligible.

If a holiday falls on a weekend, HCPA will advise staff as to whether HCPA will recognize the holiday on the Friday prior to or the Monday following.

Please refer to the current Board approved school calendar.

Following 30 days of active employment, all full-time employees are eligible for holiday pay. (Note: Employees are only eligible for holiday pay during their contractual period).

School Year – Salaried Teachers and Other Licensed Salaried Employees		
<ul style="list-style-type: none"> Classroom Set-up - Small Group PD - (Seven Days) 	<ul style="list-style-type: none"> New Year's Day Dr. Martin Luther King Day Presidents' Day Spring Break (Five Days) Memorial Day Juneteenth 	<ul style="list-style-type: none"> Labor Day MEA Friday Thanksgiving Day Day after Thanksgiving Winter Break (Ten Days) Christmas Day
Total holiday/non-reporting workdays: 31		

School Year – Para's, Ta's and Other Non-Licensed Hourly Employees, Etc.	
<ul style="list-style-type: none"> New Year's Day Dr. Martin Luther King Jr. Day Presidents' Day Memorial Day Juneteenth 	<ul style="list-style-type: none"> Labor Day Thanksgiving Day Day after Thanksgiving Christmas Day
Total paid holidays: 9	
Non-Report/Unpaid Days	
<ul style="list-style-type: none"> Classroom Set-up Break (Six Days) 	<ul style="list-style-type: none"> Spring Break (Five Days) Friday before Labor Day MEA Friday Winter Break (Ten Days)

Extended School Year – Hourly Employees	
<ul style="list-style-type: none"> New Year's Day Dr. Martin Luther King Jr. Day Presidents' Day Memorial Day Juneteenth 	<ul style="list-style-type: none"> Labor Day Thanksgiving Day Day after Thanksgiving Christmas Day
Total paid holidays: 9	
Non-Report/Unpaid Days	
<ul style="list-style-type: none"> Classroom Set-up Break (Six Days) 	<ul style="list-style-type: none"> Spring Break (Five Days) Friday before Labor Day MEA Friday Winter Break (Ten Days)

Extended School Year – Salaried Professional/Licensed Employees		
<ul style="list-style-type: none"> Classroom Set-up - Small Group PD - (Seven Days) 	<ul style="list-style-type: none"> New Year's Day Dr. Martin Luther King Day Presidents' Day Spring Break (Five Days) Memorial Day Juneteenth 	<ul style="list-style-type: none"> Labor Day MEA Friday Thanksgiving Day Day after Thanksgiving Winter Break (Ten Days) Christmas Day
Total holiday/non-reporting workdays: 31		
Following 30 days of active employment, all full-time salaried employees are eligible for holiday pay. (Note: Employees are only eligible for holiday pay during their contractual period)		

Year-Round – Salaried Academic Employees	
<ul style="list-style-type: none"> New Year's Day Dr. Martin Luther King Day Presidents' Day Memorial Day Juneteenth July 4th 	<ul style="list-style-type: none"> Labor Day MEA Friday Thanksgiving Day Day after Thanksgiving Winter Break (Three Days) Christmas Day
Total holiday/non-reporting workdays: 14	
Following 30 days of active employment, all full-time salaried employees are eligible for holiday pay. (Note: Employees are only eligible for holiday pay during their contractual period)	

Year-Round – Hourly and Salaried Professional Employees	
<ul style="list-style-type: none"> New Year's Day Dr. Martin Luther King Day Presidents' Day Memorial Day Juneteenth July 4th 	<ul style="list-style-type: none"> Labor Day MEA Friday Thanksgiving Day Day after Thanksgiving Winter Break (Three 3 Days) Christmas Day
Total holiday/non-reporting workdays: 14	
Following 30 days of active employment, all full-time salaried employees are eligible for holiday pay. (Note: Employees are only eligible for holiday pay during their contractual period)	

General Guidelines

Following are the general guidelines which apply to all leaves of absence outlined in subsequent individual policies:

- Leaves may be granted as required by law, HCPA policy, or by the Designated Administrators.
- Leaves require prior approval unless they are due to a medical emergency.
- Leaves may be paid or unpaid, depending upon the type of leave, and in all situations, must be approved by the Designated Administrators.
- Depending upon the circumstances of the leave, employees may be required to use any unused PTO award before they will be able to utilize unpaid time for a leave of absence.
- Documentation may be required confirming the reason for leave, as well as verifying an employee's ability to safely return to work.
- HCPA will make every effort to assist an employee in returning to work as soon as possible. However, depending on the duration and nature of the leave, an employee's position may or may not be held until their return.
- Employees who cannot return back to work after an approved FMLA or other leave must seek Administration approval for a new extended FMLA leave term. A request for extension leave does not guarantee approval.
- Failure to return to work upon the completion of a leave may be considered a voluntary resignation by the employee or may result in immediate termination of employment.
- Medical leaves – any time taken after the Return to Work date certified by the Doctor (Medical Certification Form) must be approved in advance of the leave and the employee is required to use PTO or take the time unpaid.
- PTO and HCPA Flex Holiday do not accrue when on a leave of absence, unless mandated otherwise by Federal or State law.
- All Holidays including HCPA Flex Holidays will not be paid during any leave of absence.
- When foreseeable, ALL leaves must be pre-approved through the payroll system by HR or the Designated Administrators.
- If employee chooses to use PTO during this leave the PTO will run concurrently with FMLA leave
- Employees on Leave of Absence are not to perform any work during that time, including accessing email or other school systems.

Family Medical Leave Act (FMLA)

In compliance with the Family and Medical Leave Act of 1993 and Amendments (FMLA), HCPA's FMLA Policy allows eligible employees to take up to twelve (12) work weeks of unpaid leave for various family and medical reasons. Eligible employees may be entitled to take up to twenty-six (26) work weeks of unpaid leave to care for a Covered Service Member in a single 12-month period.

Employment Eligibility

To be eligible for FMLA benefits, an employee must:

- Work for a covered employer.
- Have worked at least 1,250 hours over the previous 12 months, and,
- Have worked for the employer for a total of 12 months.

Leave Entitlement

Employees may be eligible for FMLA leave for the following circumstances.

- For the birth and care of a newborn child of the employee.
- For placement with the employee of a son or daughter for adoption or foster care.
- To care for a spouse, son, daughter, or parent with a serious health condition.
- To take medical leave when the employee is unable to work because of a serious health condition;
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Leave Entitlement - *continued*

- A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 work weeks of unpaid leave during a “single 12-month period” to care for the service member.
- “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either:
- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or,
- Continuing treatment by a health care provider.

Spouses Working for the Same Employer

Eligible spouses who work for the same employer are limited to a combined total of 12 workweeks of leave in a 12-month period to share for the following FMLA-qualifying reasons:

- The birth of a son or daughter and bonding with the newborn child,
- The placement of a son or daughter with the employee for adoption or foster care, and bonding with the newly-placed child, and
- The care of a parent with a serious health condition.

Eligible spouses who work for the same employer are also limited to a combined total of 26 workweeks in a single 12-month period to care for a covered servicemember with a serious injury or illness if each spouse is a parent, spouse, son, or daughter, or next of kin of the servicemember (commonly referred to as “military caregiver leave”). This limitation also applies to a combination of military caregiver leave and leave for the other qualifying reasons listed above. These limitations apply even if the spouses are employed at different locations that are more than 75 miles apart.

These limitations do not apply to two employees working for the same employer who are not legally married, even if they are living together or have a child or children together, or to siblings or other relatives who are working for the same employer. If only one of the spouses is eligible for FMLA leave, that individual is entitled to the full 12 workweeks of leave.

This limitation does not apply to leave:

- For one’s own serious health condition, such as the recovery period following the birth of a child.
- To care for a spouse, son, or daughter with a serious health condition, or
- For any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a military member on “covered active duty.”

Where a spouse uses a portion of his or her leave for an FMLA-qualifying reason that is subject to the combined 12-workweek limit, that employee has the remainder of his or her 12 workweeks of entitlement for leave for an FMLA-qualifying reason that is not subject to the combined limit.

Intermittent Leave

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt HCPA’s operations. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the HCPA approval.

For additional information regarding eligibility, entitlement requirements, or to inquire about the process for taking FMLA leave, see Human Resources

Minnesota Parenting Leave

Minnesota law provides employees an unpaid leave of a maximum of twelve weeks for the birth or adoption of a child. In many cases, those who have previously taken FMLA during a 12-month period will not be entitled to additional parenting leave under Minnesota law during that same 12-month period. However, there may be certain situations in which an employee has exhausted his or her FMLA leave might be eligible for additional Minnesota Parenting Leave. As with all leaves, eligibility will be determined on a case-by-case examination.

Employees must request the leave from their employer. Employees can choose when the leave will begin; however, the leave must be taken within 12 months of the birth or adoption. Except that, if the child must remain in the hospital longer than the mother, the leave may begin not more than 12 months after the child leaves the hospital. The leave for the adoption of a child must begin either before or at the time of the child's placement, at the employee's choice.

Upon returning from leave, an employee will usually be returned to the employee's former position or a position of comparable duties, number of hours, and pay plus any automatic adjustments in the employee's pay scale that occurred during the leave. unless the employee's employment has been terminated during the leave for reasons unrelated to the leave. An employee retains all accrued benefits and seniority as if there had been no interruption in service.

If HCPA experiences a layoff during an employee's leave and the employee would have lost his or her position had the employee not been on leave, the employee is not entitled to reinstatement. If an employee on leave is laid off, the employee retains all rights under the layoff and recall system as if the employee had not taken leave.

An employee who is returning from a leave that is longer than one month must notify their supervisor at least two weeks prior to returning from leave.

Benefit Continuation During FMLA or State-Approved Leave of Absence

Benefits continue at the active rate of employee cost sharing for the first 12 weeks of any leave of absence.

Employees are responsible for making arrangement to cover their employee premium fee. HCPA will continue to pay its portion of the applicable premiums for the employee and his/her dependents.

- Monthly employee premium is due on the 1st day of the month.
- 10-day grace period allowed for late payments
- If payment is not made within the 10-day grace period, coverage will terminate, and further continuation will be available per COBRA guidelines.

If an FMLA or state-approved Leave of Absence continues past 12 workweeks, continuation of benefits is available per Minnesota Continuation guidelines.

Military Leave

Employees who are required to serve in any branch of the Armed forces of the United States or are engaged in any state military service will be given the necessary time off, without pay. Accrued time off (PTO) may be used for leave if the employee chooses. Military orders should be presented to Human Resources and arrangements for leave should be made as early as possible before a departure. Employees are required to give advance notice of their service obligations to Human Resources unless military necessity makes this impossible. An employee on military leave must notify Human Resources to return to employment based on the requirements of the law.

Family Military Leave and Leave to Attend Military Ceremonies

Eligible employees who are the spouse, parent, child, grandparent, or sibling of a member of the United States armed forces who is injured or killed while engaged in active service may take up to ten days of unpaid family military leave.

In addition, eligible employees who are the spouse, parent, legal guardian, child, grandparent, grandchild, sibling, or fiancé of a member of the United States armed forces who has been ordered into active service in support of a war or other national emergency may take up to one day of unpaid military ceremonies leave each calendar year to attend a send-off or homecoming ceremony for the service member. This leave may be limited to the actual time necessary for the employee to attend the ceremony. Additionally, HCPA may deny the request for leave if it would unduly disrupt the operations of the school.

Employees must provide HCPA with as much notice as possible of the need for leave under this policy.

Bereavement

All regular full-time employees are allowed paid time off (this time is in addition to standard PTO) in the event of a death in the family. The purpose of this leave is to supply employees with time to arrange and attend the funeral. HCPA may request proof of funeral attendance. If HCPA requests proof and does not receive it within two business days from date of return, leave will not be considered Bereavement Leave and will not be paid.

The following are time off schedules for bereavement leave:

- Up to five paid days -- Spouse, Child/Stepchild, Parent, Sibling.
- Up to three paid days – Parent-in-law, Daughter-in-law/Son-in-law, Grandparent/Grandparent-in-law, Grandchild/Step-grandchild.

Bereavement Leave will not be granted to attend funerals of family members that are not listed above. Additional leave, using HCPA's PTO Policy or unpaid time off may be granted with the approval of an employee's immediate supervisor. A paid holiday in which an employee would normally be paid will convert to a bereavement day.

Bone Marrow/Organ Donation Leave

In accordance with Minnesota law, HCPA will grant a paid leave of absence to an employee who seeks to undergo a medical procedure to donate bone marrow. The combined length of the leaves shall be determined by the employee, but may not exceed 40 work hours, unless agreed to by HCPA. HCPA may require verification by a physician of the purpose and length of each leave requested by the employee to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Civic Duty Leaves

HCPA believes that every employee should have the opportunity fulfill their civic responsibilities, by voting in any state or federal election, general primary, or special primary, and/or participating in elections, and other activities.

Jury/Witness Duty

HCPA recognizes that serving as a juror is one of the normal obligations of citizenship. While serving on jury/witness duty, if an employee is excused from jury/witness duty at any time during his/her scheduled work-shift, the employee is expected to return to work. Accrued PTO may be used during the period of jury/witness duty.

While on jury/witness duty, an employee may use his/her accrued PTO or take the time off as unpaid.

Time Off to Vote

HCPA encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. However, if an employee is unable to vote in an election during the employee's non-working hours, HCPA will grant reasonable time off on the morning/afternoon/day of the election to vote. Advance notice must be given to the employee's direct manager in order to minimize disruption to the normal work schedule.

Election Judge Duty

In accordance with Minnesota law, employees who are selected to serve as an election judge will receive paid time off less any compensation paid for serving as an election judge for the hours the employee is absent from work. This includes time off for any training. An employee serving as an election judge will need to inform their direct manager at least 20 days in advance and provide a certification form from the appointing authority. The form should include the hourly election judge compensation the employee will be paid and the date and hours during which they will serve.

Political Leave

In accordance with Minnesota statutes, HCPA will grant PTO, time off without pay or allow employees to make up the time on a reasonable basis for the following political activities:

- Elected public official: to attend required public office meetings
- Party officials: to attend any meeting of the state central or committee or executive committee of a major political party if you are a member of the committee
- Delegates to party conventions: to attend any convention of major political party delegates including meetings of official convention committees if you are a delegate or alternate delegate to that convention

School Activities Leave

HCPA provides a maximum of 16 hours of unpaid leave during any 12-month period for a Minnesota employee to attend conferences or activities related to school, childcare or pre-kindergarten program of the employee's child.

This leave is available only if the conferences or classroom activities cannot be scheduled during non-work hours and the employee must make a reasonable effort to schedule the leave so as not to disrupt HCPA's operations unduly. When the need for leave is foreseeable, the employee must provide reasonable notice of leave.

Benefits

HCPA offers a comprehensive benefits package including medical, dental, life, long term disability, vision, and additional voluntary benefits.

Eligibility

Employees working 35 hours or more will be eligible to participate in the District's group insurance starting the first day of the month following 30 days of employment. If the date of hire is on the 1st of the month, insurance will be effective on the first of the following month.

Part time employees, temporary and contract employees are ineligible to participate in the group insurance plans.

Please refer to the ***Employee Benefits Guide*** for details about HCPA's many benefit plans. See Human Resources for the most current guide. Plans include:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Flexible Medical Spending Account
- Dependent Care Flex Account
- Health Savings Account
- Hospitalization Insurance
- Critical Illness Insurance
- Accident Insurance
- Short Term Disability
- Long Term Disability
- Life Insurance
- Child Life/ AD & D Insurance
- Supplemental Life Insurance
- Supplemental AD & D
- Spouse Life/ AD & D Insurance
- Retirement Plans
- Legal Shield/ID Shield

Continuation of benefits is available per COBRA guidelines for any scenario in which benefits are terminated. (see COBRA information in Exit section).

Benefit Continuation Through Summer for Returning Staff

School Year Licensed Teachers, Non-Licensed Community Expert, 12-month hourly employees, and 12-month salaried employees: Benefits and applicable deductions will continue through summer with no break in coverage.

A "catch up" adjustment will be made to an employee's June 30 check and subsequent checks as needed.

Resignations and Benefits

Benefits will terminate on the last day of the month in which the employee worked. For resignations submitted during the summer, benefits will terminate on the last day of the month in which the employee submits their resignation.

Non-Returning Staff and Benefits

Professional and Academic Employees (12 Month) - Benefits will terminate on the last day of the month in which the employee was actively employed. For staff not returning for the coming school year, the last day worked is June 30 and benefits will terminate on June 30.

Retirement Plans

(Contribution by both employee and employer are mandatory)

Minnesota Teachers Retirement Association (TRA) – Licensed teachers

TRA is a Minnesota statewide public pension fund that provides retirement, disability, and death benefits to Minnesota public school teachers. Contribution percentage is determined by state statute and subject to change by the Minnesota legislature. Participation is required by law

Your age, highest successive five years of salary, length of service, and a multiplier determine your benefit.

Contribution rates can be found on the TRA website: [TRA \(minnesotatra.org\)](http://minnesotatra.org)

If you have any questions about your account, please contact Member Services at (651) 296-2409.

Public Employees Retirement Association of Minnesota (PERA) – All non-licensed staff

PERA is the counterpart to TRA for non-teaching staff. As with TRA, membership and contributions by both HCPA and eligible employees are automatic and determined by state statute. Participation is required by law.

Contribution rates can be found on the PERA website: [PERA \(mnpera.org\)](http://mnpera.org)

If you have any questions about your account, please contact Member Services at (651) 296-7460.

Exits

Voluntary Termination

Resignation/voluntary employment termination initiated by the employee and/or employer. If the employee wishes to terminate his/her employment, he/she must provide written notice to the Designated Administrators. HCPA requests that employees provide four weeks advance notice of the voluntary termination. No PTO will be earned or approved to take time off during the notice period.

Teachers Who Resign During the Summer

Teachers who resign during the summer months, or who advise the school that they do not plan to return in the fall will be paid through August 15, until their contract is paid in full, as all contracts are paid out over 24 pay periods.

Job Abandonment

Employees who miss two consecutive days without calling to report their absence will be considered a voluntary termination.

Involuntary Termination

Involuntary employment termination is initiated by HCPA for reasons other than those described below under Layoff, Reduction in Force, or school enrollment.

Layoff/Reduction in Force

An employee may be laid off under certain circumstances, including but not limited to a lack of work or funds, elimination of position, reduction in student enrollment or changes in the organizational structure or operations of HCPA.

There are no recall or re-employment rights at HCPA, although previous employees in good standing, who are laid off or subject to reduction in force, are free to apply when HCPA is again seeking applicants.

HCPA will seek to provide advance notice to its employees if it becomes necessary to terminate their employment by layoff or reduction in force. However, HCPA does not guarantee such notice, and reserves its *at-will* right to terminate for any reason, with or without cause so long as no state, federal or local laws are violated.

Exit Interviews

Upon receipt of an employee's notification of resignation, an exit interview may or may not be scheduled to resolve outstanding issues such as final pay, payment of employee debts, return of any HCPA property within the employee's possession, any concerns of the employee, or other matters. HCPA in its sole discretion may advance the effective date of resignation to an earlier date.

Restricting Access

HCPA reserves the right to restrict access to change, suspend or discontinue some or all technological access when an employee who is terminated, has resigned, or not renewed for the following year.

Employment Verification

When requested by external parties for purposes of reference or employment verification, HCPA will provide an employee's dates of employment and last position held. Salary information will be disclosed if the employee authorizes the release of that information in a written notification.

Unemployment Insurance

Upon separation of employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained online through your state or from your local unemployment office. The website for the MN unemployment program is <http://www.uimn.org/uimn/>.

Rehires

Employees, who are rehired following a break in service in excess of six months, other than an approved leave of absence, are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits and PTO

Continuation of Medical Coverage Insurance – COBRA

If an employee participates in HCPA's benefit plans and then loses coverage due to a reduction in hours, disability, termination, divorce, children losing dependent status, death, or Medicare entitlement, he/she may continue his/her medical insurance coverage for up to 18, 29, 36 months, or indefinitely, depending on the qualifying event and in accordance with Minnesota Continuation Law. The employee must elect continuation within 60 days of the qualifying event.

It is the employee's responsibility to advise Human Resources if dependent coverage is being lost due to any of the above reasons.

It is the employee's responsibility to send in the total cost (stated in the COBRA) forms by the beginning of each month for that following month or HCPA will terminate coverage if no payment has been received.

Per COBRA guidelines, the employee or his/her dependents will be responsible for the full cost of the plan plus an administrative fee.

HCPA Property

During the resignation notice period, employees are prohibited from altering, damaging, or destroying any company records or documents.

Resignation

HCPA will pay employees for accrued but unused PTO at the time an employee's employment is terminated during the school year as long as employee provided:

- Minimum of four (4) weeks written notice of intent to resign
- Works during all four weeks during the notice period

PTO, regular Holiday or Flex Holiday will not be earned or accrued during termination or resignation period.

Holiday or HCPA Flex Holiday will not be paid anytime during termination or volunteer resignation.

In addition, no PTO will be accrued, approved, or honored (unless previously approved) during the four (4) weeks' notice period.

Acknowledgement of Receipt of Handbook

This Employee Handbook was adopted by Hmong College Prep Academy, to help you understand some of the personnel policies and guidelines that affect your employment.

The information in this Employee Handbook is not exhaustive and is not a comprehensive list of all policies, procedures, programs, and practices that apply to employees. It does not cover every situation that may arise from day to day. For this reason, HCPA has the right to change, modify, supplement, withdraw, or revoke these policies, procedures, and benefits, at any time, with or without notice and in its sole discretion that the school deems appropriate. Responsibility for final interpretation of any specific issues as they relate to policies, procedures, and benefits lies with the Designated Administrators and Board of Directors.

This handbook supersedes and revokes all previous handbooks, past practices, or other written or verbal statements of policy and procedure.

My signature below, on this document, indicates that I have received, reviewed, understand the Employee Handbook for HCPA, and I accept the following:

1. I am responsible for familiarizing myself with the information and responsibilities contained in the Employee Handbook.
2. It is my responsibility to comply with all HCPA policies, procedures, programs, practices, and responsibilities contained in the Employee Handbook and any amendments to the Handbook.
3. All employees are requested to respect the confidentiality of the work that HCPA does. All of us must preserve this confidentiality at all times.
4. Employment with HCPA is "At Will", meaning that employment may be terminated by the employee or HCPA at any time with or without notice or cause, for no reason or any reason not prohibited by law.
5. The policies, procedures, and benefits outlined in this handbook are not intended to create any contractual or employment relationship and will be applied at HCPA's sole discretion.
6. Altering or duplication of the contents of the Employee Handbook is strictly prohibited.
7. If I have now or in the future any questions regarding the Employee Handbook, it is my responsibility to promptly address these with Human Resources.
8. This handbook has been presented to me in English. I understand that if I require this information in another language, I will request information or interpretation by contacting Human Resources.

Employee Name (Print)

Employee Signature

Date