

INDEPENDENT SCHOOL DISTRICT NO. 601

FOSSTON, MINNESOTA

SUPPORT STAFF

TERMS AND CONDITIONS OF EMPLOYMENT

EMPLOYEE HANDBOOK

2021-2023

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## PURPOSE

The purpose of this handbook or guide is to allow employees and management a tool that enables everyone the opportunity to understand and follow established practices and/or procedures.

## INTRODUCTION

This Handbook contains information pertaining to support staff employment with Independent School District No. 601, Fosston (hereinafter "District"). The School Board at its discretion may change the information contained in this Handbook. Nothing in this Handbook establishes any form of contract between support staff and the District, nor does anything in the Handbook alter a support staff employee's at-will employment relationship with the District.

Employment "at will" implies that the employee is employed at the discretion of the District. The School Board has the right to employ such personnel, as it deems desirable or necessary. By law there are no seniority rights. If an employee is not called back, the District will, at the end of the school year, inform the employee that his/her position will be reduced or eliminated.

When changes occur to the information contained in this Handbook, the revisions will be issued to all non-certified employees.

## DEFINITIONS

- a. Terms and Conditions of Employment: The term, "terms and conditions of employment," means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or retirement benefits, other than District payment of, or contributions to, premiums for group insurance coverage for retired employees or severance pay, and the District's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of Minnesota's Public Employment Labor Relations Act (hereinafter "PELRA"). All terms and conditions of employment for employees, including hours of work, compensation, and fringe benefits, whether included in this Handbook or not, shall be set by the School Board.
- b. Regular Employees: The term, "regular employee," means an employee, other than a bus driver, who works twelve (12) months per year and at least eight (8) hours per day.
- c. School-Term Employees: The term, "school-term employee," means an employee, other than a bus driver, who is not a full-time employee, but who works at least fourteen (14) hours per week and more than sixty-seven (67) days in any calendar year.

- d. Bus Driver: The term, “bus driver,” means an employee who is assigned to drive a District-owned bus or van for the purpose of regular transportation of students to and from school.
- e. District: For purposes of administering this Handbook, the word, “District,” shall mean the School Board or its designated representative(s).
- f. Step Advances: (SEE COMPARISON TABLE)
- g. Other Terms: Terms not defined in this Handbook shall have those meanings as defined by PELRA

## **INHERENT MANAGERIAL RIGHTS**

The District has complete authority on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

All employees covered by this Handbook shall perform the duties and services prescribed by the School Board and shall be governed by School Board rules, regulations, directives, and orders, issued by properly designated officials of the District. The School Board may promulgate rules, regulations, directives, and orders from time to time as deemed necessary.

## **COMPENSATION AND EXPENSES**

- a. Compensation: The compensation of support staff covered by this Handbook will be determined every other year by the School Board. Compensation for school term employees and other hourly staff is listed on the attached salary schedule for fiscal year 2022 and fiscal year 2023.
  1. School term employees who have worked in the district for 15 consecutive years will be eligible to receive a \$500 longevity payment. This will be separate from the employee’s regular payroll check and will be disbursed May 15 of each year.
  2. The additional \$0.50 for custodians maintaining a specials boilers license will end June 30, 2022. Commencing July 1, 2022, custodians maintaining a 2<sup>nd</sup> class boilers license and above will be eligible for an additional \$0.50/hour.
  3. Compensation for exempt, salaried employees is based on the complexity of the position, the level of district (vs building) responsibilities, the level of independent work required, the level of training and experience required and possessed by the employee, and whether or not the position is in a supervisory role. Salaried staff compensation will be set through discussions with each of the employees every two years. Salaried staff include the following positions: Buildings and Grounds



Supervisor; Business Manager; Payroll/Human Resources/District Administrative Assistant; MAARS/HS Administrative Assistant; Transportation/HS Administrative Assistant; Technology Coordinator.

- b. Inclement Weather: In the event of early release of students due to inclement weather and school subsequently being closed for the remainder of the day, school-term employees shall be entitled to use PTO for lost time provided employee has the time available. Staff wishing to use PTO for school closings must submit a leave slip to the district office within 3 business days of the closing in order to be paid for the time.
  - In the event school is cancelled due to inclement weather or other event beyond the control of the individual employee, regular and school term employees have the option of using leave time provided they have it available for said lost time. Staff wishing to use leave time for this purpose must submit a leave slip to the district office within 3 business days of the closing in order to be paid for the time.
- c. Mileage: The District will reimburse employees for mileage that has prior approval of the Superintendent at the District rate. Employees are to use school vehicles when they are available and if the employee chooses to use their own vehicle, the District will reimburse for mileage at the Staff Development Rate, currently 0.36 cents mile /round trip. Along with this the District will not pay for mileage incurred for employees going to and from work. Remember to receive prior approval for mileage or use of a school vehicle.
- d. In the past School District #601 purchased three (3) shirts for each of the seven (7) custodians. Future purchases to be determined.
- e. Virtual Timeclock is the current clocking system ISD #601 has. Employee is to clock in when arriving at work in the area that employee is working. The employee is also required to clock out for a 30 minute duty free lunch and then clock out at the end of the shift. If an employee forgets to clock in/out at any time, that employee is to complete a missed-punch form (available electronically), obtain the supervisor's signature and forward to payroll, to have the time adjusted. It is the employee's responsibility to clock in and out as required.
- f. Overtime Hours: Overtime hours are not scheduled for any employee and need prior approval from the Superintendent. **No payment will be made for overtime without prior approval and will be considered comp time except in the case of emergency situations. No exceptions. Nine month employees will have the overtime paid out when occurred.**

## GROUP INSURANCE

- a. Health and Hospitalization Insurance:

1. Regular 12 month and salaried employees will receive a fully paid single coverage health insurance policy for \$1,200 deductible. Family health insurance is available with the employee paying the premium cost difference of family and single. For the 2021 School Year (FY 22), that amount is \$873/month or \$10,476 annually.  
  
10 or 11 month employees will receive a pro-rated benefit.
2. Regular employees and 11 month employees, may choose the highest deductible plan offered by the district and may then direct district dollars above the cost of the premium towards their VEBA account.
3. School-term employees shall receive a pro-rated sum based on the number of months/average hours to be applied toward the premium for the District's group health and hospitalization insurance plan according to the Affordable Care Act (ACA) guidelines.
3. Bus drivers shall receive a pro-rated sum to be applied toward the premium for the District's group health and hospitalization insurance plan according to the Affordable Care Act (ACA) guidelines.

- b. Claims Against the District: The District's only obligation is to purchase an insurance policy and pay such amounts as noted in this Handbook, and no claims shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.
- c. Termination of Employment: Upon termination of employment, all District contributions toward an employee's insurance premium shall cease.

#### **SICK LEAVE**

- a. Employee Sick Leave/PTO is based on position and hours. Employees that work 12 months per year 8 hours per day will receive 15 sick days per year with a maximum of 120 days. Employees that work 9 to 10 months per year will receive PTO based on their daily hours times 11.25 days per year with 2 days personal at their daily hours, maximum determined on daily hours scheduled. For school-term employees working fewer than 5 days per week, these benefits will be prorated based on the employee's percentage of full-time equivalency.
- b. Use: Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to personal illness, physical disability, or dental or medical care that could not be received at a time outside the employee's regular work schedule which prevented the employee's attendance and performance of duties on that day(s). Said sick leave/PTO may also be used for family medical issues such as children, parents, spouse, and or significant other. An employee may use his/her accumulated sick leave pursuant to M.S. 181.9413.

- c. Medical Certificate: The District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness or disability, indicating such absence was due to illness or disability, in order to qualify for sick leave/PTO pay. Said medical certificate shall be furnished to the Superintendent, in the event three (3) or more consecutive days of sick leave/PTO are taken. However, the final determination as to the eligibility of an employee for sick leave/PTO is reserved to the District.
- d. Deduction: Sick leave/PTO allowed shall be deducted from the accrued sick leave/PTO days earned by the employee.
- e. Notification: Employees shall notify their immediate supervisor in writing as soon as possible of their use of sick leave/PTO so that arrangements may be made to carry on the work.
- f. An employee, who, at the end of the fiscal year, has accumulated sick leave days above the allowable maximum of 120, will have the option to convert unused sick leave days to personal leave/paid time off at a rate of 5 days sick = 1 day personal leave, up to a maximum of 3 additional personal leave/PTO days. This converted leave does not carry over and must be used during the next fiscal year (beginning July 1). Personal/PTO leave obtained in this manner can only be gained and used in full days. Application must be made by June 30 to the district office in order to convert leave.

Example: 15 days carried over equals 3 personal days  
 10-14 days carried over equals 2 personal days  
 5-9 days carried over equals 1 personal day  
 0-4 days carried over equals 0 personal days

- g. Sick Leave Donations. An employee who is unable to work because of serious personal illness or disability and who has exhausted all accumulated paid sick leave may be eligible to receive up to twenty (20) transferred disability days from fellow employees. The school district will require the employee to submit, prior to approval or disapproval, a district form, a medical certificate from a licensed physician verifying the serious nature of the illness or disability and the expected duration of the employee's condition. The district will then notify staff that a leave donation request has been made.

Employees with accumulated sick leave may voluntarily transfer up to 5 days leave to a fellow employee who has an immediate medical need, following the employee's request for leave donations. Staff wishing to donate leave will complete the "leave donation form" designating the number of days donated.

## WORKERS' COMPENSATION

- a. Pursuant to M.S. Chapter 176, an employee who, because of sickness or injury while in service to the District, is collecting workers' compensation benefits may only draw on the accrued sick leave/PTO the first 3 days of the employee off time. From that time on it is the employee's responsibility to submit the timecards showing the unpaid time to the employer workers' compensation carrier to be reimbursed.

## OTHER LEAVES OF ABSENCE

- a. Bereavement Leave: Up to 5 days leave with pay shall be allowed per occurrence for a death in the immediate family. Immediate family shall be limited to father, mother, sister, brother, spouse or child. Up to three days leave with pay shall be allowed per occurrence for a death in the extended family. Extended family shall be limited to father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent or grandchild. Up to two days leave shall be allowed per year for the death of a close family friend or relative. Bereavement Leave is stand alone and does not come off any other leave the district offers. In certain cases when the employee needs longer leave for a close family member, request can be made to administration to extend the Bereavement Leave.
- b. Military Leave: Military Leave shall be granted pursuant to applicable law.
- c. Jury Duty: Employees required to serve on jury duty shall receive their regular salary for regular work time spent in such capacity. However, the employee is required to turn over to the District any per diem received as a result of serving on a jury. Monies received as expenses shall be kept by the employee.
- d. Personal Leave: All 12 Month, 11 Month and Salaried Employees will receive three (3) Personal days per year with the option of carrying over one (1) day. Also see "f" under Sick Leave. Ten-month employees will receive 3 personal leave days. School term employees will receive two (2) days per year which is converted into PTO at the hours the employee works in a day. With the exception of emergencies, personal leave should be requested in advance, with at least 3 days notice.
- e. Unpaid Leave:
  - 1. Other leaves may be granted by the Superintendent, without pay to the employee, at the absolute discretion of the Superintendent. Extended leave covered under the Family Medical Leave Act is approved at the discretion of the school board.
  - 2. Employees who are on an unpaid leave may continue to maintain their membership in the District's health and hospitalization insurance plan for the duration of their unpaid leave. The employee is responsible for the

entire premium amount which must be paid on a monthly date determined by the District.

## HOLIDAYS

- a. Paid Holidays: Regular and Salaried Employees receive eleven (11) holidays in a year which consist of: New Year's Day, President's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve Day, Christmas Day and New Year's Eve.
- b. Nine Month Employees receive six (6) holidays in a year which consist of: New Year's Day, President's Day, Easter, Thanksgiving Day, Christmas Day and a floating holiday choice of either the Friday after Thanksgiving, Christmas Eve or New Year's Eve. The employee must notify the payroll office prior to November 15 as to which holiday the employee wishes to receive payment. If school starts before Labor Day, school term employees will receive Labor Day as a paid holiday.

If school ends after Memorial Day the school term employees receive Memorial Day as a paid holiday. Any Ten Month Employees receive Memorial Day and Labor Day in addition to the five (6) days the Nine Month Employees receive. When any of the above holidays falls on a Saturday, the preceding day shall be a holiday, and, when any of the above holidays falls on a Sunday, the following day shall be a holiday.

- c. The District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any legal holiday or holidays which fall within the employee's vacation period shall not be counted as a vacation day.

## VACATIONS

- a. Eligibility: This section shall apply to regular full-time employees only. All Twelve Month and Salaried Employees will receive 10 days vacation on July 1 of each year, or on the starting date at a pro-rated basis. Starting the 11<sup>th</sup> year the employee will receive an additional day until a maximum of twenty (20) days. The employee must use the vacation time within eighteen months of receiving or the days will be lost. If an employee leaves before actually earning the vacation days given on July 1, the employee will not get paid for any unearned days. If the employee uses the vacation and leaves before accrual, then the time will be deducted from the employee's last paycheck from the district. Employees planning to take vacation must fill out a leave request form at least three (3) business days in advance, obtain the supervisor's signature and submit to the payroll department.
- b. If at the end of a fiscal year a 12 month or salaried employee has vacation days remaining, the employee may sell the days back to the district at a 2 – 1 ratio. For example, if an employee has 8 vacation days left, the employee may sell the 8 days back to the district and will receive pay for 4 days. The employee must notify payroll by June 15 of each year of the intent to sell back vacation days. The number of days that may be sold back is capped at 10 annually.

- c. Resignation: Any employee that resigns or retires from the district must submit a letter to the board on resignation/retire date to receive any earned/unused vacation or comp time paid out to the employee.
- d. Utilization: Vacation/comp time may be utilized in increments of 15 minutes.

## SEVERANCE

1. Upon retirement from the District, an employee with a minimum of ten (10) years of continuous, full-time service to the District is entitled to receive 3.5 day's pay for each year with the District, provided the days are in the employee's sick leave account and the employee submits a letter of retirement. The severance from the employee sick leave will be paid directly to the employee's VEBA account.
2. Regular 12 month and salaried employees who have worked in the district for 3 or more years will be eligible to participate in a TSA match program up to 2% of the employee's salary. Participating staff must elect to participate by contributing.

## Duties and Training Related to the COVID19 Pandemic

1. All support staff are eligible to apply for a one-time payment from the district's American Rescue and Recovery Plan (ARRP) funds during FY22 and FY 23. The amount of payment will be based on the number of months of employment. For 9 month staff, that amount would be \$900; for 10 month staff, that amount would be \$1,000; for 11 month staff, that amount would be \$1,100 and for 12 month staff, \$1,200. The employee will need to complete the provided application, indicating the duties made necessary by the pandemic that are not the normal part of the employee's job description, or duties that have resulted in additional hours or work and/or additional training made necessary by the pandemic. This will end with FY 23, and applies to current employees.

## ~~PROBLEM SOLVING PROCEDURE~~

The channeling for problem-solving (procedure) shall be as follows:

1. Immediate supervisor,
2. Principal,
3. Superintendent,
4. School Board.

Problems presented directly to the School Board must be referred back through the proper channels.

Matters referred to the Superintendent or School Board shall be in writing and be specific to the problem, only.

## **CELL PHONES AND SOCIAL MEDIA**

Cell phones should remain off/put away while working with children. Save the use of cell phones for personal breaks and lunch times. No information about students should be shared via your personal social media accounts. Pictures and posts may be routed through official channels in each building. It is strongly advised that you NOT become “friends” with students on social media; the exception being close relatives that also happen to be students (son, daughter, niece, nephew, etc). This is for the protection of employees and students. Additionally, problems that occur among employees should not be posted on your personal social media account. Use the above channels to resolve work issues.

## **CRIMINAL BACKGROUND CHECK**

All new employees must have a criminal background check completed which is required by state and federal laws unless a check has been completed by another business or organization within the last year and is made available to the District. Cost of the background check will be paid by the district.

## **CONFIDENTIALITY**

All employees of the District are working in a data sensitive situation. Therefore confidentiality is of vital importance and data must not be discussed outside the school site, particularly, student and employee information. Any violation related to the discussion of data privacy information or other information is subject to disciplinary action that would include termination.

## **KEYS**

Employees will receive keys for the building that are necessary to complete the jobs assigned. Keys issued to the employee are the sole responsibility of that employee and should not be given to anyone else. If damage occurs because of keys being lost or given to an individual it becomes the responsibility of that person. If locks need to be replaced because of lost keys an employee can be held liable for such costs.

## **DRESS CODE**

School is a place of business. The appropriate dress is required for an employee of the School District, in order to maintain a business-like environment. No clothing that promotes or advertises tobacco, drugs, alcohol or etc. is allowed to be worn by employees. Clothing should cover undergarments . Those employees choosing not to wear appropriate dress will be subject to disciplinary action. A good rule of thumb is if you question whether or not it would be appropriate, more than likely it is not, and should not be worn to work.



## **HIRING AND RESIGNATION**

A newly hired employee is responsible for completely and accurately filling out all materials necessary for employment including criminal background checks, payroll information, etc. Any medical condition that would prevent an employee from meeting the employment expectations must be reported to the immediate supervisor and administration. Any false information is grounds for disciplinary action or termination.

When a person resigns they are responsible to fill out the appropriate paper work. They are eligible to maintain their current insurance and other benefit for a period of time in which the employee is responsible to investigate.

## **MANDATED REPORTING**

All district employees are considered mandated reporters. In the event a student directly shares information with an employee that indicates that the student is experiencing neglect or abuse, the employee is responsible to make a written report directly to the appropriate agency (Polk County Social Services, Mahnomon County Social Services, etc.). Inform your supervisor of the completed report.

## **NOTICE OF ASSIGNMENT**

All employees will receive a notice of assignment at the beginning of the school/fiscal year which verifies job title, classification (school term, etc). wage, number of hours per week and any other pertinent information regarding position. Employees will be expected to acknowledge receipt by signing and returning the notice of assignment.

All new employees will receive the notice of assignment upon their start date.

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## **TENNESSEN WARNING**

At times it may be necessary for our school to interview staff members regarding alleged employee misconduct. The information you provide will be used by the administration to determine the facts of the case and if any action should be taken. It is our expectation that employees will provide information and cooperate with any investigations to help to ensure our employees maintain legal and professional standards. Staff members being interviewed in these situations have the right to be informed of: a) The purpose and use of the requested data; b) Whether the individual may refuse or is legally required to provide the data; c) Any known consequences from supplying/refusing to supply the data; and d) The identity of other persons or entities authorized by law to receive the data.

For additional information regarding the Tennessee Warning contact our School Superintendent or the Department of Employee Relations, State of Minnesota.



**Conclusion**

**The information provided in this Handbook is to be used as a guide for employees. This is not a master agreement between the School District and the support staff employees.**

**Independent School District #601 – Fosston is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, national origin, sex/gender or disability.**

Support Staff Salary Scale 2021-23.xls

	A	B	C	D	E	F	G	H
1	<b>STEP</b>	<b>FS/AC</b> <b>2020-21</b>	<b>FS/AC</b> <b>2021-22</b>	<b>FS/AC</b> <b>2022-23</b>	<b>Tech 2020-21</b>	<b>Tech</b> <b>2021-22</b>	<b>Tech</b> <b>2022-23</b>	<b>STEP</b>
2	1	11.53	11.87	12.21	12.61	12.95	13.29	1
3	2	12.46	12.80	13.14	13.53	13.87	14.21	2
4	3	13.38	13.72	14.06	14.45	14.79	15.13	3
5	4	14.30	14.64	14.98	15.38	15.72	16.06	4
6	5	15.22	15.56	15.90	16.30	16.64	16.98	5
7	6	16.15	16.49	16.83	17.22	17.56	17.90	6
8	7	17.07	17.41	17.75	17.43	17.77	18.11	7
9	<b>STEP</b>	<b>Custodian</b> <b>2020-21</b>	<b>Custodian</b> <b>2021-22</b>	<b>Custodian</b> <b>2022-23</b>	<b>Paraprof</b> <b>2020-21</b>	<b>Paraprof</b> <b>2021-22</b>	<b>Paraprof</b> <b>2022-23</b>	<b>STEP</b>
10	1	12.10	12.45	12.80	11.99	12.33	12.67	1
11	2	13.02	13.37	13.72	12.92	13.26	13.60	2
12	3	13.94	14.29	14.64	13.84	14.18	14.52	3
13	4	14.86	15.21	15.56	14.76	15.10	15.44	4
14	5	15.79	16.14	16.49	15.68	16.02	16.36	5
15	6	16.71	17.06	17.41	16.61	16.95	17.29	6
16	7	17.65	18.00	18.35	16.83	17.17	17.51	7
17	<b>STEP</b>	<b>MC Tech</b> <b>2020-21</b>	<b>MC Tech</b> <b>2021-22</b>	<b>MC Tech</b> <b>2022-23</b>	<b>Head Cook</b> <b>2020-21</b>	<b>Head Cook</b> <b>2021-22</b>	<b>Head Cook</b> <b>2022-23</b>	<b>STEP</b>
18	1	12.87	13.21	13.55	13.94	14.28	14.62	1
19	2	13.79	14.13	14.47	14.86	15.20	15.54	2
20	3	14.71	15.05	15.39	15.79	16.13	16.47	3
21	4	15.63	15.97	16.31	16.71	17.05	17.39	4
22	5	16.56	16.90	17.24	17.63	17.97	18.31	5
23	6	17.48	17.82	18.16	18.56	18.90	19.24	6
24	7	18.40	18.74	19.08	19.48	19.82	20.16	7
25	<b>STEP</b>	<b>Lead Cust</b> <b>Admin</b> <b>Support</b> <b>2020-21</b>	<b>Lead Cust</b> <b>Admin</b> <b>Support</b> <b>2021-22</b>	<b>Lead Cust</b> <b>Admin</b> <b>Support</b> <b>2022-23</b>				
26	1	15.84	16.27	16.70				
27	2	16.76	17.19	17.62				
28	3	17.68	18.11	18.54				
29	4	18.61	19.04	19.47				
30	5	19.53	19.96	20.39				
31	6	20.45	20.88	21.31				
32	7	21.37	21.80	22.23				
33	<b>Bus Drivers</b>							
34		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
35	Base	1,498.38	1,548.38	1,598.38	Sub Dispatch	2,706.60	2,760.73	2815.95
36	Extra miles	10.03	10.23	10.44				
37	EC Under 75	35.41	36.12	36.84	Act Director	18,294.04	20,794.04	22294.04
38	EC Over 75	0.55	0.56	0.57	Trans Director	10,000.00	10,000.00	10200.00
39	Wait Time	10.49	10.70	10.91				
40	Sub-short	49.38	50.37	51.37	Lunch Supvsr			
41	Sub-long	58.67	59.84	61.04	1/2 hr day			
42	CADD	51.31	52.34	53.38	1 hr			
43	LRHS	46.81	47.75	48.70	2% increase			
44	Special Route	38.49	39.26	40.04				
45	Notes:							

## Support Staff Salary Scale 2021-23.xls

	A	B	C	D	E	F	G	H
46	Additional \$0.25/hr for Elementary Lead Cook							
47	Additional \$0.50/hr for boiler license and/or necessary certifications for custodians-year one (Fiscal Year 2022) only							
48	Additional \$0.50/hr for personal care/physical/emotional environment for paraprofessionals							
49	Salaried Employees consist of Building & Grounds Supervisor, Business Manager, Payroll/HR/Superintendent Admin							
50	Commencing July 1, 2022, custodians will be paid an additional \$0.50/hour for obtainng/maintaining a 2nd Class Bo							

Appendix 2- Missed-punch Form

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# Fosston Public Schools

INDEPENDENT SCHOOL DISTRICT 601 – 301 First Street East, Fosston, MN 56542  
SUPERINTENDENT Sue Richards-Chase – 218-435-6335 FAX 218-435-1663  
MAGELSSSEN ELEMENTARY SCHOOL – 218-435-6036 FAX 218-435-6414  
FOSSTON HIGH SCHOOL 218-435-1909 FAX 218-435-6340  
PRINCIPALS: Daniel Boushee, Elementary      Dominic Krump, High School

## MISPUNCH FORM

EMPLOYEE \_\_\_\_\_

DATE MISPUNCHED \_\_\_\_\_

INCORRECT TIME \_\_\_\_\_

CORRECT TIME \_\_\_\_\_

REASON \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

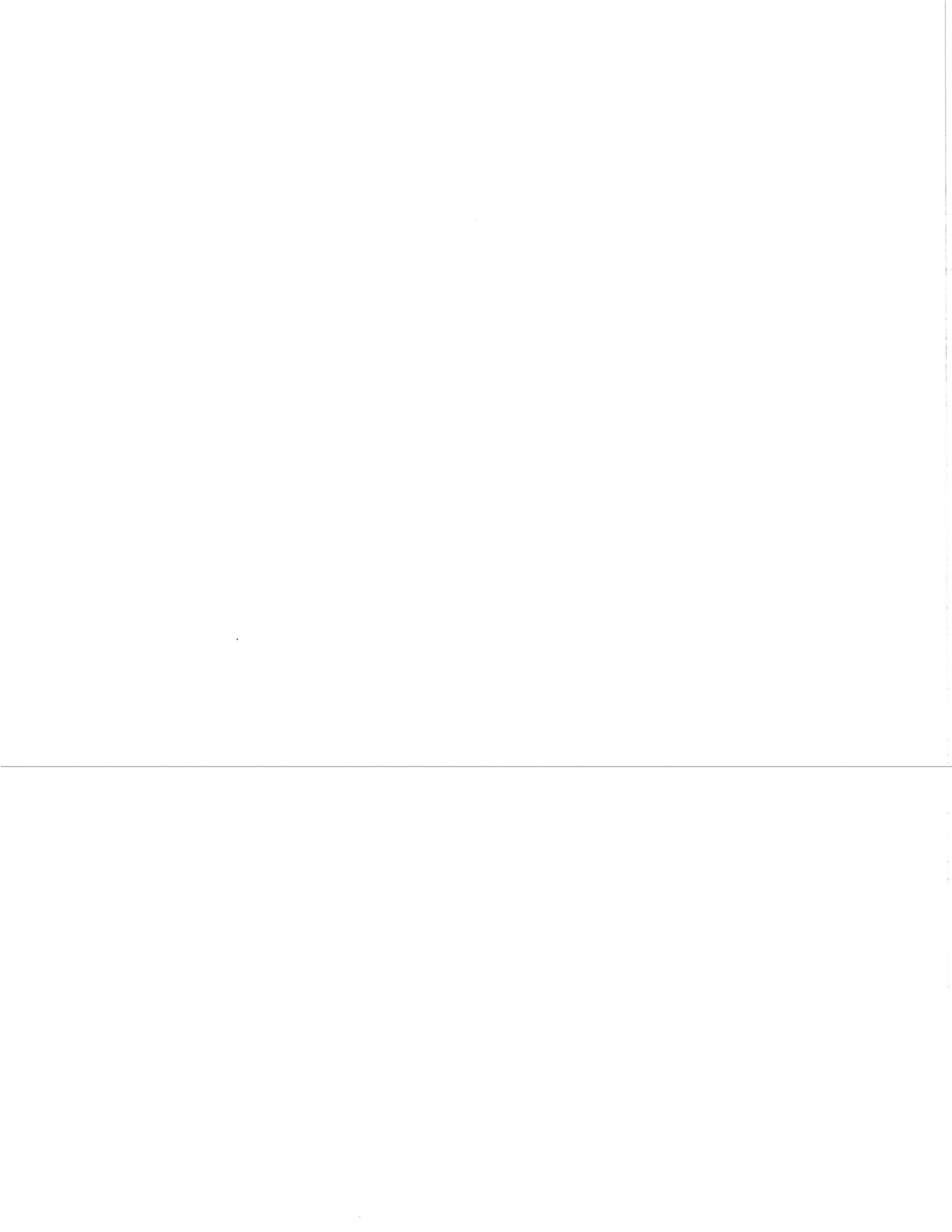
\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

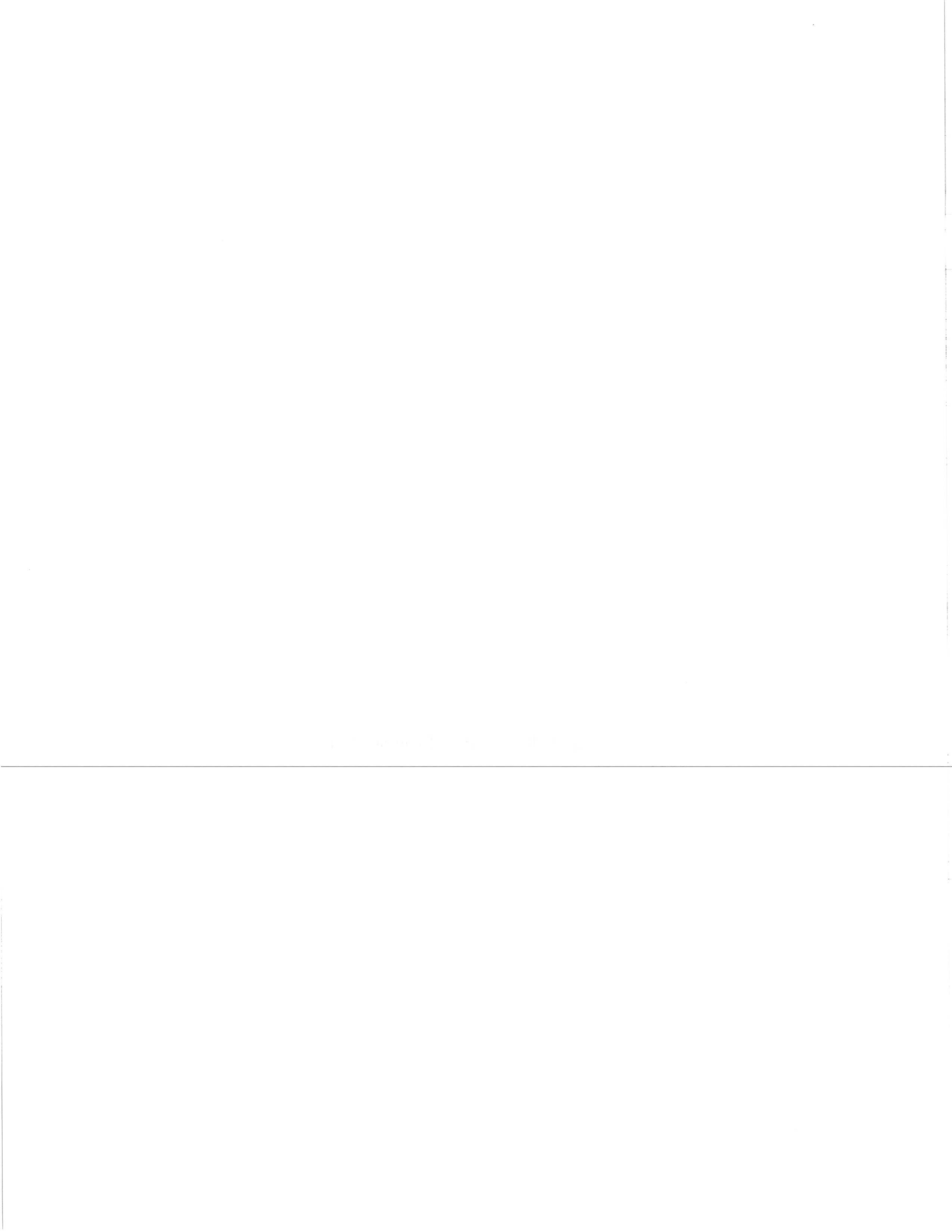
\_\_\_\_\_  
DATE

PLEASE COMPLETE FORM AS SOON AS YOU REALIZE YOU HAVE  
MISPUNCHED/FORGOTTEN ON YOUR TIMECARD. GIVE  
COMPLETED FORM TO YOUR SUPERVISOR FOR APPROVAL  
BEFORE SENDING TO PAYROLL FOR ADJUSTMENT.

\_\_\_\_\_  
"Committed to Excellence"



Appendix 3 – Leave Request Form





**ABSENCE REQUEST FORM**  
INDEPENDENT SCHOOL DISTRICT #601-FOSSTON

Employee Name: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Time Left: \_\_\_\_\_ Time Returned: \_\_\_\_\_

Leave Request Reasons (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Employee Medical  | <input type="checkbox"/> Jury Duty                       |
| <input type="checkbox"/> Family Medical  | <input type="checkbox"/> Unpaid Time                     |
| <input type="checkbox"/> Family Emergency  | <input type="checkbox"/> Comp Time                       |
| <input type="checkbox"/> Bereavement Leave   | <input type="checkbox"/> Personal Leave                  |
| <input type="checkbox"/> Vacation-12 Month Employee  | <input type="checkbox"/> Paid Time Off                   |
| <input type="checkbox"/> Athletic/Extra Curricular Activities<br>(Please list sport, activity, field trip) | <input type="checkbox"/> Workshop<br>(Please list title) |

Notes: \_\_\_\_\_  
\_\_\_\_\_

Employee Initials \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Initials \_\_\_\_\_ Date: \_\_\_\_\_

Sub Caller Initials \_\_\_\_\_ Date: \_\_\_\_\_

.....  
Substitute Name: \_\_\_\_\_

Hours: 1 <sup>st</sup> _____	5 <sup>th</sup> _____
2 <sup>nd</sup> _____	6 <sup>th</sup> _____
3 <sup>rd</sup> _____	7 <sup>th</sup> _____
4 <sup>th</sup> _____	

