

Employee **Handbook**

Jackson County Central Schools



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Jackson County Central Schools ISD#2895
1128 North Highway
Jackson, MN 56143



Table of Content

- Welcome Message and Mission
- Employment Practices
- Payroll & Benefits
- Requisitions and Reimbursements
- Staff Development
- Laws, Policies and Contracts
- Health and Safety
- District Information
- Core Values

Welcome Message

Welcome to the Jackson County Central School District! We hope this handbook becomes a useful reference. It does not replace your contract or master agreement.

The Jackson County Central employee handbook contains pertinent information on district practices, policies, and procedures.

The contents of this Handbook are for informational purposes only. The district reserves the right to modify, revoke, suspend, terminate, or change any or all practices, policies, or procedures, in completely or in part, at any time with or without notice. Employment may be terminated at any time, with or without cause, except as provided for in any other section of this handbook, individual contract, or relevant collective bargaining agreement. Contracts can be found online at www.jccschools.com/hr/contracts or in the district office.

This handbook is designed to be a guide and summary of district policies relevant to the employee (found online at www.jccschools.com/jcccpolicies) along with Federal and State employment laws. Jackson County Central adheres to all applicable Federal and State laws and regulations. The employee handbook does not replace these laws or adopted district policies.

The purpose of the school district is to provide educational opportunities for the students of the district. The district has the right to efficiently manage staff to meet that need. School Board policies are reviewed yearly or as advised by the Minnesota State Board Association.

Review the contents of this document and talk to your supervisor about any concerns or questions. Thank you for your commitment to students and the families in our community.

OUR VISION

Inspiring all learners to become respectful, engaged citizens through partnership in learner-centered education

OUR MISSION

Uniting our communities to prepare learners to succeed in an ever-changing world

Inspiring Excellence



School Board

Tina Polz	Chair
Betty Hargan	Vice Chair
Levi Lucht	Treasurer
Rhonda Moore	Clerk
Troy Schultz	Director
Ben Appel	Director
Corey Hanson	Director

Administration

Dr. Mike Neubeck, Interim Superintendent

Maria Bezdicek, Business Manager

Mark Matuska, High School Principal

Chris Naumann, Middle School Principal

Amber Lessman, Riverside Principal

Nathan Hanson, Dean of Students

Paige Risetter, Behavioral Interventionist

Missy Entriiken, MTSS/PBIS Coordinator

Sarah Pohlman, Student Support Specialist

Angela Beckel, Curriculum and Integration

Jordana Runck, Teaching & Learning Coach

Brett Bartholomaeus, Activities Director

Alyssa Anderson, School Nurse

Darci Thurmer, School Nurse

Emma Thaemlitz, Pathways Coordinator

Kortney Nesseth, Community Education Coordinator

Shirley Handzus, Director of Technology

Drew Wedebrand, Building and Grounds Director

Jim Vanderveen, Transportation Coordinator

Randy Masad, Food Services Director

Holly Schmit, Kids Club Director

Emily Anderson, Human Resources and PR

Rachel Haar, MAARS Coordinator



High School

1128 North Highway
Jackson, MN 56143
507 847 5310
507 847 3078 (fax)

Middle School

703 Mill Road E
Lakefield, MN 56150
507 662 6625
507 662 5063 (fax)

Riverside Elementary

820 Park Street
Jackson, MN 56143
507 847 5963
507 847 4398 (fax)

Mark Matuska, Principal
Nathan Hanson, Dean
Darcy Reed Lusk, Counselor
Sarah Pohlman, Social Worker
Brett Bartholomaeus, AD
Michelle Wargula, Admin Asst
Jacqueline Knips, Admin Asst

Chris Naumann, Principal
Melissa Ahlschlager, Social Worker
Missy Entriiken, PBIS/MTSS Coord
Paige Risetter, Behavioral Interventionist
Sofia Stumpf, Student Support
Jamie Janssen, Admin Asst

Amber Lessman, Principal
Riley Duis, Counselor
Edith Gates, Admin Asst
Katelyn Scrader, Admin Asst



Employment Practices

Equal Employment Opportunity

Jackson County Central School will comply with all applicable laws governing equal employment opportunity. This policy extends to all applicants and employees and to all aspects of the employment relationship including, but not limited to, recruiting, hiring, promotion, transfer and compensation. Reasonable accommodations will be made as required by law. The school district will provide equal employment and advancement opportunity based on merit without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status or any other characteristic protected by municipal, state or federal laws. A complaint of discrimination or harassment should be reported immediately to the Superintendent.

Employee Working Conditions

The work atmosphere should be open, nonrestrictive, friendly, and respectful of other employee's rights. Employees are requested to familiarize themselves with their respective master agreements, found online at www.jccschools.com/hr/contract or at the district office. These agreements contain details about holidays, personal leave, earned safe and sick leave, sick leave, absences, hours of work, resignation, termination, and snow day procedures. Wages and benefits are established through negotiated labor contract agreements between Jackson County Central School and the representatives for the following employee groups: Administrative Assistants, Custodians, Paraprofessionals, Food Service, Teacher's Association, Principals, Superintendent, and Middle Management. It is the goal of the school to employ the best available personnel. Any additional questions regarding compensation, leave, or benefit enrollment, should be directed to the payroll coordinator located in the district office. Wage Statement Reports are available through SMARTeR as required by the Minnesota Wage Theft Law. This statement will include wage, accrued leave, and deductions.

Direct Deposit

Payroll checks will automatically be deposited in employee accounts two times per month on the 15th and last business day of the month. Should those dates fall upon a weekend or holiday, they will be deposited the day prior. Pay stub information can be viewed in SMARTeR.

Hourly employees will clock in and out on the time tracker system. There is a SMART link on the website under the employees tab. Time tracker also has an app which can be downloaded and used. Employment identification number will be emailed once all payroll paperwork is provided and entered. The first time logging into time tracker, the password is 2895xxxx (the last four digits of employee's social security number). At that point, employee will be prompted to update password and set up security questions. Any problems with time tracker can be addressed by the payroll coordinator. Overtime pay for hourly staff must have prior approval by the employee's supervisor. Work weeks end on Sunday and overtime may be paid on the next pay period if the work week is not complete by the pay date.

Any court order/notice for income withholding (child/spousal support, earnings withholding, etc.) will be followed as directed by the court and will continue until the school district is notified by the court to stop the withholdings.

Coaching and advising pay, per the Master Teacher Agreement, is after the activity is complete in October, February or May. Please refer to schedule B for payment amounts. Years of service are on file in the district office. Payment for working at events or activities will be included in payroll.

Security

All new district employees must sign an authorization form, and pay the fees, to conduct a criminal background check, pursuant to Minnesota Statute 123B.03. This background check may result in terminating the employment offer. The district may conduct criminal background checks on current employees, as it deems necessary, without consent or notice.



Any employee operating a school vehicle must consent to a driver's license check every 380 days. The State of Minnesota requires employees or volunteers that are transporting students in school vehicles to have annual Type III trainings conducted by our Transportation Director, a behind the wheel evaluation, and an annual motor vehicle license check. By law, an employee cannot operate a school vehicle with students if certain offenses are on the driver's check. There are no exceptions to these rules. A van request form can be found on the school website under the employee's tab. A school vehicle should be used when traveling for school purposes, if available.

All volunteers within the Jackson County Central School buildings or chaperones on field trips will be subject to a background check.

Employees and visitors must display an identification badge supplied by the district. Wearing this badge, during school or any official activity where they are representing the district, is part of security. Staff and students will know if adults they encounter are authorized to be in the building. Badges are updated annually with updated school-year, dates, and colors. Visitors must register in the principal's office and be issued an identification badge before conducting any activity within the school building or on school grounds. Employees are expected to approach any individual who is not wearing an identification badge, ask if they can be of assistance and direct/escort the individual to the office.

Employees are issued door keys and/or an electronic key fob for building, room and fitness center access. Keys and fobs must be carefully managed, and if lost reported to technology immediately. School keys should not be given to anyone including substitute staff and students (including children of employees). The district will assess a fee for costs incurred due to the loss of keys/key fob.

It is important to keep all district building doors locked at all times during the school day. Be sure to follow these important security practices to keep our students and staff safe:

- Ensure doors close securely behind you when you enter and exit buildings and rooms.
- Do not allow unknown individuals to enter the building.
- Do not prop open outside doors.

Coaches and advisors, before leaving the building, should ensure all students have exited the building, all doors are secured and be the last one to leave.

NON-CLASSROOM SUPERVISION Teachers / staff will have a formal assigned supervision and / or informal supervision duties. Staff must make all reasonable efforts to be on time and in the location of assigned supervision. Additionally, all staff are responsible for appropriate actions at all times (as assigned supervisor or just as a coincidental observer) when a situation requires intervention. Policy 506 states "all teachers shall enforce the Code of Student Conduct" and "all school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school." Thus, teachers must be aware of the provisions of the student handbook and exercise professional standards to guide their actions and interventions to create a safe, respectful educational environment.

RELEASING STUDENTS FROM CLASS OR SUPERVISED TIME Students are not to be released from the assigned class or supervision time without authorization (pre-arranged absence form or on the office release list) or the authorization of a teacher by completing a signed pass. **TEACHERS SHOULD NOT DISMISS STUDENTS FROM CLASS BEFORE NORMAL DISMISSAL TIME.** Further, state law prohibits staff members from excusing students from school for any reason for all or part of a school day without parental permission. Teachers are not to give students permission to leave the building during the school day.





Employment Practices

Code of Conduct

Code of Ethics for Minnesota Teachers

The Code of Ethics for Minnesota Teachers is established in the Professional Educator Licensing and Standards Board's administrative rules. 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. The principles are reflected in the code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. The code applies to all individuals licensed under the rules established by the Professional Educator Licensing and Standards Board.

Minn. Rule 8710.2100, Subp. 2. **Standards of professional conduct.** The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. 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.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Education Minnesota - Membership is handled by local unions. Dues will be paid through payroll deductions if membership is elected.

Misconduct (JCC Policy 403-2)

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to: unprofessional conduct; failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature; continuing neglect of duties in spite of verbal warnings, written warnings and/or other forms of discipline; personal and/or immoral misconduct; use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance; deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community; activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position; failure to follow the canons of professional and personal ethics; falsification of credentials and experience; unauthorized destruction of school district property; other good and sufficient grounds relating to any other act constituting inappropriate conduct; neglect of duty; violation of the rights of others as provided by federal and state laws related to human rights.

Jackson County Central Schools is a drug, tobacco, chemical and alcohol free workspace. Policy 416 references the school's random drug testing procedure.



Employment Practices

Code of Conduct

Gifts or Favors: Employees shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service, promise of future employment or other future benefit from any source for

any activity related to the duties of the employee. A token from a student or parent is acceptable.

Mail: Mailboxes are provided for employees. Employees should check their mailboxes in the morning and before leaving the building in the afternoon. Staff members are expected to respond to communications in a timely manner.

E-mail: E-mail is the official method of communication with all district employees. Upon hire, a technology form is completed with name and password information. School emails will use that information and end in @jccschools.net or gmail. E-mail accounts should be checked daily. The district provides a Google account with easily accessible e-mail and other online tools used for collaboration and communication between employees. This account is active as long as the employee remains active. Staff members are responsible for all information sent to them via their district assigned e-mail account. Staff will not send or forward on sensitive student information to people not authorized to receive it.

Media Relations: Questions from public or reporters should be directed to the district office. Personal social media accounts should be handled as if employee is a representative of the district.

Outside Employment/Employee Conflict of Interest: No employees of the district shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with duties and responsibilities in the school system. Employees should not engage in any type of private business during school time or on school property.

Personal Property on School District Premises: The school district is not responsible for the loss of money and/or valuables belonging to employees. If articles or money are missing, supervisors should be notified immediately. Any lost items found on school district property should be turned over to the building office to find the rightful owner.

Telephones are provided for use by school personnel. Any long-distance calls by personnel should be made for school business purposes only. Excessive use of phones for personal purposes during the workday is not acceptable. Personal cell phones should be activated only during a scheduled break period or a non-contact time with students.

School Lunch: All employees may purchase school lunches at the adult rate established annually. Employees will need to deposit money, in advance, to purchase meals. Employee lunch account is their staff identification number preceded by an "S."

Drug-Free and Tobacco-Free Work Environment

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

Likewise, any student, teacher, administrator, or school personnel is prohibited from smoking or using tobacco, tobacco-related devices, or electronic cigarettes in a public school, all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

Weapons are banned on school grounds unless carried by an actively licensed law enforcement officer or as allowed by school district policy.

Building Hours: Employees should contact their direct supervisor for expected working hours. Most buildings are open from 7:30 am to 4:00 pm. Timeliness and attendance is important for student supervision duties.



Employment Practices

Confidentiality and Privacy

Information obtained through your employment with the Jackson County Central School District is classified as confidential. Both confidentiality laws and the respect for student dignity necessitate that employees discuss any student-related issues solely with those staff members and parents who require access to that information.

In addition to student data, confidentiality extends to staff information and School District business matters. The School District will adhere to requests for public information as mandated by state law and School District policy. Such requests should be directed to the district office for proper processing.

Data Privacy

Schools and school districts accumulate information regarding students, teachers, and other employees. The collection, dissemination, and utilization of such information are governed by federal and state laws, which aim to protect individual privacy while also promoting public access to government information. Any inquiries regarding this matter should be directed to the superintendent's office.

Computer and Network Tennessee Notice

The computers, mobile devices, installed software, and network infrastructure are the property and responsibility of the Jackson County Central School District (JCC). JCC expects compliance with copyright law, ensuring that all technology is utilized legally. As the district's property, JCC reserves the right to inspect computers, mobile devices, software, and network connections as deemed necessary.

The district has implemented management software that allows for monitoring of software installations, device usage, and facilitates remote maintenance of both software and hardware. Staff members should be aware that, due to the inherent nature of networks and the internet, email communications are not private. Management software will be employed to oversee the network and computer resources within the district. Any violations of district policy may result in disciplinary actions, and any criminal activities will be reported to law enforcement.

Jackson County Central utilizes Gmail for its email services. Login credentials were provided as part of the payroll documentation, which includes the technology username and password. Employee is responsible for the technology device distributed to them for employment. Any damaged or lost items will be replaced at the cost of the employee.

According to JCC Policy 524 on Internet Acceptable Use and Safety, internet usage is a privilege limited to educational purposes. This encompasses classroom activities, educational research, and professional or career development initiatives.

Employee Performance

Personnel represent the most significant component of school operations. All employees are expected to contribute effectively to the overall functioning of the school system. They are encouraged to maintain their licensure and enhance their skills through participation in relevant in-service training opportunities. Supervisors will periodically communicate job expectations to the employees under their supervision.

Annual performance reviews will be conducted for all non-certified staff. Certified staff will undergo three evaluations throughout the year, culminating in a final summative evaluation until they achieve continuing contract status as outlined in M.S. 122A.40. Once certified staff attain continuing contract status, they will be reviewed every three years. Typically, after three years of experience within the district, or after one year of service if previously tenured in another district, the Jackson County Central School District will transition teachers to continuing contract status. This transition will be reflected in the annual seniority list, which must be initialed by staff and approved by the school board. A probationary teacher must teach at least 120 days each year to complete their probationary period per statute.

Payroll & Benefits

Absences/Delayed Arrival

All staff members should track their leave in Timetracker management system. This program allows a paperless way to track absence (leave) approvals. Teachers, paraprofessionals, administration, clerical, custodial, and food service, will perform absence requests via Timetracker. Leave should be requested three days before absent or two months before a long term leave.

When an employee must be absent due to illness or will be late in arriving to work, the employee should notify the supervisor. In addition, for emergency/illness absences, please call Edith Gates for a substitute:

6:00 a.m. - 8:00 a.m. - call 507-327-4042

8:00 a.m. - 3:00 p.m. - call ext. 6626

3:00 p.m. - 9:00 p.m. - call 507-327-4042

Please do not call and do not text between the hours of 9:00 pm and 6:00 am.

Employee is responsible for submitting emergency leave request for payroll within 1 week after the absence. For planned absences, Edith will let notify employee of substitute, if one is needed.

Under the "My Requests" tab, make a Time Off Request including the date, starting time gone, the total hours and type of leave. Employees should refer to the agreement for types of leave earned. All staff will earn Earned Safe and Sick Leave. Other groups also earn vacation, personal leave, sick leave and/or professional leave. A doctors note may be required for absences longer than three days. A request for a personal leave day or vacation days must be made three days in advance of the leave.



SMARTer

SMART eR allows you to view your payroll information on a secure website and to print your paystub. Use the following link to access SMART eR:

<https://swscer.swsc.org/Login.aspx?ReturnUrl=%2fsmarter%2flogin.aspx%3fdn%3d2895&dn=2895>

or as linked on the JCC website under the employees tab.

Through this secure website you will be able to view and print the following information:

- Current and historical payroll information, by paycheck date (direct deposit information)
- Year-to-date pay summary
- Payroll deduction and benefit information
- Leave history (summary and detail of leave earned and used)
- W-4 tax withholding information showing marital status, exemptions, and extra pay, if applicable
- Annual W-2 and W-2 information sheet
- Employee information (address, phone number, etc.)
- Wage statement

You will login by entering your employee number and the password is 2895xxxx – where xxxx is the last four digits of your social security number. Your employee number (EMP ID) can be requested from the District Office. You will then be required to change your password and set up security questions. Every time you log in, you will be asked one of your security questions to verify as well as a duo authentication. Be sure to keep an updated email or cell phone number on file at the district office for this.

Employee is responsible for verifying that benefit deductions are correctly applied. All payroll changes must be submitted in writing to the District Office.



Payroll & Benefits

Hours

All hourly employees and substitutes will be paid using Time Tracker. Hours worked between the 1st and 15th of the month are paid on the last day of the month and hours worked between the 16th and last day of the month are paid the following 15th. Supervisors or Principals must approve hours by the 9th and the 21st for respective payroll periods.

At-Will Employment

Employment with the Jackson County Central School District is at-will, meaning that either the employee or employer can terminate the employment relationship at any time with or without cause and with or without notice for any reason not prohibited by law. At-will employment can only be overridden by a written contract signed by both the School District Board of Education and the employee. Even in the event of such contract, there are certain reasons that employment can be terminated during the contract. Each contract has procedures for these events and should be referenced.

Open positions within the district are posted on the district website www.jccschools.com/employment. All applicants must complete a district application. Current employees seeking to transfer to an open position, or applying for other assignments, must complete the application or submit a letter of intent to Human Resources.

Leave

All Employees are eligible for Earned Safe and Sick Leave. In addition, refer to individual contract for other accrued leave options. Unless otherwise stated or agreed upon, no more than three days should be taken without pay per year.

A Sick Leave Bank is available in group contracts. If an employee has three or more days available, they can donate a day to the bank by October 15. If needed, a day can be requested and a sick leave bank board will meet for a decision.

Insurance

The School District offers health insurance plans to employees working more than 30 hours per week. Insurance options are on file in the district office. Forms must be completed within the first 30 days of employment or during the annual open enrollment period.

Family Medical Leave Act

Any absence over three days is considered medical leave. The employee needs to complete a request for FMLA as soon as they know they will be out for more than three days. The business office will respond within five business days as to eligibility for this leave. The district uses a "rolling" 12-month period. Eligible accrued paid leave must be used before going on an unpaid leave.

Dress Code

Employees are expected to adhere to a business casual dress code while at school, demonstrating a sense of professionalism. Employees are role models for students and representatives for our district. Dress, accessories and personal grooming should not distract from, interfere with, or disrupt the educational process, school activities, and work environment. Health and safety should be considered. Inappropriate attire, including shorts, leggings, low-cut shirts, and crop tops, will be addressed by supervisors. Additionally, clothing featuring words, terms, or images that could be deemed offensive to colleagues or students is unacceptable. Employees may be required to return home to change if their attire does not comply with these standards. On Fridays, employees are permitted to wear Husky apparel with jeans.

Fitness Center

The Fitness Center at the High School is available for use for all staff using their key fob.



Payroll & Benefits

Unemployment Compensation

The school district complies with state laws covering this employee benefit. If the employee believes he/she may be eligible for benefits under this program, contact the local Minnesota Job Service office.

Workers' Compensation

The school district is enrolled in a workers' compensation certified managed care plan posted in each building. If an employee is injured at work, the supervisor must be immediately contacted. Reporting an injury is important. The supervisor will contact Human Resources to initiate the first report of injury process within the first 48 hours of the injury. If injury results in loss of work, the first three days are taken from accumulated leave and reimbursement is received from the workers' compensation company after that time, if deemed appropriate, at the reimbursable rate. If a student is hurt, please be sure to document the incident with an Accident Report. This form will be submitted to the office and a report filed with insurance.

Retirement Plans

PERA Non-certified employees who meet PERA requirements must participate in a PERA (Public Employees Retirement Association) plan. The current employee member and the school district contribute required rates to the employee's retirement account as set by the state.

TRA Licensed teaching and administrative positions are covered by TRA (Teachers Retirement Association). The employee and the school district contribute the required percentages to the employee's retirement account as controlled by legislation.

Social Security

Employees are covered under the Federal Social Security Program. The Social Security deduction consists of two parts: the OASDI (Old Age Survivors and Disability Insurance) portion and the MEDI (Medicare) portion. The school district pays an equal amount into the employee's Social Security account program. The rates are subject to federal regulations.

Personnel Records

The district office maintains employment records. Personnel files are the property of Jackson County Central School District, however, employees have the right to review their personnel files. The conditions under which files are reviewed will be in accordance with state laws.

It is essential for the district to maintain up-to-date employee records. Employees are required to notify the payroll department or the district office in the event of the following changes:

1. Change of address or telephone number.
2. Change in marital status.
3. Court-ordered payroll deductions for child support.
4. Birth, adoption, or death of any dependent.
5. Legal name change.
6. Change in citizenship status.

Resignation/Termination

Hourly employees are requested to provide a written notice of at least ten (10) working days to their supervisor if they intend to resign. Certified staff should submit their resignation for the next school term before the conclusion of the current academic year. There are incentives to earlier notice in the teacher agreement. Employees will have the option to complete an anonymous online exit survey or meet in person with human resources for an exit discussion.





Requisitions & Reimbursement

Requisitions

Staff members will collaborate with their building principal regarding the requisition process. A purchase order must be completed and approved prior to ordering any supplies, books, equipment, emergency repairs, or services. Requisitions can be submitted through the SMARTer system, accessible via the employees tab on the www.jccschools.com website. All requisitions require approval from both the supervisor and the business manager. Once approved and converted into a purchase order, the business manager typically places the orders or will provide the employee with the purchase order number for ordering purposes. Comprehensive instructions are available from the district office.

Reimbursements

Reimbursement of Expenses

A pay to voucher must be completed to receive reimbursement for authorized travel expenses. A school vehicle should be used, if available, before a personal vehicle. The voucher should detail the location and purpose of the reimbursement. All requests for the school vehicle must be scheduled using a van use request and approved by the district office. The cost of school vehicle use will be charged to the appropriate budget. The school vehicle should be inspected prior to use and the gas tank should be full when it is returned. The district has charge accounts at Vet's Oil and Super America in Jackson. Any receipts for fuel should be turned into the district office when the keys are returned. If the fuel needs to be reimbursed, it should be attached to a pay to voucher.

Reimbursement will be made for employees traveling between school buildings. If an employee starts their day at the Middle School and finishes the day at the High School, reimbursement will be made for a one way trip at 12 miles. If the employee started their work day at the Elementary School, travelled to the Middle School then returned to do additional duties at the Elementary School, the reimbursement would be for a round trip of 24 miles. The federal rate of mileage will be used. This rate is determined and shared with staff in December of each year.

If the employee travels in town, the reimbursement rate is \$3 per day (not per trip).

Meal costs. The documented expenses of meals while out of the district are reimbursable up to the limits set forth below. If a meal is included in the registration cost of a conference or meeting, it is expected that the employee will not request reimbursement if the employee chooses to eat the meal elsewhere. It is also expected that if the employee could reasonably eat a meal at home or at work before leaving for or after returning from an out-of-district trip, no reimbursement will be requested for that meal if the employee chooses to eat the meal elsewhere. No reimbursement will be made for alcoholic beverages. No reimbursement will be made for tips more than 15% of the cost of the meal, and the limits set forth below include tips up to 15%. The maximum reimbursable amount for meals is as follows:

Breakfast \$13.00

Lunch \$15.00

Supper \$26.00

Expenses will not be reimbursed without prior approval by the building principal or appropriate supervisor. The time limitation for expense reimbursement is 45 days. These reimbursements are made within 15 days of request. Receipts must be attached to the pay to voucher form for expenses incurred except mileage.

Work Uniforms

The custodial and food service contracts permit reimbursement for clothing expenses following the probationary period. To initiate reimbursement, receipts for clothing must be attached to the pay to voucher. Please adhere to the guidelines outlined in the respective collective bargaining agreement for further details. Reimbursement for clothing expenses will be processed once a month, following a board meeting. A record of all reimbursements will be maintained at the district office.

Staff Development



Mandatory Annual Trainings

Every year, employees are required to complete the following trainings:

- Mandatory Reporting
- Bullying
- Seizures
- Bloodborne Pathogens and
- Employee Right to Know (for custodians, food service, ag/art/science teachers)

These training modules are either done in person or through infinitec online.

Training Option Plan Days (TOPS) are allowed for teachers for back to school mandatory trainings. They are allowed to use this day as indicated on the calendar.

Staff Development Days

Designated staff development days are scheduled throughout the year to facilitate ongoing education for employees. The teaching integrationist will create the schedule and communicate the details of these training sessions to the relevant staff groups.



Professional Learning Committees (PLCs) convene weekly on Wednesdays, following early dismissal.

Compensatory Days (CD) are allocated exclusively to teachers for participation in evening conferences. For every two evenings of conference attendance, a compensatory day is granted, which is reflected on the calendar. Hourly staff are required to clock in and out during the conferences. Paraprofessionals are expected to attend all conference days.

There are several committees at both the district and building levels, and employees are encouraged to participate actively. Additionally, teachers may pursue additional education. Information regarding lane changes can be found in the Master Teacher Agreement.

Requests to attend conferences or other staff development opportunities should be completed through Staff Development. A school vehicle should be used, if available, through a van request form to the district office.

Additional Requirements

Paraprofessionals are mandated to complete Personal Care Assistant (PCA) training. In addition and in accordance with the No Child Left Behind Act—now known as the Every Student Succeeds Act—all paraprofessionals must be classified as highly qualified. To achieve this designation, employees must either complete a minimum of two years of college coursework or pass an assessment. Jackson County Central will facilitate the administration of the Parapro Assessment, which paraprofessionals must obtain the Minnesota required score to pass. They may attempt up to three times. Human Resources will reach out to employees to schedule these testing dates.

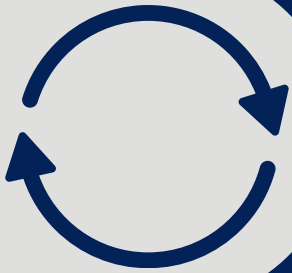


Furthermore, all teachers and administration are required to possess a current Minnesota teaching license issued by the Minnesota Professional Educator Licensing and Standards Board (PELSB). Employees must also maintain their continuing education and license status. The district is committed to offering and integrating professional development opportunities to support staff in fulfilling these training requirements.

Staff Development



Lane Changes



Twice each year, salaries of teaching staff who have secured enough credits to move from one salary lane to another are adjusted. Per the Master Teacher Agreement (<https://www.jccschools.com/hr/contracts>), a teacher can move lanes one time per year with the exception of moving to a Master's degree. A lane change can be requested for September 15 or January 15. Certified transcripts need to be sent to the District Office and courses from those transcripts will be matched to completed Request to Credits forms in personnel files. All credits must be requested and pre-approved before completing the course. These approval forms are found on the website under forms within the employee tab. Please refer to the Master Teacher Agreement for specifics on grades, dates of credits and lane requirements.

License Requirements

Staff in positions that require licenses are required to have a valid and updated license. There are occasions when an out of field permission may be applied to the license. The District does the paperwork and will file that part of the license after obtaining staff signature. These are filed in July.



Teacher Probationary Period

New Teachers to JCC

The first three consecutive years of a teacher's first teaching experience in Minnesota in a single school district is deemed a probationary employment period. Generally, a new teacher previously tenured in another district will need to complete one additional year of probation with the district to achieve continuing contract status. Teaching 90 days or more in one year will count towards a year of service. Please refer to Minnesota Statute 122A.40 for specific details regarding continuing contract status.

A seniority list will be compiled each fall. This list should be reviewed and approved by initials.

Student Transportation



To transport students in school vehicles, employees must meet driving record requirements, receive training and complete written and driving exams provided by the district transportation director. Opportunities will be available during back to school workshop days or the employee must arrange a time that works for the transportation director before they need to drive. Employees must not transport students in their own vehicles.


Requests to use a school vehicle are made in writing two weeks prior to the date. These forms are found on the employee section of the website under forms.

Laws, Policies & Contracts



Additional information on these topics can be found in the Jackson County Central (JCC) adopted policies, which take precedence over this handbook. These policies are accessible on our website under the "About" tab or at the district office. Please refer to the following policies for further details or updates:

▼ 400 Series-Employees Personnel

 401 - Equal Employment Opportunity
 402 - Disability Nondiscrimination Policy
 403 - Discipline, Suspension, and Dismissal of School District Employees
 405 - Veteran's Preference
 406 - Public and Private Personnel Data
 407- Employee Right To Know
 408- Subpoena of a School District Employee
 409-Employee Publications, Instructional Materials, Interventions, and Creations
 410-Family and Medical Leave Policy
 412-Expense Reimbursement
 413-Harassment and Violence
 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
 416-Drugs and Alcohol Testing
 417 - Chemical Use and Abuse
 419 - Tobacco Free Environment
 418 - Drug-Free Workplace-Drug Free School
 420-Students and Employees with Sexually Transmitted Infections
 421- Gifts to Employees and School Board Members
 422-Policies Incorporated by Reference
 423 - Employee Student Relations
 424 - License Status
 425 - Staff Development and Mentoring
 426-Employee Use of Social Media
 427 Workload Limits for Certain Special Education Teachers
 491 MSBA-Vaccination-or-Testing-Masking-Policy

Laws, Policies & Contracts



Most employment-related policies are categorized within the 400 series; however, each series contains specific policies applicable to staff. For instance, the bullying policy is designated as policy 514. All staff must adhere to and sign the Internet Acceptable Use and Safety Policy 524.

501-School Weapons Policy
502-Search of Student Possessions_Person
503 - Student Attendance
504 -Student Dress and Appearance
505 - Distribution of Nonschool Sponsored Materials
506 -Student Discipline
506 - Student Discipline Form
Policy 506 - JCC Discipline Complaint Procedure
Policy 506 - JCC Discipline Complaint Form
507-Corporal Punishment and Prone Restraint
508-Extended School Year For Certain Students With Individualized Education Programs
509 - Enrollment of Nonresident Students
510 - School Activities
511 - Student Fundraising
512-School Sponsored Student Publications and Activites
513 - Student Promotion, Retention, and Program Design
514 - Bullying Prohibition Policy
515 - Protection and Privacy of Pupil Records
515 - Form

> 100 Series-School District
> 200 Series-School Board
> 300 Series-School Administration
> 400 Series-Employees Personnel
> 500 Series-Students
> 600 Series-Education Programs
> 700 Series-Non-Instructional Operations
▼ 800 Series-Buildings and Sites
801-Equal Access to School Facilities
801FR-School Facilities Form
802-Disposition of Obsolete Equipment & Material
805-Waste Reduction & Recycling
806-Crisis Management Policy
807-Health & Safety Policy

JCC Policies	
Policies	
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> 200 Series-School Board	
> 300 Series-School Administration	
> 400 Series-Employees Personnel	
> 500 Series-Students	
> 600 Series-Education Programs	
> 700 Series-Non-Instructional Operations	
> 800 Series-Buildings and Sites	
> 900 Series	
> Replaced Policies	



Laws, Policies & Contracts



School Closing

Occasionally, school may be canceled due to emergency situations. Notifications will be disseminated through our student information system, Infinite Campus, ensuring that parents and staff receive automated telephone messages, emails, and/or text messages regarding the cancellation. Additionally, local television and radio stations will be notified, and announcements will be made on social media platforms. The school district's website will prominently feature the announcement on the homepage. All updates regarding school closures, delayed starts, or early dismissals will be communicated as promptly as possible.

In the event of a closure, staff may be eligible for a paid day off, subject to the specific terms outlined in their contracts and whether the day will be rescheduled at a later date.

Virtual Learning Days

The state of Minnesota permits up to five virtual learning days each academic year. When the superintendent cancels in-person classes for a virtual learning day, teachers are expected to post assignments for students by 10 AM and remain available for questions throughout the school day. Paraprofessionals may engage in designated training modules, which will be specifically arranged for these days. Food service personnel and middle management should consult their contracts for relevant information. Daycare and custodial staff are to report to work as circumstances allow.

In the event of a snow day, there will be no school and no virtual activities scheduled for that day. This day will be made up at a later date to meet the contractual obligations for teaching staff and paraprofessionals.

State Tournaments

The current procedure for team tournaments at Jackson County Central stipulates that the school will be closed if a team qualifies for the Minnesota State High School League (MSHSL) tournament during the school day. The Superintendent will contact staff in the event JCC has a team in the state tournament.

Staff members attending the tournament must request professional leave for the day of the event and check in with a building administrator upon arrival at the state tournament. Those not attending are expected to report to work, either as substitutes in the elementary or middle schools, in daycare, or in food service. If their services are not required, employees should remain in their classrooms. Please note that this procedure is subject to change.

Contracts are available online at <https://www.jccschools.com/hr/contracts> or can be accessed at the district office. These contracts should be consulted for detailed information regarding specific individual arrangements related to benefits and leave.



Health & Safety

Access to Building After Hours

Authorized employees may enter the building in which the individual works after working hours for preparation and study. Employees are responsible for the building during the time they are in the building after hours and are to see that all doors and windows are locked, and all lights are out upon leaving the building. Buildings are not to be used for unauthorized activities at any time. If there are any questions as to the use of the building after hours, contact the building principal. Do not allow any unauthorized personnel into the building after hours.

Staff members wishing to use the building outside of the school day may do so by completing a facilities use request from the website through Community Education at <https://fs-jccfacilityuse.schooltoday.com/authentication/credential/login>.

The school district does not allow the use of school property/equipment for personal use such as tables, chairs, etc. No property/equipment should leave the school grounds.

Crisis Management Handbook

Employees should know each building's crisis management plan. Jackson County Central School District has procedures in place for emergency or evacuation situations such as a tornado, fire, and other crisis situations. These situations are practiced throughout the year. A copy of the plan is in each classroom and office containing details of emergency procedures.

- Tornado
- Fire
- Shelter in Place
- Hold in Place
- LOCKDOWN / Active Shooter / Intruder Lock Down

Building supervisors will provide staff with instructions on school procedures for these instances. Employees will have ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training when they start. Refresher classes will be provided. All employees should be familiar with these emergency procedures.

Health and Safety

Jackson County Central is dedicated to fostering a healthy and safe working environment for all employees and students. Each building is equipped with a staff lounge. For further information, please contact the administrative assistant or the school nurse. A school lunch account is set up for staff. Staff will pay the adult meal price, as set by the food service director.

Nursing Mother Accommodations


Each site has a designated location for accommodations for nursing mothers. For information on specific locations, please contact the building office.

Required Notifications

Required notifications are posted in each staff workroom as well as the district office. These notifications include the Minnesota Department of Labor notices regarding earned sick and safe time, employee wage notice, age discrimination, minimum wage and other requirements, safety and health protection on the job, unemployment, and workers compensation. Employee rights through the Fair Labor Standards Act as well as asbestos notification, indoor air quality, lead-in water and other required notifications.

Meet Our District Office Team


Dr. Mike Neubeck



Dr. Neubeck serves as the Interim Superintendent of Jackson County Central. He received a Bachelor of Science degree in English from Minnesota State University, Mankato, a Masters in Educational Leadership from the University of St. Thomas, and a doctorate in Educational Leadership from St. Mary's Univeristy of Minnesota.

Contact Dr. Neubeck for: Title IX issues; Questions that have not been resolved with direct supervisor; Contract negotiations


Maria Bezdicek



Maria Bezdicek serves as the Business Manager at Jackson County Central. She possesses substantial experience in finance and payroll management. Maria holds a degree in accounting from Dakota Wesleyan University.

Contact Maria for: Accounts receivable, grant information and other funding; department budgets, requisitions and purchase orders; and Audits


Emily Anderson



Emily Anderson serves as the Director Human Resources and Communications for Jackson County Central, where she also manages some finance. She holds degrees in political science and law enforcement from Minnesota State University, Mankato, and Minnesota State University, Moorhead, respectively.

Contact Emily for: License information, employment status, personnel files; Social Media and website


Dion Caron



Dion Caron is contracted through School Management Service (SMS) for payroll. He has prior experience in school finance through the service cooperative and as a business manager.

Contact Dion for: Time tracker questions (leave, hours, etc); Payroll: tax withholding, direct deposits, deductions, and wage verification

Rachel Haar



Rachel Haar serves as the Administrative Assistant at the District Office of Jackson County Central. In her role, she collaborates closely with the school board and is involved in policy administration. She holds a degree in Human Resources from Minnesota State University, Mankato.

Contact Rachel for: Van Requests, facility use (school related); MARRS data, Civil Rights Data; and Board Meeting information dates, agendas, minutes, reports

District Office Contact Information :

PO Box 119, 1128 North Highway

Jackson MN 56143

507 847 3608

www.jccschools.com



Jackson County Central Core Values:

ENGAGEMENT

INTEGRITY

PASSION

UNITY