

Marshall Public Schools



Employee Handbook

Marshall Public School District #413 develops the potential of each learner for success in a changing world.



Acknowledgment Form

I, _____, have received
Employee's Name

a copy of the *Employee Handbook* issued by Marshall Public Schools Board of Education and understand and agree that I am to review this *Handbook* in detail and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

That this *Handbook* is intended as a general guide to District personnel policies and that it is not intended to create any sort of contract between the District and any one or all of its employees;

That the District may modify any or all of these policies, in whole or in part, at any time, with or without prior notice; and

That in the event the District modifies any of the policies contained in this *Handbook*, the changes will become binding on me immediately upon issuance of the new policy by the District.

I understand that as an employee of Marshall Public Schools I am required to review and follow the policies set forth in this Employee Handbook.

Employee's Signature _____

Date _____

Return this signed form to the District Office.

Vision:

The vision of Marshall Public Schools is to work as one in the pursuit of excellence.

Mission:

Marshall Public School District #413 develops the potential of each learner for success in a changing world.

Core Values:

- Learning Centered Education**
- Valuing Faculty, Staff and Partners**
- Management by Fact**
- Focus on Results and Creating Value**

District Vehicles

Employees who have occasion to drive any District-owned vehicle and/or transport students must annually provide the District Office with a copy of their Motor Vehicle Record. Driving records can be obtained from the school liaison officer or by contacting the local law enforcement center. Employees who receive a major traffic citation during the year must report the citation to the District Office before driving a district-owned vehicle or transporting students.

Health, Safety, and Security

It is the intent of the Marshall Public Schools to provide a safe and healthy working environment for all employees. Employees should report any hazards or conditions they believe to be unsafe to their immediate supervisor.

Harassment and Violence

Employees should immediately report any threats they receive (verbal or written) to their immediate supervisor. (Policy 413)

Child Abuse

Any employee who knows or has reasonable cause to believe that a student is or has been abused or neglected shall immediately make a report to child services.

Gifts to Employees

Employees cannot accept for personal use any gifts from current or potential suppliers, vendors, parents or students. (Policy 421)

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours.

Copyright

It is the intent of the Marshall Public School District, its school board, staff and students to adhere to the provisions of current copyright laws and Congressional guidelines. Employees and students are to adhere to federal and state copyright laws and publisher licensing agreements related to duplication, retention and use of copyrighted materials.

Disclaimer

Every effort has been made to accurately represent the policies and procedures of Marshall Public Schools. Marshall Public Schools reserve the right to change the information enclosed in this handbook at any time.

Table of Contents

Superintendent's Welcome.....	4
Purpose of Handbook.....	5
School Board Contact Information.....	6
District Office Key Contacts.....	7
Building Key Contacts.....	8
<i>Section 1</i> General Employment.....	10
<i>Section 2</i> Benefits and Leave.....	15
<i>Section 3</i> Personnel Management.....	19
<i>Section 4</i> Employee Conduct.....	20
Acknowledgement Form.....	23

Superintendent's Welcome

Welcome to Marshall Public Schools! You will soon discover that this is a great place to work and develop your career. Marshall Public Schools District 413 is very proud of the students and the exemplary faculty and staff who provide the knowledge, dedication, and educational leadership that are so critical to the success of the Marshall, MN district and community. Working together, the parents, community members, and district staff continually strive to meet the district vision for the community schools in Marshall: *To work as one in pursuit of excellence!*

Marshall Public Schools serves more than 2300 students from Marshall and the surrounding communities at five schools: Park Side School (Kindergarten; Grades 1 - 2), West Side Elementary School (Grades 3 - 4), Marshall Middle School (ECFE, Grades 5 - 8), Marshall East Campus Learning Alternative School (Alternative High School), and Marshall High School (Grades 9 - 12). District faculty and staff work hard to make each school building a caring place where professional practice is based on concern and respect for the unique worth of each individual student, and put into practice by teachers through specific knowledge and skills, fair procedural treatment, commitment to excellence using the Baldrige model for continuous improvement, and persistent and diligent effort to encourage successful performance. The district facilities are also places where every effort is made to ensure that each student learns and develops the skills necessary to be successful; institutions where learning involves the whole person, not only the brain, but also the hand and the heart.

District 413 has a long history of academic excellence. The district provides a comprehensive curriculum including basic academics, diverse vocational training, a full complement of performing and demonstration arts, advanced placement opportunities, as well as community based educational opportunities.

This handbook is provided to assist you as you begin your employment with Marshall Public Schools. Additionally, you may have other questions after a few years of employment and will have this reference to use at that time. Should you need more information or have other questions please be sure to contact any of our District Administration Staff.

Again, I welcome you to Marshall Public Schools!



Klint W. Willert, Superintendent of Schools

Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, non-renewed, or terminated. Violations may result in notification of appropriate legal officials.

Employees who know or believe that the District's alcohol-free/drug-free policies have been violated must promptly make a report to the Superintendent of Schools.

Any employee convicted of a workplace violation of criminal drug/alcohol statutes must notify the Superintendent/designee of the conviction within five working days.

School Weapons

The purpose of this policy is to assure a safe school environment for students, staff and the public. (Policy 501)

Tobacco Free Environment

Federal law and Board policy prohibit the use of any tobacco product in any building owned or operated by the Board. (Policy 419)

Use of School Property/Equipment

Scheduling of District or Community related events in any District facility or grounds must be handled through the facility coordinator located in the District Office. This includes all indoor and outdoor buildings and grounds.

Employees of Marshall Public Schools are encourage to take advantage of the use of the facilities. Please review the District's facility scheduling policy located in the District Office.

The personal use of any equipment (ladders, tools, vehicles, etc.) owned by Marshall Public Schools is strongly discouraged. For a minimal fee the District will allow the rental of tables and chairs for personal use.

Email/Internet

Employees will be asked to sign an Internet Use Agreement upon their hiring at Marshall Public Schools. Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information entered into or stored in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.



Employee Conduct

Absenteeism/Tardiness/Substitutes

In all cases of absences or tardiness, employees should inform their immediate supervisor or the person in charge of substitutes for their absence before the opening of school or the night before, if possible.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events or activities, may be subject to disciplinary action, including termination. (Policy 403)

Behavior that disrupts the educational process may include, but is not limited to:

- ⇒ Conduct that threatens the health, safety, or welfare of others;
- ⇒ Conduct that may damage public or private property (including the property of students or staff);

Illegal activity;

- ⇒ Conduct that interferes with a student's access to educational opportunities or programs, including the ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- ⇒ Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

Drug-Free Workplace/Drug-Free School

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal regulation. (Policy 418)

Purpose of Handbook

The purpose of this *Handbook* is to acquaint you with general Board of Education policies that govern and affect your employment and to outline the benefits available to you as an employee of Marshall Public Schools.

Because this *Handbook* is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this *Handbook* and Board policy or administrative procedure, the policies and procedures govern. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the District Administration Office, in the Principal's office, or on Marshall Public Schools Web site (<http://www.swmn.org>). Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities.

In this *Handbook* policy codes are listed following the paragraph to which they correspond. If you have questions, refer to these policies and/or contact your immediate supervisor.

Located in the back of this *Handbook* following the Index is an Acknowledgment Form. Once you review this *Handbook*, please read the Acknowledgment Form, sign and date the form, and return the form to the District Administration Office.

Although every effort will be made to update the *Handbook* on a timely basis, Marshall Public Schools reserve the right and has the sole discretion to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right and has the sole discretion to modify or change any portion of this *Handbook* at any time.

Marshall Public Schools Board of Education



Personnel Management

The Board of Education meets for a work session on the first Monday of each month at 4:00 P.M. and for their regular session on the third Monday of each month at 5:30 P.M. in the Professional Development Room of the District Administration Office (401 S Saratoga St.).

Klint W. Willert Superintendent

Marshall Public Schools
401 S Saratoga Street
Marshall, MN 56258
507-537-6924

BOARD MEMBER	PHONE	EMAIL
Mike Booke	(507) 532-7589	mbooke@booke.org
Jeff Chapman	(507) 537-1122	jchapman@chartermi.net
Matt Coleman	(507) 532-4021	matt.coleman@marshall.k12.mn.us
Bill Mulso	(507) 532-0310	william.mulso@marshall.k12.mn.us
Deann Reese	(507) 537-0422	deann.reese@marshall.k12.mn.us
Tim Swenson	(507) 532-5337	tim.swenson@marshall.k12.mn.us

District Contracted Services

Southwest Coaches
Jim & Tom Hey, Owners
(507) 532-3043

Taher Food Service
Lori Fruin, Director
Ext. 1016

Certified Employees

The employee's immediate supervisor will be the primary evaluator; additional personnel may be used. Monitoring or observations of an employee's teaching performance will be conducted openly and with the employee's full knowledge. Multiple observations may be conducted with employees whose initial observation results are unsatisfactory.

Non-Certified Employees

Each non-certified employee shall be evaluated at least once each year. The Principal or the employee's immediate supervisor shall perform the evaluation. The evaluator is to share and discuss the evaluation report with the employee.

All Employees

Employees have the right to comment in writing on their evaluation reports. Those comments, if any, shall be attached to the individual employee's evaluation report.

Both the evaluator and evaluated must sign and date the evaluation instrument. Each employee will be given a copy of his/her summative evaluation, which is filed in his/her personnel records.

Personnel Records

One master personnel file is maintained in the District Office for each employee. The Principal/supervisor may maintain a personnel folder for each person under his/her supervision. Medical information is maintained separately from an employee's personnel file. Employees may contact the District Office to review their personnel files.

Retirement

Employees who decide to retire should give notice as far in advance as possible.

District Office Key Contacts

Marshall Public Schools District Administration Office

401 S. Saratoga Street
Marshall MN 56258

Phone: 507-537-6924

Fax: 507-537-6931

Extended Disability Leave

Unpaid disability leave for the remainder of the school year is available to employees who need it. Thereafter, leave may be extended by the Board in increments of no more than one year.

If an employee misses 20 consecutive days or when there is evidence that the employee is no longer able to perform satisfactorily his/her assigned duties, the District may require the employee to undergo an examination and report by a physician of the District's choosing. The District bears the cost of such examination.

Educational Leave

The purpose of this policy is to provide for leave of absence requests to school district employees in accordance with the Board of Education philosophy to support such requests. (Policy 410)

Bereavement Leave

For purposes of this section, immediate family is defined as the employee's spouse, parent, child, brother, sister, grand parent, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law or grandchild. The length of the leave is subject to review and approval. Refer to your master agreement for details.

Jury Duty

Any employee who serves on a jury in a local, state, or federal court will be granted paid leave (minus any jury pay, excluding expense reimbursement) for the period of his/her actual jury service.

Employees shall reimburse the District for jury pay within ten days of receipt of jury pay. Failure to reimburse the District for jury pay will result in forfeiture of jury leave, and the employee's absence will be charged as unpaid leave.

Employees who will be absent from work to serve on a jury must notify their immediate supervisor in advance.

Military/Disaster Services Leave

Military leave is granted under the provisions and conditions specified in state law. The Board may grant disaster services leave to requesting eligible employees. As soon as they are notified of an impending military-related absence, employees are responsible for notifying their immediate supervisor.

<u>Staff</u>	<u>Ext.</u>	<u>E-Mail</u>
Superintendent, Klint W. Willert	5002	klint.willert@marshall.k12.mn.us
Superintendent's Assistant, La Oeltjenbruns	5001	la.oeltjenbruns@marshall.k12.mn.us
Director of Business Services, Bruce Lamprecht	5003	bruce.lamprecht@marshall.k12.mn.us
District Admin. Assistant, Tricia Stelter	5007	tricia.stelter@marshall.k12.mn.us
Director of Curriculum, Instruction & Learning Services, Tamara Schultz	5005	tamara.schultz@marshall.k12.mn.us
Principal of Special Programs, Deb Miller	5004	deb.miller@marshall.k12.mn.us
Finance Supervisor, JoAnne Fraunfelder	5006	joanne.fraunfelder@marshall.k12.mn.us
Payroll Coordinator, Dion Caron	5008	dion.caron@marshall.k12.mn.us
Human Resources Technician, Gwen Johnson	5009	gwen.johnson@marshall.k12.mn.us
Accounts Payable, Steve Glaeser	5010	steven.glaeser@marshall.k12.mn.us
Copy Center Operator, Eileen Schrunk	5015	eileen.schrunk@marshall.k12.mn.us
Buildings & Grounds Supervisor, Warren Buchholz	5013	warren.buchholz@marshall.k12.mn.us
District Network Services, Todd Pickthorn	5011	todd.pickthorn@marshall.k12.mn.us
District Computer Technician, Shawn Myers	5012	shawn.myers@marshall.k12.mn.us

Building Contact Information

MARSHALL HIGH SCHOOL

400 Tiger Drive
Marshall MN 56258
Grades 9-12

Phone: 507-537-6920 Fax: 507-537-6933

Building Secretary: JoAnn Petersen joann.petersen@marshall.k12.mn.us

Brian Jones, Principal

brian.jones@marshall.k12.mn.us

Amanda Grinager, Assistant Principal

amanda.grinager@marshall.k12.mn.us

Bruce Remme, Activities Director

bruce.remme@marshall.k12.mn.us

MARSHALL MIDDLE SCHOOL

401 S. Saratoga St.
Marshall MN 56258
Grades 5-8

Phone: 507-537-6938 Fax: 507-537-6942

Building Secretary: Barb Rau barb.rau@marshall.k12.mn.us

Mary Kay Thomas, Principal

marykay.thomas@marshall.k12.mn.us

Heidi Critchley, Assistant Principal

heidi.critchley@marshall.k12.mn.us

Leaves

Employees are expected to be at work and on time each day. However, when circumstances dictate, the District provides various types of leave under which absences may be authorized. In all cases of absences, employees should inform their immediate supervisor or the person in charge of substitute teachers of their absence before the opening of school or the night before, if possible. Prior to or immediately upon returning from an absence, the employee should complete and submit a leave form.

Personal Leave

Full-time employees earn personal leave each school year. Part-time employees or employees who work less than full time earn personal leave days on a prorated basis.

The employee's immediate supervisor must approve the leave date(s), but no reason will be required for the leave. Requests for personal leave must be made in writing at least three days prior to the leave date, unless otherwise approved by the Superintendent in emergency situations. Approval of personal leave is contingent upon the availability of qualified substitutes.

Refer to your master agreement for details.

Sick Leave

Unused sick leave days not taken during the school year will accumulate per your master agreement limit. Part-time employees or employees who work less than a full year will earn sick leave on a pro-rated basis.

All Employees: Full-time certified and non-certified employees earn paid sick leave each school year. Refer to your master agreement for details.

Family, Maternity and Medical Leave

The Family Medical Leave Act (the "FMLA") provides eligible employees with the right to take unpaid leave in connection with the birth or adoption of a child, the employee's own serious illness, or the serious illness of the employee's spouse, child or parent. To be eligible for FMLA leave, an employee must have been employed by the District for at least 12 months and have worked at least 1,250 hour in the 12-month period preceding the leave.

An eligible employee may take up to 12 weeks of unpaid leave during a District fiscal year in conjunction with the birth or adoption/foster care of a child, the employee's own "serious health condition", or the serious illness of a spouse, parent, or minor or incompetent child. FMLA may run concurrently with other leave, such as workers' compensation, vacation, sick leave, etc. If both parents work for the District, parental leave (birth or adoption/foster care of a child) combined may not exceed 12 weeks

Meals

Employees are reimbursed for meals according to the District Travel Expense Policy revised in September each school year. The reimbursement schedule is per meal and not a per diem to be saved and used on one meal. Meals are not taxable if part of an overnight stay for District business. Meals are taxable when an overnight stay does not occur. All meal reimbursement requests should be submitted on the District Travel Reimbursement form to the building principal and must be accompanied by an itemized receipt.

Mileage

An employee who uses his/her personal vehicle for work-related travel shall be reimbursed when prior approval is obtained. The reimbursement rate is determined by IRS Standard Mileage Rates.

Fuel

When an employee uses a District-owned vehicle for school- or work-related travel and uses a personal credit card or cash to refuel then the actual cost of fuel and oil purchased by the employee shall be reimbursed. Such purchases must be substantiated by receipts showing total gallons and total charges.

Should the District-owned vehicle become incapacitated while out of District, reimbursement will be made for emergency repairs or road service. However, the employee must first contact Bruce Lamprecht or the Superintendent for permission before obligating the District for major repairs to the vehicle.

Lodging/Registration Fees

Hotel or motel charges, excluding food or other charges, incurred in school- or work-related travel will be reimbursed. Receipts for lodging are required. Registration fees required for participation in a meeting will be reimbursed. If such fees include other items, reimbursement will be made at the most economical rate. If registration fees include meals, the amount allotted for the designated meal(s) will be deducted from the daily amount allotted for meal reimbursement.

Holidays

Employees may be eligible for some paid holidays. Refer to your master agreement for specifics.

PARK SIDE ELEMENTARY

1300 E. Lyon Street
Marshall MN 56258
Grades Pre K - 2

Phone: 507-537-6948

Fax: 507-537-6953

William Swope, Principal

william.swope@marshall.k12.mn.us

Building

tary: Mary Boerboom mary.boerboom@marshall.k12.mn.us

Secre-

WEST SIDE ELEMENTARY

500 S. Fourth Street
Marshall, MN 56258
Grades 3-4

Phone: 507-537-6962

Fax: 507-537-6966

Building Secretary: Carolyn Marks carolyn.marks@marshall.k12.mn.us

William Swope, Principal

william.swope@marshall.k12.mn.us

MARSHALL EAST CAMPUS LEARNING ALTERNATIVES

1420 E. College Drive
Marshall, MN 56258
Grades 9-12

Phone: 507-537-6210

Fax: 507-537-7609

Building Secretary: Barb Marron barb.marron@marshall.k12.mn.us

Brian Jones, Principal

brian.jones@marshall.k12.mn.us

Cynthia Celander, Assistant Principal

cynthia.celander@marshall.k12.mn.us



General Terms of Employment

Equal Opportunity Employment

The Marshall Public Schools System is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex, or veteran status, as required by law.

Reasonable accommodation for individuals with disabilities will be made as required by law.

If considerations of sex, age, or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age, or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact the Marshall Public Schools District Office.

Harassment/Discrimination

The Marshall Public Schools System intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of employees, discrimination against employees, or any act prohibited by Board policy that disrupts the workplace and/or keeps employees from doing their jobs.

Any employee who believes that s/he or any other employee or student is being subjected to harassment or discrimination should bring the matter to the attention of his/her Principal, immediate supervisor, or the District's Human Rights Officer.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures.



Benefits and Leave

Insurance

The District provides unemployment, workers' compensation, and liability insurance for all employees. In addition, the District has available group health, dental and life insurance to employees who are eligible as determined by group agreements.

There are optional insurance coverage's available to qualified employees.

Salary Deductions

The District makes all payroll deductions required by law and all deductions to cover elected insurance, retirement and flex options. Employees may choose from the following optional deductions:

- Health/life /dental insurance program
- Flex Benefits
- Tax-sheltered annuity program

Flex Plan

The Flex Plan provides tax-savings benefits for payment of health-care, outside insurance, group term life and dependent-care related expenses with pre-tax dollars. Eligibility begins October 1st until September 30th. It is available to new employees the first 30 days of employment.

Expense Reimbursement

Employees are reimbursed for travel that is required as part of their duties or for school-related activities approved by their Principal or the Superintendent when appropriate. The approval of the Principal is required for travel requests and shall be granted in accordance with the school's budgeted allocation. Advance reimbursement for anticipated expenses shall not be made. All travel requests should be submitted for *prior* approval on the District Leave Request form.

Employee Self Service (ESS) Website

Log onto www.swmn.org, and click on the Staff icon on the left side.

Click on the ESS Log In icon located on the left side of the screen.

Type in your User ID, (your employee id) and your password (the last 4 digits of your Soc. Sec. #). If you forget your id or password you receive assistance by calling the Payroll Department.

Utilizing ESS you can view:

- Pay Summary – each pay checks detailed breakdown
- Year to Date Payroll information
- Leave Accounts – earned, used and balance
- Flex Information
- Tax Withholdings
- W-2's past and present, along with W-2 Information Sheets
- View and update your Employee Information, Emergency Contact
- Information and Dependents and Beneficiaries.
- Licensures

Hiring

All employees, including regular full-time and part-time employees, are required to complete all employee payroll documentation, prior to employment.

Identification Badges

Photo identification badges are provided to employees as the first step in increasing the safety and security of our buildings. This will also enhance customer services and relationships with our constituents. It is expected that staff will wear these badges at all times during school hours. Replacement badges will be made at employee expense.

Job Responsibilities

Every employee is assigned an immediate supervisor. All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities.

Criminal Background Check and Testing

Applicants, employees, student teachers, substitutes, coaches and volunteers must undergo records checks and testing as required by law prior to employment. The employee must pay the background check fee.

Confidentiality

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline, or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from sharing confidential information with any unauthorized individual.

Salaries and Payroll Distribution

CERTIFIED EMPLOYEES: Salaries for certified employees are based on agreement (contract) reflecting the school terms as approved by the Board in keeping with statutory requirements.

Employment for extra duties does not constitute a specific time extension of the regular contract year. An extra-duty position is for one year only, with re-employment dependent on satisfactory performance of the duties. For tax purposes, base pay is set up on a 24 pay period system.

NON CERTIFIED EMPLOYEES: Non Certified employees may be paid on an hourly or salary basis, per Board approved process.

PAYROLL DISTRIBUTION: Payroll is scheduled for the 1st and 15th of each month. If the 1st or 15th is on a holiday or weekend, the deposit will go in the next business day.

DIRECT DEPOSIT OF PAYROLL: Payroll is deposited directly into the financial institution account(s) of your choice by filling out a direct deposit form. Marshall Public Schools processes payroll on a paperless system, so to see your paycheck detail you need to log into the ESS Website. www.swmn.org

PAYROLL DEDUCTIONS: Deductions will automatically be made from your pay for FICA (Social Security & Medicare) and State and Federal income taxes. If you are covered by the Teachers' Retirement Association (for licensed teachers) or the Public Employees' Retirement Association, additional deductions will be made for these purposes.

You may also have additional payroll deductions made for several reasons including:

- An employment contract, which provides that you must pay a portion of insurance benefits.
- Your decision to carry optional insurance.
- Your participation in the district's flexible spending plan.
- Contributions you choose to make to a tax-deferred investment plan.
- Additional deductions may be made for dues, garnishments and/or voluntary charitable contributions.

PERA

Non-Certified employees who qualify will participate in the Public Employees Retirement Association. Both the employee and Marshall Public Schools contribute to PERA on your behalf. Contribution rates periodically change to reflect changes in benefits and funding needs. You will receive a welcome packet from PERA after your enrollment is complete. To learn more about PERA go to www.mnpera.org or call 1-800-652-9026.

TRA

The Teachers Retirement Association (TRA) is one of Minnesota's statewide public pension funds providing retirement, disability and death benefits to Minnesota college faculty, public school teachers, administrators, retirees, their families and beneficiaries. Both the employee and Marshall Public Schools contribute to TRA on your behalf. Contribution rates periodically change to reflect changes in benefits and funding needs. To learn more go to www.tra.state.mn.us or call 1-800-627-3529.

Hours of Duty

All employees who are assigned to a school shall be prompt in attendance and shall remain on duty as specified by school policy or their immediate supervisor. Employees may be required to perform additional duties as directed by school policy or as assigned by their immediate supervisor.

Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students. No employee shall send a student on an errand off of school property.