

2023-
2024

Monticello Public Schools Casual Resource Handbook



Independent School District

882

Every Kid, Every Day

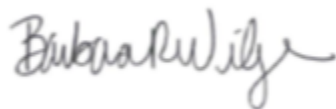
Welcome to the Monticello School District

- VISION
- STUDENT ACHIEVEMENT
- CLIMATE AND SAFETY
- CASUAL RESOURCE STAFF EXCELLENCE
- COMMUNITY RELATIONSHIPS
- FISCAL STABILITY
- RESOURCE MANAGEMENT

Monticello School District resources passionately serve *Every Kid Every Day*. This handbook has been created with the same passion for serving Casual Resource staff. It will be maintained as a general reference guide for seeking information about expectations and policies. All Casual resource staff are expected to annually review the handbook.

Monticello School District reserves the right to rescind or modify the handbook without notice. The content of this handbook does not establish a contract, promise of employment, or specific terms of employment between Monticello School District and staff that provide services.

Sincerely,



Dr. Barbara Wilson
Director of Human Resources

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DISTRICT-WIDE PHILOSOPHIES

MISSION STATEMENT

- Focusing on the learner
- Defining clearly the knowledge and skills necessary to function in today's society
- Motivating all learners to reach their maximum potential
- Providing participatory decision making
- Creating and sustaining a climate for change
- Modeling democratic principles

Thereby instilling a desire for life-long learning in everyone.

DISTRICT GOALS



THE KEY TO SUCCESS

Your position with Monticello School District is an important one! Each and every role contributes to the successful operation of each school, and ultimately, our district.

Although there are many different types of roles within the district, there are four basic elements common to every role that we believe are key to your success:

1. Customer Service: constantly and consistently meeting the needs of our students treating all with the utmost respect.
2. Job Performance: the knowledge, skills and abilities needed to perform a job well.
3. Teamwork: the way we work together to achieve our goals.
4. Personal Appearance: the standards for the way we look and present ourselves to others.

Introduction

This handbook outlines some of the guidelines for casual employment with the Monticello schools. This handbook is not an employment contract. As such, the District reserves the right, and has the sole discretion to modify, change, supplement, or withdraw any portion of this handbook at any time.

Equal Opportunity and Commitment to Diversity

EQUAL EMPLOYMENT OPPORTUNITY

Monticello Public Schools is committed to provide equal employment opportunities for all applicants and Casual Resource staffs. The School District does not discriminate on the basis of race, color, creed, religion, national origin, marital status, status with regard to public assistance, disability, sex (including pregnancy, gender identity, and sexual orientation), parental status, age, genetic information (including family medical history), political affiliation, or veteran status.

[Reference Policy 401](#)

Conflicts of Interest and Confidentiality

CONFLICT OF INTEREST

A conflict of interest is defined as any judgment, action, or relationship that may benefit you or another party because of your relationship with Monticello Public Schools. All Casual Resource staff are asked to avoid outside activity including obligations that may compete or be in conflict with the best interests of the school district.

CONFIDENTIAL INFORMATION

The protection of data including but not limited to business, Casual Resource staff and student information is imperative. This confidential information is any and all information disclosed to or known by you because of your employment with the Monticello School District that is not generally known to people outside the School District.

Generally, all matters concerning students, staff, and teachers are confidential and can only be released to others with written permission by the parents/guardians or the individual. At no time should any information about students be discussed openly in a public setting for others to hear. Please keep all confidential materials out of view from anyone looking at your desk or work area. A breach of confidentiality is a serious offense.

PUBLIC AND PRIVATE PERSONNEL DATA

Casual Resource staff private and public data is defined and set by federal law and state statute. Below are some items considered public personnel data:

- ◆ Name, Casual Resource staff identification number, actual gross salary, terms of employment, actual gross pension, employer paid fringe benefits, settlement agreements;
- ◆ Job title, job description, education and training background, and previous work experience;
- ◆ The existence and status of any complaints or charges against the Casual Resource staff, regardless of whether the complaint or charge resulted in disciplinary action;
- ◆ Work location, phone number, badge number, work-related continuing education, and honors and awards received.

See the [MN Government Data Practices Act](#) for further information.

Reference: [MN Statute 13.025](#)

Minnesota statutes and legal requirements

BULLYING PROHIBITION

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment and is expressly prohibited. "Bullying" means intimidating, threatening, abusive, or harming conduct that is

objectively offensive and:

- ◆ An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
- ◆ Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in Policy [514](#).

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to the appropriate Administrator.

Reference Policy [514](#)

CHILD ABUSE AND NEGLECT

By law, as a Casual Resource staff within a school district, every Casual Resource staff becomes a mandated reporter for child abuse or neglect and the maltreatment of vulnerable adults. The State of Minnesota requires that educational professionals who know or have reason to believe that a child or vulnerable adult is being neglected or physically or sexually abused by a person responsible for the child's care within the preceding three years, must immediately report the information to the **Wright County Child Protection Agency (763) 682-7449 or Sherburne County Health & Human Services (763) 765-4000**. Document the report to prove your compliance with the obligation to report law.

The law provides legal immunity for all reports of suspected abuse made in good faith. Failure to report is treated as a misdemeanor under the law.

*Reference: [MN Statute 626.556](#)
[Reference Policies 414 & 415](#)*

NURSING MOTHERS

Monticello Schools provide reasonable unpaid break time each day to Casual Resource staff who need to express milk for the infant child. The break time must, if possible, run concurrently with any break time already provided to Casual Resource staff. An employer is not required to provide break time under this section if to do so would unduly disrupt our service to students.

Monticello Schools provides a room in each building, other than a bathroom or a toilet stall, shielded from view and free from intrusion from coworkers and the public and that includes access to an electrical outlet, where the staff can express milk in private.

Reference: [MN Statute 181.939](#).

SECTION 504

Section 504 is a federal law which prohibits discrimination against persons with a disability by any program receiving federal financial assistance. The act defines a person with a disability as anyone who:

1. Has a physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning or writing; or
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

The school district will make reasonable accommodations to qualifying individuals.

Workplace Safety

APPLIANCES

Personal appliances (refrigerators, microwaves, coffee makers, heaters, etc.) are not to be placed in classrooms or office areas. Appliances for food storage and preparation are available in staff lounges. Exceptions may be approved by supervisors based on need.

BLOODBORNE PATHOGENS

It is the objective of Monticello Public Schools to protect all Casual Resource staff from potential workplace hazards by reducing occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens. You are required to complete bloodborne pathogens training each year.

Reference Policy [407](#)

CONCEAL AND CARRY/WEAPONS

Students, employees and Casual Resource staff are prohibited from carrying, bringing, using or possessing weapons on district property, in any district vehicle or at any district-sponsored activity regardless of location, except as provided by law and/or with specific authorization from the superintendent or designee.

Reference Policy [501](#)

CRIMINAL BACKGROUND CHECK

The School District will seek a criminal history background check for applicants who receive an offer of casual employment with the School District or such other background checks as provided by

Policy [404](#).

CRISIS MANAGEMENT PROCEDURES

Please refer to the crisis management procedures on the [district website](#) for all emergencies. This includes procedures for the following:

- ◆ Fire emergencies/on-site building evacuation.
- ◆ Severe weather.
- ◆ Building lockdown.
- ◆ Bomb threat procedures.
- ◆ Nuclear emergencies/off-site evacuations.
- ◆ Potassium Iodide (KI) Distribution.

Add policy [806](#)

DRUG AND ALCOHOL-FREE WORKPLACE

Monticello Public Schools is committed to providing a work and school environment that is free from the effects of drug, tobacco, vaping, marijuana and/or alcohol use and abuse by its casual resource staff. Any use of drugs, tobacco, vaping and alcohol within the school/workday, on school grounds or during school-sponsored trips or activities is prohibited. The unlawful distribution, dispensing possession or manufacturing is also prohibited. The district will act to enforce this policy and appropriate action including discipline, will be taken with any casual resource (who violates this policy).

Reference Policies [417](#), [418](#) and [419](#)

EMERGENCY OPERATIONS PLAN/CRISIS MANAGEMENT

Monticello Public Schools Crisis Management plan is available on the [district website](#) under District and Board Policies. It is the responsibility of each casual resource to make themselves familiar with the Crisis Management plan and to know their role in the case of an emergency.

Reference Policy [806](#)

FIRST REPORT OF INJURY

If injured on the job, you are required to immediately report the injury to their supervisor, fill out an accident report and return it to your supervisor within 24 hours. Accident reports are located in the main office of each building or on the Intranet at [Accident Reports](#) call the District Accountant at 763-272-2005 for assistance.

HARASSMENT AND VIOLENCE

It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, marital status, status with regard to public assistance, disability, sex (including pregnancy, gender identity, and sexual orientation), parental status, age, genetic information (including family medical history), political affiliation, or veteran status. Monticello Public Schools will investigate all complaints and will discipline any student(s) or school personnel who are found to have violated this policy.

Reference Policy [413](#)

HAZING PROHIBITION

No student, teacher, administrator, volunteer, contractor, or other Casual Resource staff of the school district shall permit, condone or tolerate hazing. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates the school hazing policy shall be subject to discipline or other remedial responses for that act.

Hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other school sponsored purpose.

The term hazing includes, but is not limited to the following activities:

- ◆ Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- ◆ Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical safety or health of the student.
- ◆ Any activity that intimidates or threatens the student with ostracism, mental stress, embarrassment, shame or humiliation or discourages a student from remaining in school.
- ◆ Any activity that causes or requires a student to perform a task that involves violation of state or federal law or of school district policies and regulations.
- ◆ Any communication, electronic or otherwise, that relates to any activity described above.

Any person who has knowledge of violation of this policy or has been the victim of a hazing procedure shall report the alleged acts immediately to the Superintendent, their building Administration, or the Director of Human Resources.

Reference Policy [526](#)

MALTREATMENT

The Maltreatment Reporting Act states that any alleged maltreatment of students by school resources must be reported to the Minnesota Department of Education or local law enforcement. Maltreatment includes physical abuse, sexual abuse, and neglect.

Reference: Statue [260E](#)

IDENTIFICATION BADGES

The identification badge is an important part of your work attire. It lets students, parents, staff and the general public know that you are a casual resource staff of Monticello Public Schools. Our identification badges help provide a secure environment for our students by ensuring anyone who works for the district is identified. Badges must be worn where they are easily visible and at all times while on district property.

If you see someone without an identification badge, it is your duty to question them as to their purpose for their visit and direct them to the school office.

VOLUNTEERS

Volunteers play an important role in our district. All volunteers are required to complete a background check once every four years and complete district online training annually. Staff should check with the building secretary to see if a volunteer is cleared to serve. Volunteer background checks and training are located on the [Volunteer Application](#). The fee is \$10. Allow 5-7 business days for completed reports.

Workplace Guidelines

AIR QUALITY

There are several laws pertaining to the quality of air in our buildings. The District has installed needlepoint bipolar ionization systems to naturally clean the air that is circulating in all buildings. Blooming plants, animals, air fresheners, perfumes and essential oils can affect the air quality and are not approved in Monticello School District facilities.

APPEARANCE/DRESS

Professional attire is required at all times. It is important to dress appropriately to set the example for students of a neat and clean appearance consistent with the high standards we set for ourselves as a district. Attire should correspond with the position and should reflect the role. Monday through Thursday will be considered business dress and Friday will be a casual dress day. Friday attire may include dressing in school colors or wearing attire that supports your favorite Magic activity.

The District prohibits wearing clothing, buttons, or accessories that support or oppose a specific political party or personality, are controversial, divisive, or contentious in nature, district from educational mission or openly favor/support one group of students over others. Personal religious symbols will continue to be allowed.

ATTENDANCE

Casual resource staff are expected to report to work when scheduled and to notify their supervisor of any absences or tardiness as soon as possible.

CELL PHONES

Personal cell phones should only be used in the event of an emergency, during breaks, or with pre-approval from a supervisor. You may carry your phone with you to use in case of emergency but are to refrain from using it during work hours.

DATA SECURITY GUIDELINES

Casual resource staff must protect restricted, confidential or sensitive data from security breach to avoid adversely impacting students, families and district resources. The protection of data in scope is a critical business requirement. It is not anticipated that technology controls can effectively deal with malicious theft scenarios or that it will reliably detect all data compromises.

You must be aware that people are the weakest link in any data security plan and make every effort to prevent data breaches from happening. The definition of data to be protected:

1. Personally Identifiable Information (PII): student, district resources and family IDs, birth dates, grade, address, parent names, email address, race, and ethnicity
2. Financial information
3. Confidential, restricted, and sensitive information

Casual resource staff should not reference the subject or content of sensitive or confidential data publicly or via systems of communications not controlled by the District. For example, the use of external e-mail systems or extensions to obtain send/receipt emails not hosted by Monticello School District to distribute data is not allowed.

Casual resource staff may not store district-owned data (sensitive, confidential, restricted) or student data on a personal device, personal cloud-based or physical storage medium. Casual Resources may not transfer district-owned data (sensitive, confidential, restricted) or student data to a personal account.

Use a secure password at all times. Casual resource staff must immediately notify their supervisor or Director of Technology in the event that a device containing district data is lost.

Please ensure that district assets holding data are not left unduly exposed, virtually or physically; a physical example would be visible on the seat of a car.

Casual resource staff are expected to be mindful of physical security as well. Place an auto screen saver on devices after 10-15 minutes; lock district issued devices when not in use; log out of all accounts when not in use.

In the event a Casual Resource staff encounters a system or process, which is suspected of noncompliance with the district's data security policy or objective of information security, be mindful of the duty to inform the District IT office x2099 so appropriate actions can be taken. Protecting district information and network security are high priorities. Users are to respect the intellectual property and network resources of others. If you feel you can identify a data or network security problem, do not demonstrate or replicate the problem to other users. You must notify a district administrator or Director of Technology as soon as possible.

DISTRICT INTRANET

The district intranet is similar to a public website; however, it contains content for ISD 0882 Casual Resource staff only and requires a user to sign in to gain entry. The intranet can be accessed by going to our district website at www.monticello.k12.mn.us. The intranet contains access to payroll/benefits/leave information, curriculum, instruction and assessment information and staff training, continuing education, etc. Please become familiar with the intranet as it will benefit you as a Casual Resource staff.

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS

The school board has adopted Policy [505](#) which outlines regulations and procedures regarding distribution of non-school-sponsored material on school property, on the school network system, and at school activities. Please refer to it for details. In addition, the District recognizes Casual Resource staffs have the right of free speech, but also recognizes that this right is limited when Casual Resource staffs speak in their capacity as Casual Resource staffs and when that speech

is likely to or does disrupt the employment and educational settings. Resources are to be cautious and professional, and to use good judgment, when speaking on controversial matters. Please keep in mind that our focus needs to be on the education and best interest of the students who have been entrusted to our care.

Reference Policy [505](#)

EMAIL DISTRIBUTION LIST

District coordinated email distribution lists are to be used for educational purposes only.

Email distribution lists can be used to communicate information related to the business of school and its day-to-day operation; classroom, co-curricular, professional and career development activities to further educational and personal goals consistent with the mission of the School District, school policies, and professional organizations.

Questions or permission to send a distributed email to a distribution list can be obtained from your building administrator or the Director of Technology.

The email system is the property of the district, therefore all messages composed, sent or received on the system remain the property of the district.

Please do not use the distribution lists to distribute opinions, advertisements, personal gains, and information outside the scope of the district school's mission.

CODE OF CONDUCT

While on duty, all Casual resource staff are expected to conduct themselves in a professional manner. Casual resource staff are expected to refrain from off-duty conduct that would have a negative impact on the Casual Resource staff's effectiveness in his or her position with the district, or that would call into question the integrity of the district. This requirement is in no way intended to limit the first amendment rights of Casual Resource staff.

STUDENT RELATIONSHIPS

Monticello School District is committed to providing a safe educational environment in which all students are treated with respect and dignity. Every school district's casual resource staff is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

Each school district Casual Resource staff is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or a Casual Resource staff-student basis.

School district Casual Resource staff shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

Excessive informal and social involvement with individual students is unprofessional, is not compatible with Casual Resource staff-student relationships, and is inappropriate. This includes electronic communication and social media correspondence.

School district Casual Resource staff will adhere to applicable standards of ethics and professional conduct in Minnesota law.

LEAVING THE BUILDING

All resource staff are encouraged to remain in the building during the workday unless it is absolutely necessary. Resource staff are also encouraged to schedule appointments at times that do not interfere with their work. Resource staff are required to notify their supervisor if they must be out of the building for any reason during the workday. Casual resource staff are required to sign out and back in at the school office if they leave the building during the workday.

PUBLIC RELATIONS - IMAGE

We must be conscious of public relations at all times – on or off school grounds. School business should be dealt with only at school and in a professional manner. If you have any concerns they should be brought to your supervisor.

SCHOOL BOARD POLICIES

This handbook references a select number of School Board approved District policies. All policies can be found on our [Website](#) under [District Policies](#).

SCHOOL CLOSINGS

School closings due to inclement weather or emergencies will be announced over media, on our District website, and through a mass phone message from our Superintendent.

Students will be excused if school is closed during the course of the day. Resource staff will remain on duty until excused.

In the event of an unscheduled late start, Casual resource staff are to report to work 2 hours later than the scheduled start time.

The School District reserves the right to reschedule days lost due to inclement weather or other emergencies causing a shut-down. If additional make-up days are needed, the school year will be extended accordingly.

SOCIAL MEDIA

All Casual Resource staff are expected to serve as positive ambassadors for our schools and to remember they are role models to students in this community. Readers of social media networks may view the Casual Resource staff as a representative of the District. The District requires Casual Resource staffs to observe the following rules when referring to the District, its schools, students, programs, activities, Casual Resource staffs, volunteers and communities on any social media networks:

1. A Casual Resource staff's use of any social media network and a Casual Resource staff's postings, displays, or communications on any social media network must comply with all state and federal laws and District policies.
2. A Casual Resource staff must be respectful and professional in all communications (by word, image, or other means). Casual Resource staffs shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses/encourages any illegal

activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior or sexual harassment

3. If a Casual Resource staff is identified on a public social media network as a Casual Resource staff of Monticello Public Schools, the Casual Resource staff shall make clear that any views expressed are the Casual Resource staff's alone and do not reflect the views of the District. Casual Resource staff may not act as a spokesperson for the District or post comments as a representative of the District, unless authorized by the Superintendent or the Superintendent's designee. If authorized as a spokesperson for the District, Casual Resource staff must disclose their employment relationship with the District.

4. Casual Resource staff shall not reveal information on any social media network that is private, confidential, non-public, or proprietary in relation to the District, its students, or Casual Resource staff, or that is protected by data practice laws.

5. Casual Resource staff may not use or post the District logo on any social media network without permission from the Superintendent.

- Casual Resource staff may not post images on any social media network of co-workers without the co-worker's consent.
- Casual Resource staff may not post images of students on any social media network without written parental consent, unless images of student(s) are taken in the public arena, such as at sporting events or fine arts public performances.
- Casual Resource staff may not post any nonpublic images of the District premises and property, including floor plans.

6. When Casual Resource staff choose to join or engage with District students, families or fellow Casual Resource staff in a public social media network, they must maintain their professionalism as District Casual Resource staff. Casual Resource staff have a responsibility for addressing inappropriate activity, including requirements for mandated reporting.

VIDEO STREAMING SERVICES

Staff should be aware that video streaming services outside of the public domain and not purchased specifically by the Monticello Public School District are protected by copyright. For example, Netflix videos. When one signs a license agreement, he or she often gives away certain freedoms, such as copyright exceptions that allow educators to show all or portions of films in an educational classroom. The Netflix user agreement overtly conveys "the software is only *for your own personal use, not for use in business or service bureau or for the benefit or any other persons or entity; and you agree not to use the service for public performances*".

Benefits

EQUAL PAY AND WAGE DISCRIMINATION

[The Equal Pay Act of 1963](#), amending the Fair Labor Standards Act, protects against wage discrimination based on sex. The Equal Pay Act (EPA) protects individuals of all sexes.

PAY DAY

Pay days are the 15th and the 30th of the month or the previous business day if those should fall on a weekend or holiday.

Additional pay (not extra-curricular) will be paid as follows: work done between the 1st to 15th is paid on the 30th and work done between the 16th to 31st is paid on the 15th.

The district requires direct deposit through electronic banking to any bank in the United States.

PERSONAL INFORMATION CHANGES

If there are changes to your name, address, phone number, etc., it is your responsibility to notify HR and/or Payroll and to update your information in [SMART Self Serv.](#)

SICK AND SAFE LEAVE

[Effective Jan. 1, 2024](#), Minnesota's earned sick and safe time law requires employers to provide paid leave to employees who work in the state. [Minnesota's current sick and safe leave law](#) remains in effect until Dec. 31, 2023, and will be replaced by the new earned sick and safe time law on Jan. 1, 2024. Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse.

WORKER'S COMPENSATION INSURANCE

Workers' compensation benefits are specified by law and provide protection to Casual Resource staff in the event of a work-related injury or illness resulting in medical care and/or loss of time from work. All injuries by Casual Resource staff, no matter how small they appear, should be reported immediately to your supervisor at the time of the accident to see if any assistance can be received.

A First Report of Injury form must be completed and submitted to the District Office within 24 hours of the injury. Casual Resource staff First Report of Injury forms may be obtained from your supervisor or the health assistant in your building. For further assistance, call the District Accountant at 763-272-2005.

INTERNET/NETWORK POLICY (Limited Educational Purpose)

The school district is providing Casual Resource staff with access to the district's network and information system, which includes Internet access. The district has a limited educational purpose, which includes the use of the system for classroom activities, professional or career development and limited high quality, self-discovery activities. Users are expected to use network and Internet access through the district system to further educational and personal goals consistent with the mission of the district and school policies. Uses that might be acceptable on a user's private personal account or another system may not be acceptable on this limited purpose network.

Electronic information research skills are now fundamental to preparation of citizens and Casual Resource staff. Access to the district's network, information system and Internet enables Casual Resource staff to explore thousands of libraries, databases, bulletin boards and other resources. The district expects that faculty and staff will blend thoughtful use of the district network information system and Internet throughout the curriculum and will provide guidance and

instruction to students in use.

Computers, I-Pads, network storage areas, email, and media connecting to district owned network resources may be treated in the same manner as school lockers. School officials may review files and communications to maintain system integrity and ensure that users are engaging in responsible activities. Users should not expect that files stored on district resources or email transmitted through the district domain will be private.

Respect and proper use of educational resources are a large part of the goals and objectives for all Casual Resource staff in the district.

Inappropriate activities on the network include, but are not limited to the following:

- ◆ Sending or displaying offensive messages or pictures.
- ◆ Using profanity and/or obscene language.
- ◆ Harassing, insulting, or attacking others.
- ◆ Storing large volumes of personal pictures, video and audio on district owned resources.
- ◆ Violating copyright laws and software licensing and illegally obtaining material that belongs to others.
- ◆ Trespassing in another person's folders, work, or files.
- ◆ Wasting limited resources (streaming video).
- ◆ Using the network for financial or commercial gain.
- ◆ Using another's password.
- ◆ Obtaining network access thru disguise or bypass of legitimate log on.

Monticello Public Schools understands the importance of using innovative technology, such as media, to enhance teaching and learning; however, the district also recognizes it has an obligation to ensure technologies are used responsibly and safely by Casual Resource staff. Should a Casual Resource staff commit a violation of the district's Technology Acceptable Use Policy, the district may move to have the Casual Resource staff's access privileges revoked, take disciplinary action and/or appropriate legal action against the Casual Resource staff. See the school board policy for specifics on acceptable use of technology.

[*Reference Policy 524*](#)

DUTY CHANGES

Separation:

For Casual resource staff who separate, the email and associated accounts will be disabled.

At the time of separation, and prior to leaving the district, you are responsible for returning any district property in your possession to your supervisor. This includes computers, iPads, phones, keys, fobs, identification badges, etc. If any of your devices have passcodes on them, you must provide those passcodes to your supervisor or disable them.

Individuals will be issued an invoice for the replacement cost of a new device for any device not returned upon separation.