

# Mounds View Public Schools Ends and Goals Regulation

**EG-5101**

**Human Resources**

The following regulations are written to support Policy EG-5101:

## **PHYSICAL EXAMINATION**

Certain physical examinations may be necessary as a condition of employment.

### Testing for Tuberculosis

Certification of a negative screening for tuberculosis may be required:

1. For a new employee who has received a conditional offer of employment
2. As a condition of continuing employment

### Health Examinations

Certification of health indicating that an employee is able to perform the functions of the job may be required:

1. For a new employee as provided for by union contract or as deemed necessary based on requirements of the job
2. As a condition of continuing employment

The certificate must be signed by a District approved licensed physician.

### Non-Discrimination

Results of physical exams will not be used to discriminate on the basis of handicap.

### Confidentiality

Results of exams will be collected on separate forms and will be accorded confidentiality as medical records.

## **SPECIFIC TEACHING ASSIGNMENT**

All teachers will be given written notice of the different course offerings they will be teaching the forthcoming year at the earliest possible date but no later than the last work day of the normal school year. In the event that changes in the course offerings are proposed, all teachers affected will be notified promptly and consulted. Teachers will be notified of their teaching schedules no later than August 15 preceding the commencement of the school year, unless an emergency situation arises.

## **CLASS PREPARATIONS**

Secondary teachers with less than two years teaching experience will not be assigned more than two class preparations a day. Secondary tenured teachers will not be assigned more than three class

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preparations a day. A class preparation will be defined as an assignment generally requiring daily, separate and special preparation.

An elementary teacher with less than two years teaching experience will not be assigned to a split level grade unless in a team situation.

## **CLASS SIZE**

The School Board recognizes the importance of maintaining adequate teacher/pupil ratios and understands that the most effective learning environment for students exists in classes where the teacher/pupil ratio is small enough to provide ample opportunity for individual attention. This is a complex issue impacted by a number of variables. As finances permit, the School Board will make every effort to maintain class sizes which are within guidelines established by the State of Minnesota.

The pupil/teacher ratios for elementary and secondary school staff as set forth in Chapter 3500.1400, Subd. 1 and Chapter 3500.3700, Subd. 4 may be exceeded due to one or more of the following considerations:

1. Funding and financial constraints
2. Facility and enrollment constraints
3. Program, curriculum, and staff considerations

## **PERFORMANCE REVIEW OF SUPPORT STAFF**

The primary purposes of employee performance reviews are to evaluate job performance, identify individual strengths and/or weaknesses and to aid the employee in gaining insight into those areas requiring further development and/or remediation.

### NATURE OF PERFORMANCE REVIEW

Performance review of support staff will consist of a combination of general observations and formal conferences and a written evaluation on a District approved form with the immediate supervisor or designee. Careful attention will be given to those areas of noticeable strengths and weaknesses so as to build on the strong points and remediate or eliminate any deficiencies.

If deficiency is observed, additional formal observations and conferences should be conducted by the immediate supervisor or designee as necessary. Reasonable time may be given to the employee to correct the deficiency.

The immediate supervisor or designee will be responsible for all evaluation.

Performance review of probationary employees will be pursuant to the respective negotiated contracts and will consist of at least one evaluation conference mid-term during the probationary period.

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Following completion of the probationary period, the performance review of support staff will take place on an annual basis. The completed Performance Appraisal Report will be submitted to the department head (director/principal) no later than May 15 of each year with a copy provided to the employee and a copy inserted in the permanent personnel file of the employee.

### CRITERIA FOR PERFORMANCE REVIEW SHALL INCLUDE, BUT NOT BE LIMITED TO:

Knowledge of Job: Understanding job procedures, equipment and methods, responsibilities and scope of duties.

Quality of Work: Completing work thoroughly, accurately, and according to specifications.

Work Productivity: Completing assigned tasks within specified time limits, working at a steady, efficient pace, and increasing work pace when necessary to meet a deadline.

Attendance: Being consistently present at work, arriving on time and taking appropriate time for breaks.

Planning, Organizing and Coordinating: Using methods and arranging priorities as necessary to complete a task.

Problem Solving: Recognizing and responding successfully to problem situations.

Interactions with Others: Displaying good interpersonal skills and rapport in maintaining smooth working relationships with people.

Commitment to Job: Demonstrating a consistent, dependable work effort and a positive work attitude.

Health and Safety: Ensuring sanitation and safety of self and others through practicing safe work procedures and proper use and care of equipment.

Student Interactions: Demonstrating positive interpersonal relationships with students.

Any action deemed necessary beyond the performance review process outlined in this policy will be taken pursuant to applicable negotiated contract provisions and School District policies.

## SUPPLEMENTAL RETIREMENT PLANS

The School Board does hereby make available to all regular employees two supplemental retirement plans through provisions of the Internal Revenue Code and Minnesota Law.

Tax Sheltered Annuities (TSA's) are available to all regular employees under Section 403(b) of the Internal Revenue Code. Deferred Compensation plans (Def. Comp) are available to all regular employees under Section 457 of the Internal Revenue Code.

Employees, who wish to avail themselves of the benefits of this legislation, must agree in writing that as a part of their compensation arrangement the School District will submit the salary deferral to the appropriate funding vehicle. The salary deferral will apply equally to each payroll period for the purpose of paying the entire premium or premiums due.

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The following conditions shall apply to the administration of the salary deferral program:

- 1) The plan would limit the vendor list to eleven (11) 403(b) vendors and one (1) 457 vendor that would be available to new employees, current employees who are wishing to start a new 403(b) contribution or current employees who wish to change their 403(b) vendor in the future.
- 2) If, thru attrition, the vendor list were to fall below eleven (11), a 403(b) company shall present at least (25) bona fide applicants to become eligible in the program.
- 3) Salary deferrals shall commence with the written agreement and will continue until a written change or termination is submitted.
- 4) No salary reduction shall be made for less than \$10.00 per pay period.
- 5) Incidental insurance may be purchased to the extent permitted by law and IRS regulations.

## PROFESSIONAL VISITATION LEAVE

Staff members may be allowed released time for planned classroom visitation and school observation upon the request of the Principal and approval by the appropriate Director. This policy is directed toward local or metropolitan area visitation and is not meant to conflict with the policy relating to attendance at state, regional and national conferences and conventions. The plan of visitation, including any necessary costs, must be submitted and approved in advance by the Principal and Director. Such visitations may be used as a part of the teachers' in-service professional growth program, especially to examine new or innovative types of programs in operation in one of our schools or in other schools in our area. As special projects or education changes are being considered in a school, the Principal has the opportunity, within certain limits, of requesting to send one or more teachers to examine and inspect a similar type of educational program. This is the purpose of the program. It is intended as part of a program which will allow staff members to obtain specific information relative to possible changes in Mounds View District programs.

Each school will be entitled to professional visitation in the amount of one-half day per year per full-time teacher. Reimbursement for any necessary expenses may be allowed teachers providing the building principal has received prior approval by the appropriate Director. Substitutes, when necessary, will be provided by the School District.

## SABBATICAL LEAVE

Sabbatical leave will be available with compensation and may be granted to members of the Mounds View licensed staff under certain conditions.

### The purpose:

The underlying philosophy of the sabbatical leave program is to improve the quality of teaching and major consideration must be given to the benefits which will accrue to the pupils and to the community through the individual teacher's personal growth through study, research and writing. Sabbatical leave for study shall be limited to individuals centering their studies in their area of major concentration and may not be

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used for retraining in a new area unless at the request of the School District through the Superintendent of Schools.

### Eligibility:

Licensed members of the Mounds View faculty and administration who have served satisfactorily for a period of at least seven (7) years are eligible to apply for such leave. It is recommended that staff members desirous of sabbatical leave apply for such leave prior to reaching the age of 60.

### Quota:

Not more than 1% of the total pro-rated professional staff shall be granted sabbatical leave in any one full academic year.

### Compensation:

Sabbatical leaves may be granted for either one (1) semester or one (1) full basic school year. Compensation for the leave period may be up to one-half of the scheduled basic salary which the staff member would have received had such leave not been granted. The staff members granted sabbatical leave will be required to contract to serve Mounds View School District for a period of one school year immediately following the expiration of such leave. Failure of a teacher to return from sabbatical leave for at least one (1) basic school year shall obligate such teacher to return all compensation received from the School District during the sabbatical leave. Upon return at the end of the sabbatical leave, the staff member will be given equivalent salary status in all respects to that which he/she would have had had he/she not been on sabbatical leave. A teacher who is granted a sabbatical leave shall retain all rights of tenure, retirement, insurance, accrued leave allowance and other such benefits upon his/her return. Additional leave allowance, however, will not accrue during the time of the sabbatical leave.

### Other Employment or Grants and Fellowships:

During the period of sabbatical leave, a teacher may engage in remunerative employment and/or may accept grants or fellowships, if all other provisions of this agreement are met and such employment, grant or fellowship does not adversely affect the purposes of the sabbatical leave.

### Application Procedures:

1. The applicant will use a sabbatical leave form to request such a leave, the form being available from his/her Principal or the Human Resources Department. This form must be completed and filed with the Superintendent of Schools not later than February 1 of the school year preceding the year of leave. A decision regarding the approval or disapproval of the leave will be made no later than March 1 of the school year preceding.
2. Staff members must make application to the Superintendent of Schools not later than February 1 for leave affecting the following school year. The application must include a description of the intended activities or studies and its anticipated benefits to the applicant's performance.
3. If the leave is for formal study at an institution of higher learning, the application will show evidence of acceptability of the teacher's program or project by the institution.
4. The Superintendent will submit the applications for sabbatical leave to the Staff Development Council which will review them in light of the criteria established in the policy and make recommendations to the Superintendent for acceptance or rejection of the requests.

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### Determinants of Sabbatical Leave:

In order that all applicants be given equal consideration and in case the number of requests exceeds the limitation, the following criteria will be considered in selecting the candidates for sabbatical leave:

- a. The merit of the objectives as they relate to improving the instructional program;
- b. Years of teaching experience in the Mounds View District;
- c. Previous leaves;
- d. Reasonable distribution of applicants by schools;
- e. Teaching needs within the school system;
- f. Evidence of acceptance of the teacher's program or project by the institution offering the advanced study or research.

### General:

Alternate candidates may be chosen and listed in order in case one of the recipients is unable to participate in the sabbatical as planned. Any variations or changes in the approved study program must be planned in consultation with the Superintendent or his/her appointed representative and be approved in advance.

Staff members returning from sabbatical leave will not participate in the interviewing and selection procedures but will be reassigned by the Assistant Director of Human Resources. Reassignment will be in accordance with negotiated agreements.

Sabbatical leave is not a right to which staff members are entitled after seven years service, but a privilege which may be granted to employees who present evidence that the completion of the proposed, planned program will improve their background, training and skills and enable them to better serve the School District.

## **PERFORMANCE REVIEW OF ADMINISTRATORS**

The primary mission of the District #621 administrators is to provide strong educational leadership for learning. Certain reasonable goals and objectives are necessary for the maintenance and improvement of the instructional process.

The purpose of the annual development and evaluation plan for administrators is to assist each administrator in reaching his/her maximum potential, to promote quality leadership, and to improve the quality and effectiveness of educational programs leading to student learning.

The process, designed to encourage continued development of administrators and to document the quality of administrative performance, is detailed in the "Principal Assessment and Development and Accountability System" available in the District's Human Resources office.

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## ADMINISTRATOR AND TEACHER ATTENDANCE AT PROFESSIONAL MEETINGS

### AUTHORIZATION

The major purpose of convention and conference attendance by Mounds View administrators and teachers is to improve education. Participation in professional activities brings real benefits to the individual, the District and the profession.

Authorization for attendance at such meetings will be given by the Superintendent or a designee for administrators, the Principal or a designee for teachers, acting within approved budget limitations. The maximum authorized expenses will be limited to the actual and necessary expenses incurred.

### PROCEDURES

These procedures will be followed for reimbursement of employee travel.

Employee may be reimbursed for:

1. Travel

Round-trip travel fare for least expensive coach class air ticket. Use of own vehicle out of state may be reimbursed an amount equal to mileage reimbursed or round trip lease expensive coach class air ticket, whichever is less.

2. Lodging

Hotel room expenses for the days of the meeting on the basis of a single room/single occupancy rate. Receipts required.

3. Meals

Meals will be reimbursed for meetings requiring an overnight stay. Reimbursement is based on the cost of meal and gratuity. Alcoholic beverages are not reimbursable. Receipts required.

4. Registration

Registration (course and meal) fees will be reimbursed on the basis of actual cost and must be documented.

The procedures for reimbursement are:

1. Advance Payment

Form EG-5101-A - Request for Voucher (Conference and Convention Advance), is to be submitted to the Business Office with appropriate approval prior to meeting attendance, if an

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advance is necessary. Advance payments will be made up to 90% of expected expenses or budget maximum, whichever is lower.

### 2. Reimbursement of Expenses

Form EG-5101-C - Conference Report, must be submitted with Form EG-5101-B for all state and national meetings. Supervisors will not authorize final payment without this completed form. Conference Reports will be retained by the Supervisor.

## STAFF RECOGNITION

On an annual basis, each site may make available through their budgeting process a sum equal to \$15 per full time employee (FTE) for employee recognition purposes. The expenditure of these funds will be at the discretion of the building, site or program administrator. In no case can employee recognition take the form of a monetary award, which includes cash or gift cards.

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