

**Nerstrand Elementary School Policy 410.1
Independent Charter School District #4055**

Adopted: 4/8/2002

Amended: 6/10/2002

Amended: 4/14/2008

Amended: 8/26/2008

410.1 Salaried Staff Leave Policy

I. PURPOSE

The purpose of this policy is to provide guidelines for the different types of paid leave to Nerstrand School employees in accordance with state and federal personnel laws/policies

II. GENERAL STATEMENT OF POLICY

A. Sick Leave.

1. Salaried staff begins each new school year with eight (8) days of sick leave.
2. No more than thirty (30) days sick leave may be accrued and carried forward each school year. The maximum amount of accrued sick leave would be forty (40) days (for qualifying employees). Employees may petition the board to “borrow” no more than three days’ sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Nerstrand School back should they terminate their employment prior to earning that time. Employee may use any available current year personal day options as sick leave compensation.
3. Once an employee has borrowed the maximum of three (3) sick days against the next year’s sick leave, any further sick days will result in a prorated daily wage reduction taken from the next paycheck.
4. Long term substitute teachers may begin accruing sick leave, after their first ten days of service. Substitutes earn one (1) days of sick leave per twenty (20) days worked.
5. A sick leave bank may be established by the board based on a determination of need, and financial feasibility.

B. Maternity/Paternity/Adoption Leave

1. A Maternity/Paternity/Adoption Leave request shall be submitted in writing three (3) months prior to the date of the requested leave of absence. Documentation indicating the expected due/arrival date should accompany any such request.
2. Six (6) weeks (thirty working days) are granted for Maternity/Paternity/Adoption Leave.

3. Employees may use up to thirty (30) sick leave days for use as Maternity/Paternity/Adoption Leave. If thirty sick days are not available, employees may petition the board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Nerstrand School back should they terminate their employment prior to earning that time.
4. Employees may be granted an additional two (2) weeks of Maternity/Paternity/Adoption Leave at the cost of substitute teacher compensation.
5. Leaves exceeding the six (6) week guideline may be granted at the board’s discretion and given appropriate physician’s documentation.

C. Personal Leave

1. Salaried staff accrues five (5) personal leave days per school year.
2. Salaried staff members may accrue any unused Personal Leave days as Sick Leave days up to a maximum of 10 days each year.
3. Additional compensation days (or equivalent) may be available, at the discretion of the Director, for those attending conferences deemed “required and essential to the school.” The Director shall be responsible for arranging for a Nerstrand representative.

D. Bereavement Leave

1. Bereavement leave not exceeding five (5) days may be granted to salaried staff who experience the death of an immediate family member, including: a spouse, child, parent, sibling, grandparent, and/or father/mother-in-law.
2. Additional leave may be granted at the discretion of the Director on behalf of the Board.

E. Long Term Substitute Pay

1. The Board of Directors establishes long-term substitute pay rate annually. Included in that rate would be an initial pay rate for the first ten (10) days of employment and an adjusted rate for all days following. This rate includes the accrual of sick time after the first twenty (20) days of employment.

III. DISSEMINATION OF POLICY.

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Nerstrand Elementary School Policy 410.2
Independent Charter School District #4055

Adopted: 4/8/2002

Revised: 4/8/2019

410.2 Non-Salaried Staff Leave Policy

I. PURPOSE

The purpose of this policy is to provide guidelines for the different types of paid leave to Nerstrand School employees in accordance with state and federal personnel laws/policies

II. GENERAL STATEMENT OF POLICY

A. Sick Leave.

1. Non-salaried staff begin each new school year with 10 days of sick leave. Staff hired prior to the 2001 school year are allowed to carry forward 10 additional days from previously accrued sick days from their employment with District 656.
2. No more than 30 days sick leave may be accrued and carried forward each school year. The maximum amount of accrued sick leave would be 40 days (for qualifying employees). Employees may petition the board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Nerstrand School back should they terminate their employment prior to earning that time.
3. Long term substitute staff may begin accruing sick leave, after their first 10 days of service. Substitutes earn one (1) days of sick leave per 20 days worked.
4. A sick leave bank may be established by the board based on a determination of need.

B. Maternity/Paternity/Adoption Leave

1. A Maternity/Paternity/Adoption Leave request shall be submitted in writing three (3) months prior to the date of the requested leave of absence. Documentation indicating the expected due/arrival date should accompany any such request.
2. Six (6) weeks (thirty working days) are granted for Maternity/Paternity/Adoption Leave.
3. Non-salaried employees may use up to thirty (30) sick leave days for use as Maternity/Paternity/ Adoption Leave. If thirty sick days are not available, employees may petition the board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Nerstrand School back should they terminate their employment prior to earning that time.

4. Leaves exceeding the six (6) week guideline may be granted at the board's discretion and given appropriate physician's documentation.

C. Personal Leave

1. Non-salaried staff accrues 2 personal leave days per school year, which cannot be carried forward.
2. Employees may request an additional personal leave day without pay.

D. Bereavement Leave

1. Bereavement leave not exceeding 5 days may be granted to non-salaried staff who experience the death of an immediate family member, including: a partner, child, parent, sibling, grandparent, and/or father/mother-in-law.
2. Additional leave may be granted at the discretion of the Director on behalf of the Board.

E. Snow/E-Learning Leave

1. Non-salaried staff will have up to 5 paid snow/e-learning days per year, which cannot be carried forward.

IV. DISSEMINATION OF POLICY.

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Nerstrand Elementary School Policy 410.5
Independent Charter School District #4055
Adopted: 4/8/2002

410.5 Leave of Absence Policy

I. PURPOSE

The purpose of this policy is to establish a leave of absence policy for Nerstrand School employees in accordance with best practices that mutually serve students and staff.

II. GENERAL STATEMENT OF POLICY

A. Sabbatical Leave

1. Sabbatical leaves may be granted to employees after a minimum of three years of service at Nerstrand School for any one of the following reasons:
 - a. Accredited advanced study;
 - b. Research or approved professional development activity
 - c. Other activities that might be interpreted as mutually beneficial to Nerstrand School and the requesting employee
2. Employees on sabbatical leave are not paid during their leave period but are allowed to make normal progress on the salary schedule based on “step” level and education.
3. Employees requesting sabbatical leave may elect a period of time not to exceed three academic years.
4. Employees on sabbatical leave must notify the Nerstrand Board of Directors, annually, regarding their intent for the upcoming academic year. The date, February 1st of each year, will be the notification date. This allows for planning and appropriate notification time for current staff having a need to know with regard to the position vacated due to the sabbatical.
5. Nerstrand Board of Directors is the sole determiner in approving sabbaticals and how many persons may be approved for such a privilege.
6. Sabbatical requests should be submitted to the Nerstrand Board of Directors in writing. Requests are considered and honored on a first come, first served basis.

2. No more than thirty (30) days sick leave may be accrued and carried forward each school year. The maximum amount of accrued sick leave would be forty (40) days (for qualifying employees). Employees may petition the board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Nerstrand School back should they terminate their employment prior to earning that time.
3. Long term substitute teachers may begin accruing sick leave, after their first ten days of service. Substitutes earn one (1) days of sick leave per twenty (20) days worked.
4. A sick leave bank may be established by the board based on a determination of need, and financial feasibility.

B. Maternity/Paternity/Adoption Leave

1. A Maternity/Paternity/Adoption Leave request shall be submitted in writing three (3) months prior to the date of the requested leave of absence. Documentation indicating the expected due/arrival date should accompany any such request.
2. Six (6) weeks (thirty working days) are granted for Maternity/Paternity/Adoption Leave.
3. Employees may use up to thirty (30) sick leave days for use as Maternity/Paternity/Adoption Leave. If thirty sick days are not available, employees may petition the

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board to “borrow” sick time from the upcoming school year’s benefit total, following specific guidelines with regard to paying Nerstrand School back should they terminate their employment prior to earning that time.

4. Employees may be granted an additional two (2) weeks of Maternity/Paternity/Adoption Leave at the cost of substitute teacher compensation.
5. Leaves exceeding the six (6) week guideline may be granted at the board’s discretion and given appropriate physician’s documentation.

C. Personal Leave

1. Salaried staff accrues two (2) personal leave days per school year, which cannot be carried forward.
2. A third free personal leave day is granted to all licensed teachers as compensation for work above and beyond the normal call of duty such as open house, winter program, community celebration, etc.

3. Employees may request an additional personal leave day at the cost of substitute pay.
4. Additional compensation days (or equivalent) may be available, at the discretion of the Director, for those attending conferences deemed “required and essential to the school.” The Director shall be responsible for arranging for a Nerstrand representative.

D. Bereavement Leave

1. Bereavement leave not exceeding five (5) days may be granted to salaried staff who experience the death of an immediate family member, including: a spouse, child, parent, sibling, grandparent, and/or father/mother-in-law.
2. Additional leave may be granted at the discretion of the Director on behalf of the Board.

E. Long Term Substitute Pay

1. The Board of Directors establishes long-term substitute pay rate annually. Included in that rate would be an initial pay rate for the first ten (10) days of employment and an adjusted rate for all days following. This rate includes the accrual of sick time after the first twenty (20) days of employment.

III. DISSEMINATION OF POLICY.

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Nerstrand Elementary School Policy #412.1
Independent Charter School District #4055
Adopted: 09/08/2003

412.1 EMPLOYEE PAY POLICY

WAGE OR SALARY INCREASES

Wage or salary increases will be determined by the Board of Directors on the basis of school financial status at their discretion.

TIMEKEEPING

Accurately recording of time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job performing assigned duties.

EdVisions Cooperative does not pay for extended breaks or time spent on personal matters.

The time sheet is a legal instrument. Altering, falsifying, tampering with time sheets, or recording time on another team member's time sheet will result in disciplinary action, including termination of employment.

Authorized personnel will review time sheets each month. The payroll person or appropriate person must approve any changes to an employee's time sheet. Questions regarding the payroll should be directed to the payroll/personnel member at your school and/or EdVisions Cooperative.

Time Sheets – Non-exempt employees will be issued a time sheet on their first day of employment. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur.

OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Paid-Time-Off, personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime.

All overtime work performed by an hourly employee must receive the administrative team's prior authorization. Overtime worked without prior authorization may result in disciplinary action. The Director's signature on a time sheet authorizes pay for hours worked and overtime.

PAYDAYS

All employees are paid monthly. The pay period begins on the 20th of each month and ends on the 19th of the following month. Paychecks are issued the 20th of each month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will usually receive pay on the next day of operation according to the Direct Deposit Electronic processing schedule.

EdVisions Cooperative processes payroll through a direct deposit or paycheck system. Employees receive an “advice of deposit” or check stub indicating the paid hours and deductions.