

West Central Education District 6026



WEST CENTRAL EDUCATION DISTRICT
Collaborating for a Stronger Educational Community

Employee Handbook

Revised August 2026

9 Second Street SW
Melrose, MN 56352
Main Office: 320-256-6026

Serving:
Albany, Melrose, Paynesville, Sauk Centre

Purpose of Handbook

This handbook is designed to be a reference guide to the District's policies and practices. This handbook is a general statement of expectations, directions, and instructions to employees based on District policies to be modified and applied by the District at its discretion. Employees are expected to comply with the policies, procedures, and guidelines set forth and/or referenced in the handbook, as well as any revisions. The District reserves the right to make changes to this handbook and all policies and procedures at any time, with or without notice, and to interpret the policies and procedures at its discretion. Language within the handbook is subject to change following legislative changes made at the federal or state level. The online version of this handbook found in Google shall be considered to be the most current version and shall supersede any other versions of this handbook should there be a discrepancy in terms of content.

Annual Review of Handbook

Each year, all District employees are expected to review the handbook and policies referenced herein. An employee who does not understand any policy, procedure, or guideline contained in or referenced in the handbook, should consult with the employee's supervisor, the Business Manager, or the Executive Director for clarification.

Paper copies of this handbook and all policies are available upon request to the Executive Director.

Contract Disclaimer

No provision of this handbook or any policy referenced herein is intended to create a contract between the West Central Education District and any employee or to limit the rights of the District and its employees to terminate the employee relationship. Where applicable, the terms of Collective Bargaining Agreement or other contracts will take precedence over information provided in this handbook. In addition, to the extent any provision in this handbook conflicts with a School Board Policy or recent legislative change, the School Board Policy or legislative change shall prevail.

WCED reserves the right to change/modify this Staff Handbook at any time.

SECTION 1

WCED Member Districts

West Central Education District (WCED) proudly serves the students, families, and staff of the following districts:

Albany

Melrose

Paynesville

Sauk Centre

We are governed by the WCED Board which is composed of one board member from each member district. Board meets typically occur the second Monday of every other month (July, September, November, January, March, and May). Similar to a traditional school district, all governance decisions are made by the Board unless delegated to the Executive Director.

Section 2 Employee Expectations

Annual Employee Policy Training

All WCED employees will certify their knowledge and understanding of WCED Board policies through the annual training system. Employees will review these policies at the time of hire and annually each fall. Employees will document their review and understanding of these policies by providing an electronic signature. If employees have any questions about any of the policies, they are expected to seek guidance from the Executive Director.

It is the responsibility of all employees to be aware of and adhere to the policies that govern their employment with the West Central Education District. All [Board Policies](#) can be found on the District website. There is also this [WCED School Board Policies Overview](#) document that provides a summary of each policy.

Background Checks

In order for an individual to be eligible for employment, the individual must complete a background check at the expense of the potential employee. The offer of employment or the opportunity to provide services shall be contingent upon a determination by the School District that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the School District.

Badges

WCED staff will wear a school issued badge when within our member district buildings or when in the presence of students. WCED Employees will have the opportunity to have a photo taken for their badge each fall. Employees assigned to member districts can also secure a badge through their assigned districts.

Bullying

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the

educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. All WCED employees are required to review Policy 514 upon initiating employment and annually each fall. An electronic signature through the annual training system will be required to acknowledge review of Policy 514. A copy of Policy 514 can also be found on the district website.

Calendar

Many WCED employees are itinerant and serve multiple school districts. The WCED board approves a calendar each spring that outlines the number of student instructional days at our student programs and when buildings are closed for breaks or professional development. A copy of the approved calendar can be found on the WCED website. Staff who are assigned to member districts may make adjustments to their calendars in order to accommodate the needs in their member districts. The Director has the authority to require staff presence for meetings and professional development relevant to the role of the employee. Employees are responsible for tracking days worked and time off using a consolidated calendar that should be provided to their supervisor upon request and as part of check out at the end of the school year. Early Intervention Providers will document their work days through an adjusted calendar that documents the fulfillment of their contract over twelve months with the calendar beginning at Back To School Week and ending the Friday prior to Back To School Week. Adjustments to calendars will be made in consultation with the Special Education Supervisor.

Coaching

If a WCED staff member is hired to coach/advise an athletic sport/activity for a WCED member district, the staff person will communicate directly with their WCED supervisor regarding time off for coaching/advising duties. Coaching in a non-member district will be handled on a case by case basis.

Communication

TELEPHONE: WCED Staff have access to a telephone throughout their workday at the WCED Building. Staff at program sites have access to a telephone in each classroom. Due to the

potential for the need to discuss confidential student information, teaching staff are asked to refrain from use while students are present. Phone calls can be returned from the classroom during teacher prep time, between class periods, or after school.

VOICEMAIL: During the work week, WCED staff will reply to all voicemail messages within 24 hours. Staff are asked to make sure their voicemail greeting is up-to-date.

CELL PHONES: Staff use of cell phones should be at times and in places that model responsible use of technology. Avoid use of the phone during instruction or student supervision time.

SOCIAL MEDIA: Staff are prohibited from being friends with students on **any and all** social media platforms (including, but not limited to, Facebook, Instagram, Snapchat). As an employee of WCED, staff must be cognizant that their online presence also represents the school as a whole. Refrain from posting any information regarding the school or work on your personal social media sites.

NOTICES: Any special notices or school-based information will be posted in the supply room. Notifications may also be communicated via email. Any suggestions, concerns, or ideas can be shared with the Program Administrator, SpEd Supervisor, or Executive Director and discussed at scheduled staff meetings.

EMAIL: All email communications sent on the district email system should be professional and courteous. It is important to remember any communication that contains information on a student can be made public via a records request. WCED email accounts should not be used for personal correspondence. Please have a separate personal email account that you use outside of your work day.

Conflict of Interest

Each staff member must perform their duties to the best of their abilities and perform those duties in an ethical and honest manner.

Through words and actions, each staff member will conduct oneself in the following manner:

- Act honestly and ethically in carrying out one's employment duties and responsibilities;
- Comply with all policies and procedures pertinent to one's job duties, and all state/federal laws, rules, and regulations;

- Cooperate fully with internal and/or external auditors in all areas of their examinations; and
- Report suspected code of conduct and ethics violations, conflicts of interest, significant internal control weaknesses, evidence of theft, embezzlement, unlawful use of public funds or property or other irregularities/wrongdoings to the Executive Director.
- Any violations of conflict of interest will be reported to MDE.

In order to assure accountability, the district, and each of its staff members will account for all activities, accept responsibility for those activities, and disclose information/results in a transparent manner.

This section is in accordance with Policy 721: Procurement and any violations are subject to Policy 403: Discipline, Suspension, and Removal of School District Employees.

Conflict Resolution

Employees are encouraged to discuss any issues you may have with a co-worker directly with that individual. If you are unable to resolve the problem or issue, please contact your supervisor and arrange a meeting to discuss your concerns.

Custodial Support for Repairs/Maintenance

Requests for custodial support in the WCED Melrose building should be made by emailing the Program Administrator (Vanessa Hoffarth). Requests will be assessed and completed within a timely manner based on the nature of the requests.

Digital Communication with Students and Parents

WCED values safe and effective communication. In a digital age, we understand the need to provide a variety of safe ways to communicate to meet the needs of our diverse community. As employees of the district, we must ensure staff utilizes safe communication practices that can potentially protect their professional integrity from false allegations. These practices will also protect parents and students.

All communication with students must meet the TAP test: Transparent, Accessible, and Professional. A communication that is transparent is one that anyone could read and believe was appropriate. A communication that is accessible can be recalled and shared with administration or parents whenever asked. A communication that is professional limits communications to

appropriate topics within the student teacher relationship and is a communication made at appropriate places and times.

Use of unapproved instant messaging (IM) apps, personal email, or personal social media accounts used to communicate with students and parents is not allowed. The platforms listed below are the only district approved forms of digital communication to be used in communicating with parents and students:

- Google District Email
- JMC
- Remind
- 3CX (Phone System) Text Messaging

Dress Code

Staff dress should be appropriate for the environment and present a professional appearance. It is important to remember that students in our WCED programs and member districts can become physically aggressive and staff may need to physically intervene. It is important that staff dress as a positive role model for students.

Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle may be required to present and maintain a valid driver's license. Any changes in your driving record which would hinder driving privileges must be reported to your supervisor immediately. Employees who drive for work are required to complete and sign-off on the annual training topic: Safe Driving.

If you use your vehicle for work related purposes, including traveling between school sites or to home visits, you are expected to: 1) drive defensively, 2) wear your seat belt, 3) make accommodations for bad weather including carrying appropriate equipment in your vehicle for your safety, 4) avoid use of phone unless you are using your phone hands-free, and 5) carry proof of insurance on your vehicle as required by law (you may be asked to show proof of vehicle insurance).

Drug-Free Workplace/Drug-Free School/Tobacco-Free Environment

The use of tobacco, tobacco related devices, electronic cigarettes, controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school

location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited. Please refer to Drug-Free Workplace/Drug-Free School Policy 418 and Tobacco Free Environment Policy 419.

Emergency Action Procedures

Fire Drills: In compliance with the Minnesota Department of Education, WCED Programs will conduct 5 fire drills during the school year.

Lockdown Drills: In compliance with the Minnesota Department of Education, WCED Programs will conduct 5 lockdown drills during the school year.

Tornado Drills: In compliance with the Minnesota Department of Education, WCED Programs will conduct 1 tornado drill.

Emergency Closures

When inclement weather is predicted or present, WCED programs will follow the decisions of the district in which they are located. The Beacon Program, Area Learning Center, and SAIL Program will have an E-learning Plan posted on their website.

LATE START/EARLY DISMISSAL:

WCED employees housed in member districts will follow the member district procedure for reporting to or leaving from work if it is determined that a late start or early dismissal is necessary due to inclement weather.

If it is determined that WCED program(s) will be running a late start due to inclement weather, WCED program(s) staff will report to work two hours late. If it is determined that WCED program(s) will close early during the scheduled work day due to inclement weather, the program(s) employees will be allowed to leave once all students are safely transported from the school building.

WCED will use the following guidelines for determining work assignments and compensation during weather related closures:

SCENARIO: E-Learning:

If we declare an E-Learning Day, the day counts as an instructional day, and all hourly employees must be paid for their scheduled hours. Importantly, the statute requires that employees be

allowed to work from home to the extent practicable, and it allows the district to assign alternative remote work—such as online training, preparing materials, checking in with students virtually, etc.

SCENARIO: School Day Canceled & Rescheduled (Not Instructional – Not Automatically Paid):

If school is canceled but we plan to make up the day later, the canceled day does not count as an instructional day.

In this case:

- We are not required to pay hourly staff for the closure day.
- Remote work, alternative assignments, or on-call expectations are not addressed in statute, so we follow contract/handbook language.
- Employees may choose to use Earned Sick and Safe Time (ESST) if the district is closed due to weather.

SCENARIO: Late Start or Early Out (Instructional Day – You Are Paid):

If we shorten the school day but still hold school:

- The day counts as instructional, and
- All hourly employees must be paid for their scheduled hours.
- Remote work may still be assigned.

A Key Reminder About Remote Work

Under Minnesota Statute, during **any instructional day affected by weather** (including E-Learning Days, late starts, and early outs):

- Employees **must be allowed to work from home to the extent practicable**,
- and the district **may assign work to be completed remotely**, including online training modules or other tasks.

End of Year Checkout

Prior to leaving for summer break, all staff will complete end of year checkout procedures as outlined by their supervisor. Duties may include returning technology equipment for updates and repair, organizing work spaces to prepare for deep cleaning, completing all paperwork including grades, IEP documentation, and third party billing.

Ethics

All employees are expected to conduct themselves in a professional and ethical manner, keeping in mind that they are role models for students and other staff alike. The following employee groups have specific ethical code:

Teachers:

CODE OF ETHICS FOR MINNESOTA TEACHERS: Teachers are expected to know and comply with the code of ethics outlined below. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. The standards of professional ethics are as follows:

1. A teacher shall provide professional education services in a nondiscriminatory manner.
2. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
3. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
4. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
5. A teacher shall not use professional relationships with students, parents, and colleagues to provide advantage.
6. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
7. A teacher shall not deliberately suppress or distort subject matter.
8. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
9. A teacher shall not knowingly make false or malicious statements about students or colleagues.

10. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Statutory Enforcement of Code: Complaints, Investigation, and Hearing. The enforcement of the provisions of the Code of Ethics for Minnesota Teachers shall be in accordance with Minnesota Statutes, section 214.10.

Licensed Administrators:

Standards of professional conduct. The standards of professional conduct for school administrators are listed in items A to K.

A. A school administrator must provide professional educational services in a nondiscriminatory manner.

B. A school administrator must take reasonable action to protect students and staff from conditions harmful to health and safety.

C. A school administrator must take reasonable action to provide an atmosphere conducive to learning.

D. A school administrator must not use professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.

E. A school administrator must disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws and school district policies.

F. A school administrator must not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications or to the qualifications of other staff or personnel.

G. A school administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.

H. A school administrator must not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage. Revised August 2023 6

I. A school administrator must only accept a contract for a position when licensed for the position or when a school district is issued a variance by the board.

J. A school administrator, in filling positions requiring licensure, must employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been issued a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.

K. A school administrator must not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

All Employees:

Employee misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. Unprofessional conduct;
2. Failure to observe rules, laws, regulations, policies, and standards of the school district and/or directives of supervisors;
3. Neglect of duties;
4. Use of illegal drugs, alcohol, or any other chemical substance on the job, or any off-site use which impacts the employee's performance;
5. Deliberate and serious violation of the rights and freedoms of employees, students, parents, or school community members;
6. Falsification of credentials and experience;
7. Unauthorized destruction of school district property;
8. Failure to observe good personal hygiene practices.

Harassment

It is the policy of WCED to provide and maintain a positive learning and working environment that is free from religious, racial or sexual harassment and violence. WCED prohibits any form of religious, racial or sexual violence. It is a violation for any pupil, teacher, administrator or other school personnel to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel through conduct or

communication of a sexual nature or regarding religion and race. Please refer to Harassment and Violence Policy 413.

If staff feels they have been a victim of or an observer of harassment or violence, staff is requested to report this act to their immediate supervisor, building principal, or the executive director. The report may be written or verbal. WCED prohibits retaliation against an employee who in good faith reports suspected harassment or discrimination.

Mandated Reporter

All staff must report any suspected child neglect, or physical or sexual abuse in accordance with WCED Policies 414 and 415. Mandated reporters are any school staff who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three (3) years.

Mileage Reimbursement

Requests for reimbursement should be completed on a monthly basis by electronically submitting a Reimbursement Entry in SMARTer. Mileage calculations between district buildings will be based on the distances determined by WCED. A mileage chart can be found on the WCED website.

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations (MN Statute 181.939)

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits on heavy lifting, temporary transfer to another position, temporary leave of absence, or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private, and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

There will be no retaliation or negative action for pregnant or lactating employees exercising rights under the law. Employees that need assistance with finding locations to express milk or to make arrangements should contact their supervisor.

Payroll/Payment of Salary

Salary checks are deposited twice monthly (15th and 30th of the month) through a direct deposit system. The WCED Business Manager will answer payroll and salary questions.

Staff's personal payroll information can be accessed through SMARTeR. Staff will receive login information after completing new employee paperwork. WCED hourly staff are required to use a timesheet to clock in and out each day. Hourly staff are responsible for ensuring their timesheet is accurate and completed following the Payroll Calendar.

Staff who are approved to accrue additional hours beyond their contract will use a timesheet to request payment. Prior approval is required for all hours worked outside of their assigned duties.

Personal Belongings

Staff is requested to keep personal belongings in a secure location. Staff is not to give any personal belongings to students or accept any gifts from students.

Personnel Activity Report (PAR)

Employees who work with any of our member district buildings, serve early intervention, the ALC, Beacon, or SAIL may be required to complete a monthly PAR. Templates are shared with impacted staff through Google. At the end of each month, the employee must enter their electronic signature on that month's tab after completing their log.

Pesticides

All MN school employees have the right to request to be notified prior to pesticide applications on school property. Pesticides include chemicals which are used to control insects, weeds, rodents, or other pests as defined by the law (M.S. 123B.575, Subd. 9).

Pests have the potential to sting bite contaminate cause property damage spread disease cause asthma and or trigger an allergic reaction therefore school districts prevent and control them

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office a similar estimated schedule is available for applications

to school grounds of herbicides and other materials parents and staff may receive at their expense notification of pesticide application prior to their use in the event of application.

Purchasing and Ordering

Requisitions will be completed for all purchases including previews. All purchases require the completion of a Purchase Requisition Form (found on the WCED website).

Once completed, the employee will provide the form(s) to their supervisor. Purchases will not be processed until approved by the site supervisor and Executive Director. Employees must have prior approval before purchasing items that will require reimbursement.

Requests for Professional Development

All requests for professional development begin with the completion of the Leave Request for Training form, at minimum 2 weeks prior to training or travel dates. A copy of this form can be found on the WCED website. This form is to be used for registrations, memberships and travel requests. Prior approval from MDE is required for out of state travel.

Once completed, the employee should submit the form, along with necessary purchase requisition(s), to their supervisor for approval. If approved, the form is signed/dated and forwarded onto the Executive Director for approval. Registration for most events will be managed through the Business Manager. Upon completion of the professional development activity, the employee completes the SMARTeR Reimbursement Entry for any expenses associated with the training and travel. This includes attaching mileage logs, registration materials, and any other travel receipts. Please make sure to include original itemized receipts. If original itemized receipts are not submitted, then expenses cannot be reimbursed.

This form needs to be approved by your supervisor, Executive Director and Business Manager.

Relicensure

Staff who are licensed through PELSB and/or other state licensing boards are responsible for knowing and understanding their relicensure requirements. WCED utilizes our member district committees to report clock hours on behalf of licensed staff to PELSB. WCED employees are responsible for tracking their renewal dates and hours. It is encouraged that employees contact the member district they choose to renew through in September the year prior to their license

expiration. Relicensure application procedures are the responsibility of individual staff members. Failure to complete licensure requirements by the expiration date may result in loss of employment.

Scent Sensitivity

WCED strives to maintain a safe and healthy environment for all students, staff, and guests. WCED staff are encouraged to refrain from using or wearing scented products whenever possible including perfume, cologne, scented lotions, or similar products while in WCED buildings. Scented soaps, sprays, and lotions should not be used in WCED buildings.

Security

For the security of students, all visitors must enter at door 5 and sign in. All visitors and students are escorted to desired locations.

The Program Office Manager distributes internal door keys and fobs. Students should never be given keys for any reason. This is to protect all staff and keep the building secure. In the event staff forgets keys, the supervisor, when available, will provide a spare key to staff for temporary use.

Staff Absences

You are expected to report to work when scheduled and on time. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor via a request in SMARTeR. Generally, it is advised to schedule routine appointments during time off throughout the school year or summer.

Employees who need to take unexpected leave due to illness or emergency should communicate with their supervisor as soon as possible and enter into SMARTeR no later than the day they return to work.

If an employee in a WCED program needs to leave work unexpectedly during the school day, they must communicate with their supervisor via text message with receipt confirmed by supervisor or an in person conversation. WCED employees who work in our member districts must communicate with their supervisor via email in these situations.

If an employee has any work restrictions due to non-work related injury or medical reason, the employee must submit a Return to Work note from a medical authority to the Business Manager.

Personal leave must be approved by the Executive Director, Program Administrator, or SpEd Supervisor in advance. All requests for personal leave must be approved prior to arranging for air travel and other vacations. It is the responsibility of each employee to monitor their leave balances in order to ensure requests can be honored. If an employee has exhausted their leave, a meeting with the employee will occur with their supervisor to review any leave options in the future.

Family and Medical Leave Act

The District follows the Family Medical Leave Act (FMLA). Employees who believe they may be eligible for FMLA leave under this act should communicate with their supervisor about the details of the pending leave. They should also consult the Business Manager to review leave accruals and determine their eligibility for continued coverage of insurance premiums and other benefits.

Paid Family and Medical Leave (Minnesota)

The District complies with Minnesota's Paid Family and Medical Leave (PFML) program administered by the state (DEED). Employees should consult with the Executive Director and/or Business Manager about the details of this leave.

Technology Devices

Regular and ongoing use of technology is essential to most WCED employee assignments. Employees are responsible for all WCED issued equipment and sensitive items. WCED employees are required to do the following:

To prevent technology from being stolen or damaged:

- Hide and put out of sight all technology devices when they are in your car. Lock your vehicle whenever you leave an electronic device inside.
- Do not keep devices in hot cars for long periods of time.
- When in a public venue, always carry your device in your hand or in a bag.
- Do not leave easily stolen devices unattended.

If your technology device is stolen:

- Call the police in the city that you are in.

- Contact the Executive Director and ask for the serial number if you don't have it. This information will be shared with the police.
- Get a copy of the police report. Give the police report to the Executive Director. A police report is required before a replacement device will be issued.
- If the device was stolen in a school setting, work with the supervisor to recover the stolen item.

If your electronic device is damaged:

- Immediately report damage to the site supervisor.
- The supervisor will ensure the device is transferred to WCED's tech support company for inspection.
- If damage occurs because of user negligence, the user will be personally responsible for repair or replacement.

Computer, Email and Internet use during the school day must be school related to your position as a WCED employee . All staff and students are required to use these services only for educational purposes and job-related responsibilities. Student instruction and supervision responsibilities are a priority at all times. Computer or technology use should never interfere with these responsibilities.

Teacher Development and Evaluation

All probationary licensed staff will be observed on three occasions during each school year. Continuing contract (tenured) licensed staff will be observed once every three years and will participate in peer review during years they are not formally observed. More information about WCED's Teacher Development and Evaluation plan can be found [here](#).

Workplace Accidents and Injuries

The safety of employees is a vital concern to WCED, and therefore the District has adopted policies and implemented systems and infrastructure to provide safe working conditions and equipment. In addition, employees are expected to observe safety rules to protect their own safety and the safety of others at the District. Any employee, who comes upon an unsafe condition, must immediately notify their immediate supervisor as soon as possible.

When someone is injured at work...

- If it is an emergency, CALL 911

- Otherwise, the employee and their immediate supervisor will determine appropriate next steps, utilizing a school nurse if necessary. If no supervisor is available, the employee can determine these steps with a colleague of their choosing.
 - Employees may utilize our Licensed School Nurse, Shelby Sandeen (ssandeen@wced6026.org) to recommend next steps
- The supervisor must complete a [Supervisor's Report of Accident form](#) (found on WCED website) with the employee within 24 hours of any injury.

Returning to Work Following a Work Related Injury

WCED supports the practice of returning injured employees to work, as soon as they are medically able, to a position within our organization compatible with any physical restrictions they may have. We believe this practice serves the best interests of our employees and organization.

The prompt return of an injured employee to a position within their medical restrictions will minimize the impact of work-related injuries. Coming back to work as soon as practicable helps employees remain functional as they recover while providing our organization with the valuable use of employees' talents. It also helps control workers' compensation costs.

Before returning to work following a medical leave, clearance from a person of medical authority may be requested.

Current positions can be modified to fit the medical restrictions of injured employees by modifying workstations, altering specific tasks or working reduced hours. If this is not possible, temporary transitional jobs may be made available either with your department or through a temporary assignment with another department. Examples of these light-duty positions include: Special Education paperwork, Special Education testing and general office duties.

Workspace

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the District's overall dedication to providing high quality education to all students. Therefore, your workspace should be clean, organized and free of items that are not required to perform your job.