

2026-2027 Staff Handbook Changes

- **APPEARANCE / DRESS:**

- New section: Employees are expected to maintain appropriate personal hygiene and grooming standards while at work. Employees should also be mindful of the use of fragrances, including perfumes, colognes, and scented products. Personal hygiene and grooming practices should not interfere with the work environment or the ability of others to perform their job duties comfortably and safely.

- **SICK LEAVE:**

- The main purpose of sick leave is to provide income protection for absences due to illness and for short-term disability. The school district's long-term disability policy has a ~~45~~ **60** consecutive calendar day benefit waiting period. Sick leave accumulation helps bridge the gap between the waiting period and a loss of income. Earned sick leave may also be used for reasons allowed under the MN Sick and Safe Time law **and/or MN Paid Leave.**

- **BEREAVEMENT:**

- Employees may be eligible for bereavement leave. Approval for this leave is outlined in your CBA, individual contracts, or group agreements. Employees must indicate what relation the bereavement leave is for when entering absences. The District reserves the right to confirm the relationship prior to approval.

- **PAID FAMILY MEDICAL LEAVE (PFML):**

- This program is administered by ~~the Minnesota Department of Employment and Economic Development (DEED),~~ Madison National Life (Alera), not the District. Qualifying reasons include bonding with a new child, caring for a seriously ill family member, recovering from a serious health condition, or addressing safety concerns related to domestic violence. Leave requests will require application through the ~~state 3rd party administrator program~~ state 3rd party administrator program and coordination with the District's Human Resources Department.

- **HEALTH INSURANCE:**

- Eligible employees may enroll in the school district's health insurance program provided by ~~HealthPartners~~ UnitedHealthcare (UHC).
- ~~HealthPartners~~ UnitedHealthcare (UHC): 952-883-5000 1-866-801-4409
- Online: www.healthpartners.com www.uhc.com