

**INDEPENDENT SCHOOL DISTRICT #721
NEW PRAGUE AREA SCHOOLS**



EMPLOYEE HANDBOOK

This summary of district procedures replaces
any previous district handbooks

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New Prague Area Schools District Handbook

Application of Collective Bargaining Agreements and Individual Work Agreements and Disclaimer:

NO PROVISION OF THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT BETWEEN THE SCHOOL DISTRICT AND ANY EMPLOYEE, OR TO LIMIT THE RIGHTS OF THE DISTRICT AND ITS EMPLOYEES TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE, EXCEPT AS LIMITED BY COLLECTIVE BARGAINING AGREEMENT, WORK AGREEMENT, OR MINNESOTA STATUTE. THIS HANDBOOK IS A GENERAL STATEMENT OF POLICY, TO BE MODIFIED AND APPLIED BY THE DISTRICT AT ITS DISCRETION, SO LONG AS SUCH MODIFICATIONS DO NOT CONFLICT WITH ANY COLLECTIVE BARGAINING AGREEMENT, WORK AGREEMENT, OR MINNESOTA STATUTE.

NO PROVISION OF THIS HANDBOOK IS INTENDED TO BE IN VIOLATION OF ANY DISTRICT COLLECTIVE BARGAINING AGREEMENT OR INDIVIDUAL WORK AGREEMENT. IF THERE IS A CONFLICT BETWEEN THE DOCUMENTS, THE EMPLOYEE'S CBA OR INDIVIDUAL WORK AGREEMENT WILL CONTROL. ALL EMPLOYEES SUBJECT TO SUCH AN AGREEMENT ARE HIGHLY ENCOURAGED TO REVIEW THE TERMS OF THOSE AGREEMENTS AFTER RATIFICATION OF NEW AGREEMENTS TO CHECK FOR CHANGES THAT MAY IMPACT UPON THE TERMS FOUND IN THIS HANDBOOK.

Description of District

Independent School District 721 is a public school district that exists to provide education services to learners in the New Prague, New Market, Lonsdale, and surrounding areas.

Mission Statement

We ask each person to welcome, study hard, play hard, step up, and pass it on, so that everyone can Belong and Achieve.

District Goals

The District endeavors to provide a superior education experience to all students and learners in the District. The School Board will annually set or review goals and benchmarks to determine the District's effectiveness in serving the community.

Posting, Interview and Hiring Procedures

Vacant positions to be filled will be posted in the district buildings. Duration of posting times varies according to employee collective bargaining agreements and district needs. Some positions are posted only internally in the buildings and some are publicized on our website, job websites, and/or newspapers.

If interviews will be conducted after applications are received, the hiring manager will select candidates for interview and set up the interviews. Newly hired employees must visit the district office (or make other arrangements) to fill out necessary employment forms.

Background Checks

The District completes background checks as required by law on all persons employed by the District in any capacity. The District reserves the right to implement more complete background checks than those required by law. In addition, the District may complete background checks on persons who volunteer on a regular or ongoing basis in the school buildings or who volunteer in a capacity that could potentially subject students to significant danger. In the event a background check is required, the volunteer will be asked to complete an authorization form for the check. Employees are responsible for the cost of the background checks. Volunteers will not be asked to pay the cost of the check.

Security Badges

Security badges must be displayed at all times when an employee is in any part of a district building. Any employee who sees an unknown adult in a school

building who is wearing neither a security badge nor a Visitor pass shall inquire of that person what that person's destination is and direct that person to the main office. If the person does not proceed to the main office, the staff member shall alert the main office immediately. If the person presents an imminent threat, the staff person should take immediate action to implement the building's crisis response plan.

Payroll Dates

Staff members are paid twice per month - on approximately the 15th and last days of the month. Pay dates may vary based upon the school calendar and holiday cycles. A list of the annual pay dates will be issued each year by the Payroll department no later than the second payroll in July. Once the schedule is established, deviations will be made only for extremely unusual circumstances. If a deviation is necessary, staff members will be notified as rapidly as possible.

Direct Deposit

All newly hired employees are required to receive their pay through direct deposit. All employees are encouraged to participate in direct deposit, in order to minimize the chance of checks being misplaced. The District reserves the option to require that all employees arrange to receive their pay through direct deposit. In the event the District adopts this requirement, employees will be so advised.

Performance Evaluations

The District's goal is to provide performance evaluations for all staff members at least once per year. Evaluations will be done according to the employee's position expectations and standards and will be completed by the employee's supervisor based upon actual observation or information from observers.

Contact Telephone Numbers

The District maintains contact information on each employee including the employee's telephone number. An employee's telephone number is not public information. Telephone numbers may not be distributed to persons outside of the school system without the employee's consent. The School District buildings annually create a telephone tree by which employees are notified of school closures or emergencies. An employee who does not want her/his telephone number disseminated in the form of the telephone tree may request that this information not be included. Any employee making this request is advised that representatives of the District may not be able to notify him/her of important information.

Contact Information Change Notification

Any staff member who has a change of address or telephone number shall notify the Human Resources department as soon as possible after the address change in order to ensure mailed communications arrive properly and that the district has accurate contact information for the staff member.

Employee Benefits

Flexible benefit plans - The District maintains a flexible benefit plan for medical and dependent care expenses for each permanent employee in the district who chooses to participate in the flexible benefit plan. Upon initial hire or during the open enrollment period (June) annually thereafter, each employee may designate an amount to be deducted from each of his/her paychecks for the flex plan. The deduction is made before taxes are withheld from the employee's pay. The funds are held in the flex benefit plan, and may be disbursed to the employee upon proper submission of a flex benefit claim form together with supporting documentation of a qualifying expense. Expenses for a flex plan year must be incurred no later than September 15 of the year following the flex plan year, and submitted for reimbursement no later than October 30. Claim forms and information regarding what sorts of expenses qualify for flex plan reimbursement are available from the main office at each District worksite. Forms should be submitted to the Human Resources Office. If there is a change in flex plan administrator, employees will be notified where and how to submit claim forms.

Insurance - Health, Dental, Life, and Long Term Disability insurance coverages are available to district employees based upon eligibility standards found in each employee's collective bargaining agreement, individual work agreement, or school board policy. District contributions to employee insurance plans are also subject to the appropriate document relating terms and conditions of employment.

Deferred compensation investments - The District maintains a deferred compensation / tax-sheltered annuity benefit program for each permanent employee in the district. The amount of District contribution, if any, to an employee's deferred compensation / TSA account is dependent upon the employee's collective bargaining agreement, individual work agreement, or school board policy. Upon submission of appropriate documents (which can be obtained from the Payroll office), the School District will deduct the amount the employee specifies from each of the employee's checks. Funds will be sent once per month to the investment vehicle of the employee's choice. The District will only send deducted funds to an investment company if that company is included on the list of the District's approved companies. School District policy requires that there be at least 10 employees who desire to use a particular company before that company may be added to the list of approved

companies. Employee eligibility for school district matching contributions to an employee's deferred compensation / tax-sheltered annuity benefit account, if any, are determined by the appropriate collective bargaining agreement, individual work agreement, or school board policy. Employees are responsible for monitoring what level of district matching contribution they are eligible for and completing the appropriate salary reduction authorization in order to receive the district matching contribution.

Worker's Compensation - Any staff member who is injured while at work is required to report the injury to the school nurse within two work days of the injury. An employee who is injured during times school is not in session must report the injury either to the District Director of Health Services or the Director of Human Resources. The school nurse or Director of Health Services will either arrange for appropriate medical care for the injured employee or instruct the employee to see a medical provider of the employee's choice. However, in the event of an emergency, a severely injured employee or another staff member should seek immediate emergency medical assistance.

Absences and Reporting

Each position in this District exists because of an identified need to have a person fulfilling that role. All the positions together support the educational mission of the District for the learners in the District. Regular attendance by all employees is, therefore, critical to supporting the District's educational mission. However, the District recognizes that there are times when an employee must be absent from work due to illness or to attend to personal concerns.

When an employee is aware of an upcoming need for absence, the employee should notify her/his supervisor as soon as possible so that a substitute may be sought or alternate plans for coverage may be made.

Anticipated absences for health reasons of more than three days' duration must be requested in advance and medical certification documenting the need for the leave must be provided. Upon return to work of an absence of more than three days, a medical statement of the employee's ability to return to work is required. The District may also require medical certification for other absences. If so, the employee will be advised of the need to obtain and present this certification.

When an employee returns from absence, an Absence Report must be completed. An employee should discuss with his or her supervisor the type of paid or unpaid leave that should apply in the situation and should specify the type of leave on the Absence Report. If the employee does not complete the Absence Report, the district reserves the option to determine what, if any,

type of paid or unpaid leave to apply to the situation based upon the circumstances, to the extent the district is aware of them.

FMLA

Employees may be eligible for leave under the Family and Medical Leave Act. The Act entitles eligible employees to 12 weeks of unpaid leave in a calendar year in order to attend to the employee's own or employee's child's or spouse's serious health condition or to provide care to a child in the first year following the birth or adoption of a child. New Prague Area schools computes the calendar year by using a rolling 12-month calendar starting from the time an employee's FMLA leave starts. While an employee is on FMLA leave, the employee will be required to utilize any accrued unused sick leave to the extent of medical disability. Medical certification of a qualifying health condition is required. Employees who have foreseeable need for FMLA leave must request that leave at least 30 days in advance of the beginning of that leave.

Alcohol, Tobacco, and Controlled Substance Use and Testing

The District maintains a Drug and Alcohol testing policy. The information in this handbook is not designed to replace or supersede the provisions of the policy. The District prohibits usage by employees of illegal substances or legal substances for which the employee lacks the requisite prescription from a qualified health care provider. Violation of these requirements may subject an employee to disciplinary action including termination of employment. An employee's use of lawful products such as alcohol and tobacco is limited so that the employee: 1) may not consume such products on school district property; 2) may not report for work in an impaired condition due to lawful intoxicating products. An employee who has properly been prescribed medication, by a qualified health care provider, which may impair the employee's work performance or safety or the safety of others, is required to inform his or her supervisor prior to reporting for work of the potential impairment. The supervisor may require the employee to perform alternate duties on the day or days the employee is potentially impaired by the medication, or may require that the employee abstain from working during that time. If the supervisor requires the employee to abstain from working, the employee may cover the lost time with accrued sick, personal, emergency or vacation leave as permitted by the employee's work agreement and consistent with district policy for usage of such leave.

Reports of Child Abuse / Neglect

All employees of the district have a legal and ethical obligation to the students of this district. All employees are, thus, subject to the mandatory reporting policy maintained by the district consistent with Minnesota law. Any employee

who has knowledge or a reasonable belief that a child has been or is being physically or sexually abused is required to report that information to the police. Please see the complete policy for complete information (Policy 414). Questions about this policy and duty should be addressed to the employee's building principal or the Human Resources Office.

Representing our District

Dress - All staff are expected to dress in an appropriate fashion at all work times commensurate with the staff member's position. Attire should be neat and clean and should reflect the staff member's role in providing a high-quality education to the learners in this District. Attire or other articles that convey obscene messages or messages that are designed to or actually do serve to incite hostilities in other staff members, students, or visitors are prohibited while the employee is at work.

Conduct - All staff members are expected to conduct themselves in a professional manner while on duty. While off duty, staff members are expected to refrain from conduct that would have a negative impact on the staff member's effectiveness in his or her position or that would call into question the integrity of the district. This requirement is not intended to limit a staff member's first amendment rights in any manner insofar as the conduct does not negatively impact the staff member's work performance or effectiveness.

Political activities - Employees of this district are public employees and are recognized to likely have a vested interest in political decisions and events. Employees are encouraged to express their political views and participate in the political process as their own interests and values guide them. However, while on active duty time, employees must not engage in any political activity that could create the impression to the public that the School District, as a public body, endorses any particular candidate, party, or position, or that the School District, as a public body, encourages or discourages voting in a particular fashion.

Overtime

Hourly employees will be paid for all time worked over 40 hours of work per week. The work week, for overtime calculation purposes, runs from Monday through Sunday. Hourly employees are all employees who are not classified as exempt from overtime by federal law, including employees in classifications such as paraprofessionals, secretaries, bus drivers and chaperones, custodians, and food service personnel. Currently, a compensatory time arrangement is not available in the district. However, an employee and his/her supervisor may agree, or the supervisor may require, that an employee's work time vary on a single day to compensate for extended work time required on that day. (I.e.,

an employee whose normal work shift runs from 8:00 a.m. - 4:30 p.m. whose services will be required until 8:30 p.m. may be permitted or required to report for work at 12:00 p.m. and work until 8:30 p.m.)

Hourly employees are required to accurately record all work time. Working beyond an hourly employee's assigned work time is prohibited unless permitted or required by the employee's supervisor. Working of overtime without permission may be grounds for employee discipline. In urgent circumstances where the safety of staff, students, or members of the public or the security of the physical assets of the district is at stake, permission for an employee to work overtime is implied. However, in such a situation, an employee should communicate the need to work overtime to his or her supervisor as soon as possible.

Accrual of Paid Leave Time

The district will credit each employee at the beginning of the work year with that employee's annual allotment of sick, vacation, personal and/or emergency leave. The annual allotment is based upon actual time scheduled to be worked. Thus, if an employee begins employment at a time other than the beginning of the work year, the employee's annual leave allotment will be pro-rated accordingly. If an employee terminates employment before the conclusion of the work year, the employee's leave will be pro-rated according to the time the employee worked. If an employee has used more than her/his pro-rated allotment of leave time at the end of the employee's employment, the amount of paid leave used in excess of the allotment may be deducted from the employee's final paycheck.

For employees who earn vacation time, unused vacation time may carry over for one (1) year unless a different amount of time is specified in the employee's work agreement.

Short Term Unpaid Leave

If necessary, the district will permit an employee to take one unpaid leave event per year for up to 5 days. Unpaid leaves may be taken as a single event of up to five days. Only one person from each employee group per building may be granted an unpaid leave on any given day. Unpaid leave must be requested at least two weeks in advance. Unpaid leave will not be granted during the first or last five student contact days of the school year except at the discretion of the Superintendent. Unpaid leave is intended to be used infrequently, for very unusual circumstances, and is granted only after the options of personal leave and emergency leave have been exhausted.

Weather-Related Closing Staff Procedures

Paras: Closings: Paras do not report and one full day per year is paid. Closing days may be made up at the discretion of the district. Late starts / early dismissals: Paras are expected to work their normal daily time. If the Para does not come in at normal time on a late start, the time will not be paid. For an early dismissal, the building principal will determine the staffs release time. If staff members are released before the normal release time, paras will be paid for the remainder of their normal daily time.

Transportation & Food Service: Closings: Employees do not report and one full day per year is paid. Late starts / early dismissals: Employees will work schedules as determined by their supervisors and are paid according to the time they work.

Clerical / District Office Staff & Custodians: Closings: Employees are expected to report for work according to their usual schedule. If it is not safe and possible to do so an emergency or vacation day will be recorded. For *custodians*, the supervisor at his/her discretion may require the employee to take a salary reduction to cover the absence. Late starts / early dismissals: Employees are expected to report for work according to their usual schedule. Amendments to the work schedule may be made at the discretion of the employee's immediate supervisor without reduction to the employee's pay.

Teachers: Compensation is not reduced for either a closing day or a late start early dismissal. For the first closing day within a year, teachers are expected to make up the work time with other activities as determined between the teacher and his/her supervisor. Additional closing days may be made up at a later time of the year. For late starts, teachers shall report for work no later than the time established by the building principal. For early dismissals, the building principal will determine the staff's release time. If staff members are released before the normal release time, teachers may leave after the building principal authorizes the staff release without loss of compensation.

Principals: Closings: It is expected that, if it is safely possible, each principal be present to help stabilize the office and attend to clerical issues. The principal is ultimately responsible for the building's service and communication to the public. The principals have emergency days that can be used for a variety of reasons including weather related absence. Late starts / early dismissals: Principals are expected to report for work according to their usual schedule. For early dismissals, the principal determines when the staff in her/his building may be released to provide supervision for students who have not yet been transported from the building. The principal may leave after early dismissal without pay reduction.

Supervisors: Closings and Late Starts / Early Dismissals: The directors of operations, finance, HR, special services, food service, transportation / buildings & grounds, and community education should report. If it is not safe and possible to do so an emergency or vacation day will be recorded.

Awards and Recognition

As a public body, the School District is limited by law with respect to what sorts of awards and recognition it is able to provide to employees. However, the School District has a strong desire to encourage and recognize employees who fulfill their roles in an exceptional manner. The District therefore encourages employees to bring exceptional performance by their co-workers to administration's attention so that employees who are performing in an outstanding fashion may be recognized. Suggestions about how employees might be recognized within the District's legal limitations for exceptional performance are encouraged and should be brought to the employee's supervisor or the Director of Human Resources.

Discipline Practices

The School District's philosophy with respect to employee discipline practices is that the discipline should be remedial in nature when feasible with the intent being to correct unacceptable behavior in order to allow an employee to be effective. However, the School District reserves the right to observe probation periods as found in employee work agreements or statutes or to retain employment-at-will status for employees without defined probationary periods or other similar provisions in their work agreements. District decisions about what, if any, discipline to impose on any employee shall be based upon the district's investigation of the circumstances, as necessary in the District's judgment, and upon the severity of misconduct, or impact upon students, staff, or district property. The School District reserves the right to place an employee on administrative leave in order to conduct an adequate investigation of any allegations, or if placement on administrative leave will, in the District's judgment, best meet the District's needs under the circumstances.

Harassment Reporting

All incoming employees will be provided with a copy of the district's harassment and violence policy (Policy 413). Any employee or other person who desires a copy of this policy may request a copy from the Human Resources Office or may view the policy online on the district's website. Further, a copy of this policy is included with this Handbook.

Any staff member who believes he or she has been subjected, as a part of his or her employment, to harassment based upon gender, race, or religion or to sexual violence as defined in the district's policy should bring a complaint as

soon as possible with the building principal of the building in which the employee works. The building principal will forward the complaint information promptly to the district's Human Rights Officer. Currently, the district's Human Rights Officer is the Director of Human Resources. Nothing in the district policy or this handbook prevents a staff member from filing a report directly with the Human Rights Officer. A complaint against the Human Rights Officer should be filed directly with the Superintendent of Schools. The appropriate administrator may request that a complaint be filed in writing, but it is not mandatory for such a complaint to be made in writing.

Upon receipt of a written or verbal complaint of racial, religious, or sexual harassment or violence, the school district administration will begin appropriate investigation of the circumstances surrounding the allegations. The district may also take any other reasonable and necessary steps to protect personnel as necessary. When the investigation is concluded, the District will respond to the complainant consistent with data privacy laws to which the district is subject.

Position Evaluations (Comparable Worth)

As a local public employer, the District is required to comply with the Minnesota Local Government Pay Equity Act. As a part of that compliance, the positions maintained by this district are evaluated according to the skill, responsibility, effort, and working conditions associated with each position. Positions are evaluated at the time of creation or when the position substantially changes from the last time it was evaluated. Because of the various factors within the District's position evaluation system, positions that are very different in function may ultimately receive similar ratings (i.e., one position may receive a higher point rating in one area and another position may receive a higher point rating in another area, causing the total to be the same). An employee who believes his or her position may not be rated accurately according to the comparable worth system may request a review by contacting the Human Resources office. The district will consider the request and determine whether the position should be re-evaluated. If the district agrees that a position should be re-evaluated, the necessary information will be submitted to the process in use by the District.

Grievance / Complaint Process

For employees who are covered under a collective bargaining agreement, procedures to resolve an alleged violation of that agreement are contained within each agreement. For staff members not subject to a collective bargaining agreement, or for concerns not addressed within a collective bargaining agreement, the following procedure should be used:

1. The staff member should first speak directly with his or her immediate supervisor to attempt to resolve the matter.

2. If the matter is not resolved, the employee should, as soon as reasonably possible after the event giving rise to the complaint, state the complaint in writing, including what the employee wants in order to change the situation. The employee should provide this written statement to his or her building principal. [NOTE - the matter of complaints about racial, religious, or sexual harassment or violence is addressed elsewhere in this handbook and in district policies. Please refer to that information for such complaints.]
3. If the matter remains unresolved, the employee should provide the written complaint to the Director of Human Resources.
4. If the matter remains unresolved, the employee should provide the written complaint to the Superintendent of Schools.

The district will determine whether, based upon the information presented, any action is necessary or appropriate under the circumstances.

End of Employment

When an employee ends employment, the employee is required to return all access keys, security badges, and other district assets to the employee's supervisor, Director of Human Resources, or Superintendent. The district may request an exit interview with the departing employee. In limited circumstances, an exit interview may be required. A departing employee may request an exit interview with the employee's supervisor or the Director of Human Resources. The District will accommodate such a request.

Teacher Licensure and Renewal

It is the district's responsibility to ensure that staff members are given assignments they are properly licensed to teach. It is the teacher's responsibility to express any concern about a teaching assignment if the teacher believes s/he may not be appropriately licensed to teach in the assigned area. All teachers must send one original copy of their license to the district office, to be retained in the teacher's personnel file.

In the fall of each year, the Human Resources office will make every effort to provide a reminder to the teachers whose licenses the district's records indicate will expire the following June. License renewal must be done through the Minnesota Department of Education. It is a teacher's responsibility to ensure that s/he has completed enough continuing education clock hours and that his/her license is renewed for the following school year. The district continuing education committee assists teachers in keeping track of continuing education clock hours and in renewing licensure. If, for any reason, a teacher's license is not timely renewed, that teacher cannot legally teach in the school district and must be placed on unpaid suspension during that time until the license is successfully renewed. Any teacher who anticipates difficulty with license renewal should communicate with her or his supervisor as soon as possible.

LANE CHANGES AND LICENSURE FREQUENTLY ASKED QUESTIONS

1. What is the difference between clock hours, board credits, and graduate credits?

	CLOCK HOURS	BOARD/GRADUATE CREDIT
Purpose:	To renew teaching license with the Minnesota Department of Education	To move horizontally (change lanes) and increase pay on the teacher salary schedule
Governed by:	The Minnesota Department of Education	Teacher terms and conditions of employment (negotiated contract)
Process	<p>1. Check License Conditions of license renewal are printed as text on the actual license and vary according to the type of license. Check actual license for specific details of renewal and whether or not clock hours are required.</p> <p>2. Earn Clock Hours Clock hours may be earned in many activities (see information available from Continuing Education committee and Curriculum and Staff Development office.) Many district staff development activities do provide creditable clock hours. Be mindful of the subcategories that must be addressed in earning clock hours.</p> <p>Submit clock hour approval forms to Continuing Education Committee.</p>	<p>1. Prior Approval Master degree programs and graduate level courses DO require prior approval – submit Credit Approval form to Human Resources. The yellow and pink copies will be returned to you after approval.</p> <p>2. Earn Graduate or Board Credit 10 semester graduate credits or 15 quarter graduate credits are required per lane change. Board (In-District) credits may apply toward ISD 721 lane movement.</p> <p>Board credits earned from other districts do not qualify for lane movement.</p>

	CLOCK HOURS	BOARD/GRADUATE CREDIT
Other Information:	<p>3. Renew License After January of the year your license expires, you will be eligible to renew your license. All renewals of professional licenses must be done on-line, at the Minnesota Department of Education website. You may renew after all of your clock hours have been entered in to the on-line system, which may extend beyond January. Further information about on-line renewals is available from the Continuing Education Committee or from Human Resources.</p> <ul style="list-style-type: none"> • Can be transferred from another district (may be able to just renew if clock hours are done or near completion) 	<p>3. Request for Lane Change Submit lane change request form, yellow copies from Credit approval forms, and an official transcript to Human Resources.</p> <ul style="list-style-type: none"> • No district funds can be used for registration. • In-district credits cannot be transferred from another district

2. I am a new staff member to District 721 and I am already in a master's degree program. Do I need to request prior approval in order to advance to the master's degree lane on the salary schedule?
 - Yes – you do need to submit prior approval to Human Resources as soon as possible. Use the Credit Approval form available at your site.
3. I earned clock hours for re-licensure in my previous school district. Do I need to transfer those hours earned in another district to New Prague? How do I transfer those clock hours to District 721?
 - Submit verification of clock hours earned in a former district to the New Prague Continuing Education Committee. The New Prague committee will add those clock hours to your District 721 records. If the hours were already entered into the on-line system in your previous district, they don't need to be re-entered.
4. If I hold more than one license, do I need 125 clock hours for each license that I hold?
 - No – 125 clock hours are all that is needed to renew multiple licenses. Multiple license holders should allocate at least 30 hours to each area with priority given to the area of employment.

5. Is there anything else I have to do beyond getting the 125 clock hours to renew my license?

- Refer to the text on your actual license for specifics. Requirements will vary depending on when your license was issued and what type of license you have.

6. Who approves clock hours?

- The guidelines for what activities can be used for clock hours are governed by the Minnesota Department of Education (MDE).
- Each school district has a local continuing education committee that verifies clock hours for teachers before they submit an application for license renewal to MDE.
- The Continuing Education Committee decides if an activity fits the guidelines set by MDE.

7. How many “clock hours” can be earned by taking a graduate course?

- MDE guidelines state that 1 semester credit equals 24 clock hours and 1 quarter credit equals 16 clock hours.

8. Can a graduate course count for both clock hours and for lane change credit?

- If the course meets the requirements for both areas, yes, it can be counted in both areas. The teacher must comply with each set of requirements for each approval procedure.

9. How do I submit for Clock Hour approval?

- As you complete your 125 hours, submit the Clock Hour Approval Application Form with documentation of successful completion of each experience.
- The Clock Hour Approval Application Form is available in the office in each building and on the district website: www.np.k12.mn.us. Click on “Staff Resources”, then go to the bottom of the page, right-hand side, and click on the form under “Documents and Forms”.
- Send completed Clock Hour Approval Application Forms with documentation via inter-school mail to your building’s continuing education representative.
- The Continuing Education Committee meets three times per year (October, January and May) to review submitted materials. The committee will review/approve your materials and you will receive one of the copies you submit back to you. Incomplete or unclear materials may be returned to sender for clarification. The District 721 Continuing Education Committee DOES NOT MEET in the summer.

Note

- ✓ It is always a good practice to save copies of forms you submit, either for Clock Hours or Graduate or In-District credits.

