

428 TIME OFF FOR PUBLIC OFFICE MEETINGS

I. Purpose

Lake of the Woods School District is supportive of employees who serve in public office. The intent of this policy is to ensure that an employee's right to serve in public office is upheld while ensuring that the District does not incur extra expense or burden to maintain its operation during an employee's absence.

II. General Statement of Policy

An employee of District 390 elected to a public office must be permitted time off from regular employment to attend meetings required by reason of the public office. The time off may be without pay, with pay, or made up with other hours as agreed between the employee and employer. When an employee takes time off without pay, the employer shall make an effort to allow the employee to make up the time with other hours when the employee is available. No retaliatory action may be taken by the employer for absences to attend meetings necessitated by reason of the employee's public office.

III. Procedure

A written agreement regarding an employee's time off to serve public office will be developed by the appropriate supervisor and the employee. This agreement will be submitted to the board for final approval. The written agreement should outline expectations and procedures for the employee requesting time off to attend meetings necessitated by reason of the employee's public office, as well as, a description of how normal operations of the district will be maintained during that employee's absence.

This agreement should address the following:

- A. A year – long schedule/calendar of expected time away from scheduled work hours to attend regular meetings of the employee's public office
- B. Expectations of advance notice of absence (*** employees are expected to submit a time off request through webclock as stated in the employee's contract***)
- C. Contingency response to cover employee's absence to attend "emergency" meetings and a definition of what constitutes an "emergency" meeting.
- D. Description of time off in regards to whether it is with pay, without pay, or made up with hours that are agreeable to the employee and the supervisor (***payment received*

*for public office that is also paid time from the school district will be deducted from the employee's check at an equal amount**)*

- E. A periodic review process to ensure that this agreement is meeting the needs of the employee and the district.

Legal References: Minn. Stat.211B.10: subd. 2 (Time off for public office meetings)