

Human Resources

Employment

Your employment is at-will unless specifically stated otherwise in a Collective Bargaining Agreement (“CBA”), Minnesota Statute, or other employment agreement. This means that you may be discharged at any time for any legal reason, with or without notice. Employees may need to complete an employment probation period. The length and terms of this probation period are determined by the CBA, Minnesota Statutes and/or another employment document. A terminated employee is not entitled to payment of earned but unused paid time off, unless otherwise provided by a CBA or other documents.

Years of Service Credit: For purposes of determining years of service (unless noted in “CBA”), an employee who begins employment after January 1 of a contract year will not receive credit for a full year of service for that partial contract year. The employee’s first full year of service will be recognized upon completion of the subsequent full contracted school year. Partial-year service will not be counted as a completed year of service unless otherwise required by law or specifically provided for in the applicable collective bargaining agreement.

Unpaid time off

~~As a general rule, unpaid time off is not granted. Employees are responsible to manage their paid time off benefits in order to have time available for vacations, sick leave or emergencies. Only under extreme circumstances will the School District grant an employee to take unpaid time off for absences other than illness or injury. For all unpaid medical requests, a doctor’s notes may be required. Prior to an employee going into an unpaid time situation, all paid time off benefits must be used. Any unpaid time off, regardless of the reason, must be pre-approved by the Superintendent or their designee, by completing the Deduction request.~~ [Deduction Request](#)

As a general rule, employees are expected to manage their available paid time off benefits appropriately to cover vacations, illness, medical needs, and emergencies. However, the School District recognizes that circumstances may arise when an employee needs time away from work beyond their available paid leave.

Unpaid time off may be considered on a case-by-case basis when an employee has a legitimate need for additional time away from work. The School District will consider the circumstances, operational needs, and the employee’s available leave when reviewing such requests. Before an employee may take unpaid time off, **all applicable paid time off benefits must be exhausted**, unless otherwise required by law or specifically approved by the School District.

Requests for unpaid time off related to illness, injury, medical needs, or other circumstances may require appropriate documentation, including a doctor’s note, when appropriate or permitted by law.

All unpaid time off must receive prior approval from the Superintendent or their designee. Employees should complete and submit the required Deduction Request as far in advance as practicable and, whenever possible, before the unpaid time off occurs. In emergency or unforeseen circumstances, employees should notify their supervisor as soon as reasonably possible and complete any required documentation upon their return.

The School District will review requests in good faith and may approve unpaid time off when circumstances warrant, while maintaining appropriate staffing and operational needs. Unauthorized absences or failure to follow the required approval process may result in appropriate corrective or disciplinary action.

Payroll

Payments for employees' working time are completed on the 15th and the last day of the month, each month. Employees will receive the following amount of checks per contracted year:

2026-2027 Payroll dates

9 month staff	-----	18 paychecks per contract
10 month staff	-----	20 paychecks per contract
12 month staff	-----	24 paychecks per contract
FUE-Teachers	-----	24 paychecks per contract

Employees are responsible for checking their payroll information through their ESS (Employee Self Serve) account. If you do not have access to this account, please reach out to our payroll department for your login information. ~~For any concerns about payroll,~~ please reach out to Dion at dcaron@apps.isd51.org.

The District issues paychecks through direct deposit on a semi-monthly basis. Employees enrolled in direct deposit are solely responsible for updating and changing bank account information as needed. Employees are responsible for reviewing their payroll check information for proper deductions, benefits and wages. An employee who believes there is a mistake with respect to their paycheck, or who believes an improper deduction was made from their salary, should contact the Payroll Department. Paychecks are available through your ESS (Employee Self Serve) account. Retroactive pay due to the timing of negotiated settlements will be issued to employees who were actively employed on the date the School Board approved the union-ratified agreement, as well as to employees who retired from the School District during the affected agreement period or who fulfilled their employment contract for the current school year. Retroactive pay will not be paid to employees who were inactive and did not meet either of these criteria.

ESS (Employee Self Serve)

As of 2025-2026, the District will no longer print out paystubs for any employee. All payments to employees must be done through Direct deposit. For more information, please reach out to the District's Payroll personal. All payroll information can be found in your ESS accounts, such as:

W-2's	W-2 Information Sheet
Pay stubs - past pay stub and current	Wage Statement
ACA Form 1095	Fiscal Benefits Summary
Flex Information	Year to Date Pay

Reimbursements