

**[Organization Name]**  
**Charter School Association**  
**Employee Handbook**

SAMPLE  
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**Appendix**

**A. Receipt and Acknowledgment of Employee Handbook**

Please note that this handbook will be emailed to all employees as well as changes to the employee handbook. A read receipt will be requested.

## **W**elcome to [Organization Name]!

Thank you for joining the [Organization Name] team! You have a great contribution to make to the education of children and we sincerely hope that you will find your employment at [Organization Name] to be a professionally rewarding experience. We look forward to working together to create opportunities for children becoming successful lifelong learners. You have joined an organization that has established an outstanding reputation for quality. Credit for this has gone to everyone involved in this organization and we hope that you, too, will find satisfaction and take pride in your work here.

As a member of [Organization Name] team, you will be expected to contribute your talents and energies to help us realize our goal of helping make our schools “world class” educational institutions in the coming years.

This Employee Handbook should provide answers to most of the questions you may have about our benefit programs, policies, and procedures. You are responsible for reading and understanding this Employee Handbook. If anything is unclear, please discuss the matter with your supervisor or a member of Human Resources.

I extend to you my personal best wishes for your success and happiness at [Organization Name].

Sincerely,

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[Print Name]  
[Print Title]

## About This Handbook

This handbook has been written to serve as the guide for the employer/employee relationship. This handbook applies to faculty and staff at *[Organization Name]*. In addition, certain individuals who are not employees of *[Organization Name]* but who nevertheless work on premises, such as independent contractors and employees of the local school district or board of education, are also expected to comply with the terms and conditions of this handbook to the extent that the handbook sets standards of conduct for individuals who work on premises. Unless otherwise indicated, a benefit, policy, program, or procedure applies or is available to ALL employees.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Human Resources Department. You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

Neither this handbook nor any other *[Organization Name]* document (except an executed employment contract), confers any contractual right, either express or implied, to remain in *[Organization Name]* employ, nor does it guarantee any fixed terms and conditions of your employment. Except as otherwise provided in an executed contract of employment, your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by *[Organization Name]* or you may resign for any reason at any time.

No supervisor or other representative of *[Organization Name]* (except the Chief Executive Officer) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time with or without advanced notice. We will try to inform you of any changes as they occur.

Finally, this handbook contains proprietary information that should not be disclosed outside *[Organization Name]*, other than to individuals affiliated with *[Organization Name]* whose knowledge of the information is required in the normal course of business.

## **Mission Statement**

### *Example*

*[Organization Name]* mission is to create schools of academic excellence by increasing teacher quality and raising student achievement.

## **SECTION 1**

### **1.1 EMPLOYMENT APPLICATIONS**

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **1.2 OPEN COMMUNICATIONS POLICY**

We want to hear from you. *[Organization Name]* strongly encourages employee participation in decisions affecting them and their daily professional responsibilities. We truly believe that our greatest strength lies in our employees and our ability to work together. To this end, we encourage you to engage in open communications about all aspects of our organization.

Employees are encouraged to openly discuss with their supervisor any problems or suggestions so appropriate action may be taken. If the supervisor cannot be of assistance, the Chief Executive Officer is available for consultation and guidance. *[Organization Name]* is interested in all of our employees' success and happiness. We, therefore, welcome the opportunity to help employees whenever feasible.

## **SECTION 2**

### **YOUR EMPLOYMENT**

#### **2.1 AT WILL EMPLOYMENT**

All employment at *[Organization Name]* is "at will." This means that both employees and *[Organization Name]* have the right to terminate employment at any time, with or without advance notice (although we request and try to give thirty days notice), and with or without cause. No one other than the Chief Executive Officer has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the Chief Executive Officer. In addition, *[Organization Name]* maintains a highly flexible culture. Given the entrepreneurial nature of *[Organization Name]*, an employee's position and/or position description may be changed at any given time by his or her supervisor. Nothing in this manual is intended to change this policy. However, *[Organization Name]* will not discharge an employee who has legitimately invoked the Whistleblower Protection policy; for exercising their right to vote or to their political affiliation; answering the call for military duty;

exercising their right of association; answering the call to jury duty; for filing a workers' compensation claim; or for receiving an order for wage garnishment.

## **2.2 STATUS**

An "employee" of *[Organization Name]* is a person who regularly works for *[Organization Name]* on a wage or salary basis. "Employees" may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the *[Organization Name]* who are subject to the control and direction of *[Organization Name]* in the performance of their duties.

### **EXEMPT**

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

### **NON-EXEMPT**

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

### **REGULAR FULL-TIME**

Employees who have completed the 30 day probationary period and who are regularly scheduled to work [35] or more hours per week. Generally, they are eligible for the *[Organization Name]* benefit package, subject to the terms, conditions, and limitations of each benefit program.

### **REGULAR PART-TIME**

Employees who have completed the 30 day probationary period and who are regularly scheduled to work less than 35 hours per week.

### **TEMPORARY (FULL-TIME or PART-TIME)**

Those whose performance is being evaluated to determine whether further employment in a specific position or with *[Organization Name]* is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of *[Organization Name]* benefit programs.

## **2.3 CRIMINAL HISTORY AND EDUCATIONAL HISTORY**

As a condition of their employment, all employees are required to submit to a criminal history review. A criminal history review through the *[Insert State Name]* Department of Public Safety and Corrections, Office of State Police, Bureau of Criminal Identification, shall be administered. The criminal history review shall include a fingerprint check and simultaneous FBI check. Individuals who refuse to submit to a criminal history review or whose criminal history review

reveals that they have been convicted of a crime or have violated the law may not be offered employment and/or may be subject to termination. Individuals whose criminal history review reveals that they have been convicted of a felony will not be offered employment and/or will be terminated. Individuals whose criminal history reveals that they have been convicted of or have pleaded *nolo contendere* to a crime listed in LA-R.S. 15:587.1(C) will not be offered employment for a position of supervisory or disciplinary authority over school children unless approved in writing by a district judge of the parish and the district attorney. No person employed or otherwise associated with an *[Organization Name]* charter school, including members of the Board of Trustees, who has been convicted of or has pleaded *nolo contendere* to a crime related to misappropriation of funds or theft shall be engaged in direct processing of charter school funds.

Employees are required to provide official transcripts or submit to an educational verification search to verify units earned/degree received or in-service hours. These requirements must be completed prior to beginning employment, and the information must be submitted to Human Resources. To the extent permitted by law, *[Organization Name]* may require that these costs be borne by the employee. Individuals whose educational background differs from that of the job description will not be considered for employment.

## **2.4 CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT STATEMENT**

Just as *[Organization Name]* expects the highest personal conduct from our students, we expect you to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of *[Organization Name]*. Business dealings that appear to create a conflict between the interests of *[Organization Name]* and an employee are unacceptable. *[Organization Name]* recognizes your right to engage in activities outside of your employment which are of a private nature and unrelated to our business. However, you must disclose any possible conflicts so that *[Organization Name]* may assess and prevent potential conflicts of interest from arising. Please disclose actual or potential conflicts of interest, in writing, to your supervisor. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (*i.e.*, spouse or significant other, children, parents, siblings) as a result of the *[Organization Name]* business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If you have any question whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact your supervisor to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

### **Outside Employment**

If you are a full time employee we expect that you devote your full professional effort to your position at *[Organization Name]*. If you wish to participate in outside work activities you are required to obtain written approval from the Chief Executive Officer prior to starting those activities. Approval will be granted unless the activity conflicts with *[Organization Name]* interest. In general, outside work activities are not allowed when they:

- Prevent you from fully performing work for which you are employed at *[Organization Name]*;



- Involve organizations that are doing or seek to do business with *[Organization Name]*, including actual or potential vendors; or
- Violate provisions of law or *[Organization Name]* policies or rules.

In cases of conflict with any outside activity, your obligations to *[Organization Name]* must be given priority. Full-time employees are hired and continue in *[Organization Name]* employ with the understanding that *[Organization Name]* is their primary employer and that other employment, commercial involvement or volunteer activity which is in conflict with the business interests of *[Organization Name]* is strictly prohibited. *[Organization Name]* office space, equipment, and materials are not to be used for outside employment.

Raising student achievement is hard work! From time to time *[Organization Name]* might ask you to work beyond your normally scheduled hours. *[Organization Name]* asks that full-time employees perform this work when requested.

## **2.5 IMMIGRATION LAW COMPLIANCE**

*[Organization Name]* employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with *[Organization Name]* within the past three years or if their previous I-9 is no longer retained or valid.

## **2.6 WORK PRODUCT OWNERSHIP**

Please be aware that *[Organization Name]* retains legal ownership of the product of your work. No work product created while employed by *[Organization Name]* can be claimed, construed, or presented as property of the individual, even after employment by *[Organization Name]* has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for *[Organization Name]*, regardless of whether the intellectual property is actually used by *[Organization Name]*. Although it is acceptable for you to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume), please bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of *[Organization Name]*

## **2.7 PUBLIC RELATIONS**

The success of *[Organization Name]* depends upon the quality of the relationships between *[Organization Name]*, its employees, students, parents and the general public. The public impression of *[Organization Name]* and its interest in *[Organization Name]* will be formed, in part, by *[Organization Name]* employees. *[Organization Name]* employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the

general public will respect and appreciate the employee, *[Organization Name]*, and *[Organization Name]* services.

Below are several things employees can do to help leave people with a good impression of *[Organization Name]*.

These are the building blocks for our continued success.

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner. Respond to e-mail and voice mail within 24 hours during the workweek.
- Take great pride in their work and enjoy doing their very best.

## **2.8 WHISTLEBLOWER POLICY**

*[Organization Name]* is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of *[Organization Name]* policy, specifically the policies contained in *[Organization Name]* Employee Handbook.

An employee who wishes to report a suspected violation of law or *[Organization Name]* policy may do so confidentially by contacting the School Principal, Chief Executive Officer, or the Director of Human Resources.

*[Organization Name]* expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of *[Organization Name]*. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the employee's immediate supervisor, or Director of Human Resources. Supervisors, managers, and Human Resources staff who receive complaints of retaliation must immediately inform the Chief Executive Officer.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Director of Human Resources and a member of *[Organization Name]* management will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings directly.

## 2.9 PARTICIPATION IN THE TEACHER ADVANCEMENT PROGRAM (TAP)

All *[Organization Name]* schools have voted to adopt TAP as our education reform model. TAP is a bold new strategy to attract, retain, develop and motivate talented people to the teaching profession. TAP's goal is to draw more talented people to the teaching profession - and keep them there - by making it more attractive and rewarding to be a teacher. TAP provides the opportunity for good teachers to earn higher salaries and advance professionally, just as in other careers, without leaving the classroom. At the same time, TAP helps teachers become the best they can be, by giving them opportunities to learn better teaching strategies and holding them accountable for their performance. Guidelines in participation of TAP:

- Must attend cluster meetings on a regular basis
- Must be observed and evaluated based on the TAP rubric 4 times per year
- Performance and retention based incentives are issued in the following school year; therefore in order to receive incentive you must be currently employed.

## SECTION 3

### EMPLOYMENT POLICIES & PROCEDURES

#### 3.1 EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity is a fundamental principle at *[Organization Name]*, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation or belief or any beneficiary of any program financially assisted under Title 1 of the Workforce Investment Act of 1998 (WIA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his/her participation in any *[Insert State Name]* Department of Labor program or activity veteran status, genetic predisposition or carrier status, pregnancy or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Human Resource Manager has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to their supervisor or the HR Manager.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

#### 3.2 DISABILITY ACCOMODATION

*[Organization Name]* is committed to complying with all applicable provisions of federal, state and local laws prohibiting discrimination on the basis of disability. It is *[Organization Name]* policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, *[Organization Name]* will provide reasonable accommodations to a qualified individual with a disability who has made *[Organization Name]* aware of his or her disability, provided that such accommodation does not constitute an undue hardship on

[*Organization Name*]. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resource Manager. [*Organization Name*] encourages individuals with disabilities to come forward and request reasonable accommodation.

Consistent with the non-discrimination in employment policy, all students of [*Organization Name*] are admitted, are accorded rights and privileges, and have access to programs and activities made available to them at [*Organization Name*] in a non-discriminatory manner. [*Organization Name*] does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. All testing and evaluation materials and procedures used for the purpose of evaluation, testing, assessments and/or for placement of children with disabilities are selected and administered so as not to be discriminating.

### **3.3 HARASSMENT**

It is the policy of [*Organization Name*] to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship or any other characteristic protected by law. [*Organization Name*] prohibits any such discrimination or harassment. It is our mission to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this policy for any student, teacher, administrator or other employee of ASCA to harass a student, teacher, administrator, or other employee through conduct or communication. This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to [*Organization Name*] (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

#### **What is Harassment**

Harassment can take many forms. As used in this Employee Handbook, the term “harassment” includes:

- Offensive remarks, comments, jokes or slurs pertaining to an individual’s race, religion, sex, age, national origin or ancestry, disability, citizenship, veteran status or any other protected status defined by law.
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved, including threats of harm, violence or assault.
- Offensive pictures, drawings or photographs or other communications, including e-mail.
- Threatening reprisals of an employee’s refusal to respond to requests for sexual favors or for reporting a violation to this policy.
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
  - Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual.

- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

## **Responsibility**

All *[Organization Name]* employees have a responsibility for keeping our work environment free of harassment.

## **Reporting**

*[Organization Name]* encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, the Director of Human Resources. In addition, *[Organization Name]* encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. *[Organization Name]* recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties. *[Organization Name]* is serious about enforcing its policy against harassment. However, *[Organization Name]* cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to *[Organization Name]* attention so it can take whatever steps are necessary to correct the problems.

## **Investigation/Complaint Procedure**

All complaints of harassment will be promptly investigated. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense. Appropriate action will also be taken in the event the accusations are intentionally false or malicious in intent.

***Informal Procedure:*** If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify his/her immediate supervisor and/or the Director of Human Resources who may, if the individual so requests, talk to the alleged offender on the individual's behalf. In addition, there may be instances in which an individual seeks only to discuss matters with one of the *[Organization Name]* designated representatives, and such discussion is encouraged. An individual reporting harassment, discrimination or retaliation should be aware; however, that *[Organization Name]* may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

***Formal Procedure:*** As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with the Director of Human Resources. *[Organization Name]* encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has

been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as *[Organization Name]* believes appropriate under the circumstances. If a party to a complaint does not agree with its resolution, that party may appeal to *[Organization Name]* Chief Executive Officer. False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

### **Retaliation**

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

### **Conclusion**

This policy was developed to ensure that all employees can work in an environment free from harassment, discrimination and retaliation. *[Organization Name]* will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about these policies should talk with the Director of Human Resources. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of *[Organization Name]* prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

## **3.4 GRIEVANCE PROCEDURE**

The grievance procedure is a process by which an employee of *[Organization Name]* can bring workplace concerns to upper levels of management. This is a formal process and requires rules be strictly followed. Failure to follow procedures will forfeit your right to this process. In the event of a dispute involving employment practices or the enforcement of the personnel policies

contained in this Employee Handbook, and after a good faith effort with the supervisor to thoroughly resolve the dispute, all employees may submit their grievance following the procedures outlined below. The good faith effort shall be documented, including problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. This documentation will be included in the personnel file. Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to grieve.

**Non-Grievable Issues:** The following issues are not eligible for processing through the [Organization Name] Employee Grievance Procedure.

- Issues which are pending or have been concluded by the [Insert State Name] Commission on Equal Opportunity, or through other administrative or judicial procedures.
- Performance responsibilities, expectations, and evaluations.
- Temporary work assignments.
- Budget and organizational structure, including the number or assignments of positions in any organizational unit.
- The selection of an individual to fill a position, unless it is alleged that the selection is in violation of an agency's written policy.
- Termination, demotion, reassignment, furlough, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force or job abolition.

If the subject of your grievance is related to any of the areas listed above, your grievance cannot be processed through the Employee Grievance Procedure.

A grievance can have up to four steps: (1) grievance statement; (2) qualification for hearing; (3) hearing; and (4) review of the hearing decision. Not all grievances are qualified for hearing.

**Step 1:** The employee may submit his/her grievance in writing either by email or pre-printed grievance forms to the [Organization Name] Personnel Committee within seven calendar days of a failed good faith effort to resolve the dispute. The committee is comprised of the Chief Operations Officer, Director of Human Resources and/or Chief Academic Officer.

**Step 2:** Within fourteen calendar days of receipt of the written grievance, the Personnel Committee will inform the employee of the decision to schedule a formal meeting. If a formal meeting is scheduled, it will be scheduled at a mutually convenient time and place for discussion of the complaint with all parties involved, but no event later than twenty days after receipt of the written grievance and after notification to the employee.

**Step 3:** The Personnel Committee will hold a hearing and render a decision, as established by a majority vote of the members of the Personnel Committee. If the Director or any member of the Personnel Committee is an involved party, he/she will be precluded from hearing the grievance and participating in the decision. The decision shall be rendered within seven calendar days of the completion of the final hearing. Any such proceedings shall be conducted in closed session, unless otherwise requested by the employee. The employee may not have counsel present at the hearing. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may be continued and the final decision shall be made within seven calendar days of the last committee hearing.

**Step 4:** The decision of the Personnel Committee shall be final unless appealed by the employee to the Chief Executive Officer, who may review and modify the decision of the Personnel Committee if it finds that the Committee failed to properly follow the grievance process described above. A request for an appeal must be submitted to the CEO within seven calendar days of the decision of the Personnel Committee. After receiving an appeal request, the Chief Executive Officer shall schedule a meeting with the Personnel Committee to consider such an appeal as soon as administratively practical. Any employee or affiliate, who is an interested party, shall excuse themselves from any reviews of Personnel Committee decisions. Any such proceedings shall be conducted in closed session, unless requested otherwise by the employee. The employee may not have counsel participate in any such proceedings. Written notice of the result of the review shall be sent to the employee and the members of the Personnel Committee within 7 calendar days.

### 3.5 SUBSTANCE ABUSE POLICY

[*Organization Name*] is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of position, including both regular and temporary employees. The rules apply during working hours to all employees of [*Organization Name*] while they are on school premises or elsewhere on [*Organization Name*] business.

- The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on [*Organization Name*] property is prohibited.
- Being under the influence of illegal drugs, alcohol, or substances of abuse on [*Organization Name*] property is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

Company property/ [*Organization Name*] Property: All Company owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.



- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the *[Organization Name]* policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting business or being on *[Organization Name]* property while under the influence of an illegal drug or alcohol, or in an impaired condition.

### **3.6 SMOKING**

The use of tobacco products is not permitted anywhere on the *[Organization Name]* premises except in authorized and designated locations.

### **3.7 NON-DISCLOSURE/CONFIDENTIALITY**

The protection of confidential business information is essential to the interests and success of *[Organization Name]*. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,
- Personnel/Payroll records, and
- Conversations between any persons associated with the company.

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

### **3.8 NEW EMPLOYEE ORIENTATION**

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation is conducted by a Human Resources representative, and includes an overview of the company history, an explanation of the company core values, vision, and mission; and company goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the company, reviews their job description and scope of position, explains the company's evaluation procedures, and helps the new employee get started on specific functions.

### **3.9 PROBATIONARY PERIOD FOR NEW EMPLOYEES**

The probationary period for regular full-time and regular part-time employees lasts up to 30 days from date of hire. During this time, employees have the opportunity to evaluate [Organization Name] as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and [Organization Name] have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 30 day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain standards for job performance and behavior (See Section 4, Standards of Conduct).

### **3.10 PERSONNEL FILES**

Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of [Organization Name], and access to the information is allowed with prior notice. Management personnel of [Organization Name] who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact a Human Resources Representative. With reasonable advance notice, the employee may review his/her personnel file in [Organization Name] office and in the presence of their supervisor [or Human Resources Representative].

### **3.11 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and

- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

### **3.12 INCLEMENT WEATHER/EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office will be made by the Chief Executive Officer.

When the decision is made to close the office, employees will receive official notification from their supervisors.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

Please listen to local news and radio reports. In general, *[Organization Name]* will follow the decisions of the local Parish. Days that the schools are closed due to inclement weather may create a need to extend the school year or shorten holiday breaks.

## **SECTION 4**

### **PERFORMANCE**

#### **4.1 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS**

Supervisors will conduct performance reviews with all regular full-time and regular part-time employees annually. Supervisors may conduct informal performance reviews and goal setting sessions more often if they choose.

Performance reviews are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

*[Organization Name]* directly links wage and salary increases with performance. Your performance review and goal setting sessions may or may not have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

#### **4.2 CORRECTIVE ACTION**

*[Organization Name]* holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, *[Organization Name]* expects the employee's supervisor to take corrective action.

Corrective action is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, *[Organization Name]* considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, any misconduct concerning a child/student, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment without prior authorization by, untruthfulness about personal work history, skills, or training, divulging business practices, and misrepresentations of *[Organization Name]* to another employee, a prospective employee, or the general public.

#### 4.3 DISCIPLINE

All employees are expected to meet *[Organization Name]* standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with *[Organization Name]* policies and procedures.

If an employee does not meet these standards, *[Organization Name]* may or may not, at sole discretion, take corrective action, other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with *[Organization Name]* policies and procedures and/or other disciplinary problems.

##### **Warnings:**

The supervisor should discuss any problem and present a warning to the employee that clearly identifies the problem and outlines a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (*i.e.*, termination) if the problem is not corrected or recurs. The employee should acknowledge receipt of the warning and include any additional comments of his or her own before signing it. A record of the discussion and the employee's comments should be placed in the employee's file.

Employees who have had formal written warnings may not be eligible for salary increases, bonus awards, promotions, leaves of absence or transfers during the warning period.

Corrective action may include any of a variety of actions depending upon the circumstances and severity of the particular situation.

Corrective actions may be taken at the discretion of management and include **any** of the following:

- Verbal counseling with you, which will be confirmed in writing by the supervisor for your personnel file.
- Written warning, which will be placed in your file.

- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from organization premises during an investigation, or as a disciplinary action. This may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Discharge, which will be documented in your file.

The corrective action process will not always commence with a verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, your intent and motivation to change the performance, and the environment in which the offense took place.

#### 4.4 STANDARDS OF CONDUCT

The work rules and standards of conduct for *[Organization Name]* are important, and *[Organization Name]* regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting *[Organization Name]* business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other company-owned equipment (See Section 4.4, Telephone Use);
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business “secrets” or confidential information;

- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

#### 4.5 PHYSICAL CONTACT WITH STUDENTS AND OTHER STAFF MEMBERS

Under *[Insert State Name]* Law, a touching is a battery, and illegal, if there is an intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. To establish battery, *[Insert State Name]* courts have held that it is sufficient if the actor intends to inflict an offensive contact without the other's consent. There is no requirement for maliciousness or intent to inflict actual damage. The essential element of a battery is physical contact, whether injurious or merely offensive, and a battery may be committed by touching another through the clothing. It is the policy of *[Organization Name]* that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Hugs initiated by the student
- Hugs given with permission
- Pats on the shoulder or back
- Hand-shakes
- "High fives" and hand slapping
- Touching shoulders and arms around the shoulder area
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar purposes
- Patting a student on the knee (grades K through 5)
- Sitting students on one's lap (grades K-2 ) for purposes of comforting the
- Holding hands while walking with small children or children with significant disabilities
- Arms around shoulders
- Reasonable self defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Corporal punishment
- Sitting students on one's lap (grades 3-8)
- Touching buttocks, chests or genital areas
- Pushing a person or another person's body part (other than in self defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff-members

- Bench-pressing another person
- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact

This policy does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited. In *[Insert State Name]*, an assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.

Consequently an attempt to violate this policy or placing another person in reasonable apprehension that they will be victim of one of the acts prohibited under this policy is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted. Violation of this policy could subject the teacher or staff member to discipline to include termination for cause. The victim may also choose to bring civil or criminal charges against the violator. This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident. It is impossible to define each and every instance when touching is inappropriate. Teachers and staff members should apply the rules of common sense in the circumstances they find themselves.

#### **4.6 REPORTING CHILD ABUSE**

Pursuant to *[Insert Individual State Laws Regarding Child Abuse]*

#### **4.7 CONFIDENTIALITY TO ACCESS CHILDREN'S RECORDS**

All information contained in student's records, including information contained in a electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act. These records are the property of *[Organization Name]*, whose responsibility it is to secure the information against loss, defacements, tampering or use by unauthorized persons.

Please do not speak about children in hallways or public areas. The information about children is confidential and must not be discussed in the outside community. No child's files are to be taken off premises unless granted permission by the Chief Executive Officer.

Only teachers, administrative and office personnel are permitted to review the children's files. When a file is requested from the main office, it must be signed out and returned the same day. Files may not be copied without express authorization from the Chief Executive Officer or their designee. If a file is needed by 8:00 a.m. the following morning, you must request this file the

day before, not later than 2:30 p.m. and that file will be pulled and ready for you when you arrive the following day.

Please do not remove any materials from any student's file. Files may not leave the building without specific written authorization from Chief Executive Officer or their designee. If you request a student's file, you will be responsible for its contents.

## **LIABILITY:**

The effective teacher is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is well to be aware of the possible consequences of negligence.

The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically the teacher must do the following:

1. Never leave students unsupervised. Leaving a classroom without another responsible adult present is leaving students unsupervised.
2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe condition in the room or on campus to the principal so that it may be corrected.
4. Strictly adhere to all stated policy of the district and of the individual school.

Failure by teachers to meet their responsibilities may have severe consequences, e.g., revocation of their license, criminal charges, etc... Additionally teachers may be held legally liable for negligence in the performances of their duties.

## **SECTION 5 ATTENDANCE**

### **5.1 ATTENDANCE/PUNCTUALITY**

The presence or absence of each employee is of critical importance to the successful operation of the [Organization Name]. Therefore, [Organization Name] expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. [Organization Name] reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Employees are not allowed to perform work (for pay) at home or away from the [Organization Name] unless specifically authorized for each occurrence by their Supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not allowed to perform work while on scheduled non-paid lunch break, unless specifically assigned by the supervisor. Attendance at [Organization Name] sponsored functions is not compensated unless the supervisor has required you to attend



and work at the function and has written approval from the Director of Finance to provide the additional compensation. Employees violating these rules may be subject to disciplinary action up to and including, termination.

## **5.2 ABSENCE WITHOUT NOTICE**

From time to time, it may be necessary for employees to be absent from work. *[Organization Name]* is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Paid time off (PTO) has been provided for this purpose. Employees who are unable to report to work, or who will arrive late, should contact their Supervisor and inform him/her of their situation. Employees who know in advance that they will need to be absent should request this time off directly from their supervisor. Employees who are unable to call in themselves because of an illness, emergency or for some other reason, should be sure to have someone call for them. Employees who are absent because of an illness for three or more consecutive days may be asked by the Principal or your supervisor to submit written documentation from their doctor stating that they are able to resume normal work duties before they will be allowed to return to work. A note from the doctor is also required for an absence prior to or after a weekend. A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without informing administration will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Three consecutive days of no call/no show is considered a voluntary termination. Supervisors will make a note of any employee's absence or lateness, and his or her reasons, and have it placed in the employee's personnel file. Employees should be aware that excessive absences, lateness or leaving early may lead to disciplinary action, up to and including termination. Note: Please see section 4.3 Discipline for *[Organization Name]* discipline procedure.

## **SECTION 6**

### **WAGE AND SALARY POLICIES**

#### **6.1 BASIS FOR DETERMINING PAY**

Several factors may influence your rate of pay. Some of the items *[Organization Name]* considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what *[Organization Name]* pays their employees in comparable positions (internal equity), and individual as well as *[Organization Name]* performance. It is *[Organization Name]* goal to have a current Job Description on hand that broadly defines your job responsibilities.

#### **6.2 WAGE OR SALARY INCREASES**

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the end of the school or fiscal

year. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.10, Performance Review/Goal Setting Sessions).

### 6.3 TIMEKEEPING

**Non-Exempt Employees:** Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties. *[Organization Name]* does not pay for extended breaks or time spent on personal matters.

Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to the appropriate person.

**Time Sheets** – Non-exempt employees will be issued a time sheet. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur.

**Exempt Employees:** Exempt employees are responsible for following the school procedure for signing in and out.

### 6.4 OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action. The supervisor's signature on a timesheet authorizes pay for overtime hours worked.

### 6.5 PAYDAYS

All employees are paid on the 15<sup>th</sup> and the last day of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the prior day of operation.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.

For salaried employees, salary payments are made on a semi-monthly basis for base salary due up to the pay date. Overtime payment, which is included with the non-exempt employee's base

salary payment, is also paid semi-monthly. *[Organization Name]* pays all salaried employees on a twelve (12) month year, regardless of whether they work summers.

Hourly employees are paid semi-monthly on the same schedule as salaried employees. Hours worked from the 1<sup>st</sup> to the 7<sup>th</sup> of each month will be paid on or about the 15<sup>th</sup> of each month. Hours worked from the 8<sup>th</sup> to the 22<sup>nd</sup> will be paid on or about the final day of each month. Hours worked from the 23<sup>rd</sup> to the close of the month will be paid on the first paycheck of the following month, on or about the 15<sup>th</sup> of the next month. For more information on pay periods, please contact the Human Resources department.

Employees will be paid through direct deposit of funds to savings or checking accounts at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a *Direct Deposit Authorization* form may be obtained from Human Resources. Due to banking requirements it may take several weeks for activation of the Direct Deposit.

In the event of a lost paycheck please see Payroll for a *Stop Check Request Form*. In the event the lost paycheck is recovered and *[Organization Name]* identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to *[Organization Name]* within 24 hours of the time it is demanded.

A statement of earnings is available via Paychex website (access instructions below) each pay period to employees indicating Gross Pay, Statutory Deductions, and Voluntary Deductions. Voluntary deductions must be declared and authorized in writing by the employee through our "Voluntary Deductions Form". The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted.

The web address to view statement of earnings is <https://eservices.paychex.com>. Your Company ID is **0472-A962**. Your user name is the first initial of your first name and your entire last name (example: **jbean**). Your initial password is the first initial of your first name (**capitalized**) combined with the first initial of your last name (**capitalized**) and the last four digits of your Social Security number (example: using Joseph Bean with a Social Security # 123-45-6789, the password would be **JB6789**).

## 6.6 SALARY DEDUCTIONS

*[Organization Name]* will pay exempt employees a salary rather than by the hour. Once an employee's PTO (paid time off) days have been exhausted or are otherwise unavailable, *[Organization Name]* will deduct pay from an exempt employee's salary under the following circumstances: (i) one or more full days absences for personal reasons; (ii) one or more full day absences for illness, injury, or sickness, (iii) one or more full day disciplinary suspensions; and (iv) partial or full day absences during an approved family or medical leave. *[Organization Name]* will not deduct pay from an exempt employee's salary if the employee has a partial day absence. Exempt employees who believe that *[Organization Name]* made an incorrect or improper salary deduction should promptly report the deduction to their supervisors or the Human Resources Department. If *[Organization Name]* incorrectly or improperly made a deduction from an exempt employee's salary, it will reimburse the employee for the deducted pay. *[Organization Name]* reserves the right to terminate employment once absenteeism exceeds paid or unpaid leave available.

## **6.7 EFFECTIVE DATE OF COMPENSATION CHANGES**

Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change.

## **6.8 DIRECT DEPOSIT**

Direct payroll deposit is the automatic deposit of your pay into the financial institution account of your choice. All employees are paid by direct deposit.

## **6.9 ERROR IN PAY**

Every effort is made to avoid errors in your paycheck. Employees who believe an error has been made should tell the Senior Accountant immediately. They will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day.

## **6.10 WAGE GARNISHMENT**

*[Organization Name]* hopes that its employees will manage their financial affairs so that it will not be obligated to execute any court-ordered wage garnishments. However, when an employee's wages are garnished by court order, *[Organization Name]* is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. *[Organization Name]* will, however, honor the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an employee's paycheck. A \$3.00 service fee may be charged per check written to cover the administration of the above, if permitted by the judgment of garnishment.

## **SECTION 7**

### **BENEFITS AND TIME OFF**

#### **7.1 GROUP BENEFITS**

*[Organization Name]* offers a benefits program for its regular full-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

#### **Purpose and Policy**

*[Organization Name]* strives to provide the best, most equitable and cost-effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various benefit forms on your behalf, the total cost to

provide the benefit program described in this Handbook and other documents is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or nonexempt status, unless otherwise provided in a particular benefit plan.

Some benefits may earn credit during your new-hire introductory period, but eligibility to use the benefit will not occur in most cases until you obtain regular status, or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

### **Employee Cost Sharing**

Discretionary employment benefits, those benefits that are not mandated by state or federal law, are selected and controlled by *[Organization Name]*. Decisions to provide and continue providing these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. Where costs of discretionary insurance benefit plans exceed the organization's interest, ability, or willingness to pay the full premium rate to maintain the current benefit level, you may be required to share in the cost to continue the insurance plan coverage.

### **Benefit Design and Modification**

*[Organization Name]* reserves the right to design plan provisions and to add, eliminate, or in other ways modify any discretionary benefits described in this Handbook or elsewhere in plan documents, where and when it is deemed in the organization's best interest to do so. These benefits are subject to change depending on management decision and resources. Therefore, it is not appropriate for you to make a serious personal decision based solely on the current presence of an organization benefit.

### **Benefit Plan Documents**

You will be provided with summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents will govern. All of these official documents are readily available from Human Resources Department for your review. We ask that you refer any questions about this information to the Human Resource Department.

### *[Organization Name]* **Right to Modify**

*[Organization Name]* reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, *[Organization Name]* reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of our benefit programs, please contact Human Resources.

## **Other Benefits**

*[Organization Name]* will provide such other benefits to employees as may from time to time be mandated by applicable law and reserves the right at any time and from time to time to terminate, substitute or modify such benefits to the extent permissible under applicable law.

## **7.2 COBRA BENEFITS**

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under *[Organization Name]* health plan when a “qualifying event” would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at *[Organization Name]* group rates plus an administration fee. *[Organization Name]* or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under *[Organization Name]* health insurance plan. The notice contains important information about the employee's rights and obligations.

## **7.3 SOCIAL SECURITY/MEDICARE**

If you are a full time regular employee contributing to Teachers Retirement System of *[Insert State Name]*, your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security Law, there are two ways your Social Security benefit may be affected.

1. Windfall Elimination Provision
2. Government Pension Offset

For more information please contact the Human Resources Department.

*[Organization Name]* withholds income tax from all employees' earnings and participates in FICA (Social Security), for temporary employees and Medicare withholding and matching programs as required by law.

## **7.4 RETIREMENT**

*[Organization Name]* offers participation in a state retirement plan for those employees who are eligible to participate.

## **7.4 PAID TIME OFF (PTO)**

Paid time off (PTO) provides regular full time staff members with an entitlement of days away from work with pay upon the completion of a 30 day Introductory Period. PTO days may be used for vacation, personal time, illness or time off to care for family or dependants. PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible. Employees using extended PTO time (in excess of 3 days) must submit a request at least two weeks before the extended PTO or if used as sick time the employee must submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Temporary employees, part time employees, workers being paid short or long-term disability insurance, and workers being paid workers' compensation are not eligible to receive or accrue PTO.

PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, or immediately before or after holidays without supervisor's permission. See your supervisor for specific department blackout dates.

From their date of hire all 12-month, 11-month, 10-month, 9.75-month and 9.5-month school based employees are eligible to earn up to ten (10) days of PTO during their scheduled work year. All 12-month school based non-administrators are eligible to earn up to twenty (24) days of PTO during their scheduled work year. 12-month administrators and Central Office employees are eligible to earn up to twenty four (24) days of PTO during their scheduled work year. All employees should refer to the "use it or lose it" policy under Carryover.

### **Carryover**

Each employee may carry over 15 days of accrued PTO over into the next fiscal or school year. Employees are responsible for monitoring their PTO over the course of the school year.

### **Use it or Lose it Policy**

All employees will follow the "use it or lose it" policy. PTO time in excess of 15 days not taken by the end of the school year (for school based employees) or by June 30<sup>th</sup> (for administrators or central office employees) will be lost.

### **PTO Exceptions:**

- Employees, who miss more than three consecutive unscheduled days, may be required to present a doctor's release to the Human Resources department and/or Supervisor that permits them to return to work.
- PTO taken in excess of the PTO accrued can result in disciplinary action up to and including employment termination. This time will be unpaid. The only possible exception to this policy must be granted by the employee's supervisor.
- Under the Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time.
- Employees will not take any paid time off days while on FMLA leave or any other unpaid leave of absence.

- In the event an employee has exhausted his or her PTO, any additional time off must be approved by your supervisor and will be taken without pay.
- Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.
- Upon the voluntary or involuntary termination of employment, employees will be paid their earned PTO based on their date of separation and their hourly rate of pay.
- PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.
- Under the Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time.
- Employees will not take any paid time off days while on FMLA leave or any other unpaid leave of absence.
- In the event an employee has exhausted his or her PTO, any additional time off must be approved by your supervisor and will be taken without pay.
- Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.
- Earned PTO cannot be taken before it is accrued and approved

## 7.5 DONATION OF PTO

*[Organization Name]* recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available paid time off. To address this need all eligible employees will be allowed to donate PTO time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

### Eligibility

Employees who donate sick/personal time must be employed with *[Organization Name]* for a minimum of 6 months.

### Guidelines

Employees who would like to make a request to receive donated sick/personal time from their co-workers must have a situation that meets the following criteria:

- **Family Health Related Emergency-** Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.
- **Other Personal Crisis-** A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence such as a fire or severe storm.

Employees who donate sick/personal time from their unused balance must adhere to the following requirements:

- Donation minimum- 4 hours
- Donation maximum- 40 hours or no more than 50 % of your current balance



**Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future sick/personal time to donate.**

- Employees who receive donated sick/personal time may receive no more than 40 hours within a 12 month period.
- Employees who are currently on an approved leave of absence cannot donate sick/personal time.

### **Procedure**

- Employees who would like to make a request to receive donated PTO time are required to complete a Donation of Sick/Personal Time Request Form which includes authorization to present their request to the employees of [*Organization Name*] for the sole purpose of soliciting donations.
- Employees who wish to donate PTO time to a co-worker in need must complete a Donation of Sick/Personal Time Form.
- All forms should be returned to the SOM or the Human Resources Department before leave is taken.

### **Approval**

- Requests for donations of sick/personal time must be approved by the employee's immediate supervisor.
- If the recipient employee has available PTO time in their balance, this time will be used prior to any donated PTO time. Donated sick/personal time may only be used for time off related to the approved request. PTO time donated that is in excess of the time off needed will be returned to the donor.

## **7.6 RECORD KEEPING**

The School Operations Manager, for school based employees, and the Human Resources department, for central office employees, keep a record of PTO days accrued, used and donated. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

## **7.7 HOLIDAYS**

[*Organization Name*] recognizes the following paid holidays for all school employees except 12 month administrators:

- Labor Day (Monday, September 6, 2010)
- School Holiday (Friday, October 8, 2010 **BATON ROUGE SCHOOLS ONLY**)
- Thanksgiving Break (Monday, November 22 – Friday, November 26, 2010)
- Winter Break (Monday, December 20- Friday, December 31, 2010)
- Martin Luther King, Jr. Day (Monday, January 17, 2011)
- Mardi Gras (Monday, March 7, - Tuesday, March 8, 2011 **POINTE COUPEE CENTRAL ONLY**)

- Mardi Gras (Monday, March 7, - Wednesday, March 9, 2011 **BATON ROUGE SCHOOLS ONLY**)
- Easter Break (Friday, April 22 – Friday, April 29, 2011)

*[Organization Name]* recognizes the following paid holidays for 12 month school based administrators and central office staff:

- Labor Day (Monday, September 6, 2010)
- Thanksgiving (Wednesday, November 24-Friday, November 26, 2010)
- Christmas (Friday, December 24-Monday, December 27, 2010)
- New Year's Holiday (Friday, December 31, 2010)
- Martin Luther King, Jr. Day (Monday, January 17, 2011)
- Mardi Gras (Monday, March 7, - Tuesday, March 8 2011)
- Easter Break (Friday, April 22, 2011)
- Memorial Day (Monday, May 30, 2011)
- Independence Day (Monday, July 4, 2011)

Unless otherwise provided in this policy, all *[Organization Name]* employees will receive time off with pay at their normal base rate for each observed holiday. Employees on a leave of absence are ineligible for holiday benefits that accrue while on leave. Temporary and part time employees are not eligible to receive holiday pay.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval
- At the request/approval of their supervisor, Principal or Assistant Principal
- Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved vacation

## **7.8 BEREAVEMENT**

*[Organization Name]* provides full-time employees up to three days paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, dependent, sibling, stepsibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five days with prior approval from your supervisor.

## **7.9 JURY DUTY**

*[Organization Name]* encourages and expects all employees to fulfill their civic responsibility by serving jury duty when required. *[Organization Name]* employees summoned for jury duty will be granted a leave of absence for the period of time required for such jury duty. The leave of absence will be granted without loss of PTO or any other benefit. If employee is present at court and has not been picked to serve trial he or she must turn in hours served from the clerk of court

to their supervisor daily. If employee has been picked to serve trial, all time after the first day, he or she will be paid the difference between his or her regular salary or wage and the amount he or she receives as a juror. Any employee summoned for jury duty must provide his or her supervisor with an authentic summons, subpoena, or notice for such duty and upon returning to work must present proof of jury duty service, including the dates of the employee's service. Employees are expected to return to work if they are excused for jury duty during their regular working hours.

## **7.10 MILITARY DUTY**

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Leave and Re-employment Act and applicable state regulations. The policy covers those employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training.

### **Eligibility**

All employees of the organization except those hired on a temporary basis are eligible for the leave.

### **Length of Leave**

The length of the military leave is determined by the uniformed services organization calling you to active duty or military encampment.

### **Request Procedure**

You must provide written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

### **Pay While on Leave**

Military leaves are without pay unless you elect to utilize vacation benefits earned before commencement of the leave and are otherwise eligible to use such benefits. You must request and obtain approval to receive vacation pay during military leaves of absence.

### **Status of Benefits**

Reservists, National Guard members and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation and length of service pay increases, as may be from time to time provided by applicable statutes of the United States and the state of *[Insert State Name]*. You may maintain health care insurance benefits for

up to 18 months while on leave by paying the insurance premium through COBRA for any leave extending beyond 30 days.

## **Reinstatement**

If you are returning from a Uniformed Service Leave, you must report to work or request re-employment within prescribed time limits, which are based on the length of the leave:

1 to 30 days: You are expected to report to work on the first regularly scheduled workday following completion of training and you will be reinstated to the same position you held at the time the service leave began.

31 to 180 days: If you are a Reservist or National Guard member returning from initial active duty for training you must submit an application for re-employment within 31 days after release from service under honorable conditions. You will be returned to the same position held at the time the service leave began, provided the leave has been for less than 90 days in length. If 91 days or longer, when you return you will be reinstated to the same job, or comparable job in terms of like seniority, status and pay, as long as you are qualified to perform the duties.

181 days or longer: If you are returning from active duty in the armed services, you must submit an application for re-employment within 90 days after completion of satisfactory service. You will be reinstated to an equivalent position as long as you are qualified to perform the duties and the organization's circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment. When returning, you are required to provide documentation to verify your rights to re-employment, including your separation papers. Time limits for application for re-employment are extended for up to two years for disabled veterans.

Failure to file an application within the required time period forfeits the right to re-employment.

## **7.11 FAMILY MEDICAL LEAVE ACT (FMLA)**

Eligible employees may take up to 12 workweeks of unpaid, job protected leave under the Family and Medical Leave Act ("FMLA") in a 12-month period for specified family and medical reasons. Additional information regarding this policy may be obtained from the Human Resource Manager.

### **Employee Eligibility**

To be eligible for FMLA leave, you must have:

- Worked for [Organization Name] for at least 12 months; and
- Worked at least 1250 hours for [Organization Name] during those 12 months.

### **Conditions Triggering Leave**

FMLA leave may be taken for any of the following reasons:

1. The birth of an employee's child and to care for the newborn child;

2. The placement and care for a newly adopted or recently placed foster child;
3. To care for a spouse, child, or parent (but not parent-in-law) who has a serious health condition; or
4. An employee's own serious health condition that renders the employee unable to perform one or more of the essential functions of his or her job.

### **Duration of Leave**

Eligible employees may receive up to 12 workweeks of unpaid leave during a “rolling” 12-month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be completed within 12 months of the birth or placement.

### **Use of Accrued Paid Leave**

Any unused paid leave that is available at the time of the request for the FMLA leave will be applied concurrently and at the beginning of the leave. Except for any paid leave that is applied, an employee is not entitled to any compensation during the FMLA leave.

### **Intermittent Leave**

Employees may request intermittent leave or reduced schedule leave to care for a family member with a serious health condition or if you have a serious health condition that warrants such a request.

### **Notice and Medical Certification**

When seeking FMLA leave, employees must provide:

- Thirty (30) days advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of an unforeseeable leave;
- Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member must be returned before your leave begins, or if not possible, within 15 days of [Organization Name] request to provide the certification. If you fail to do so, [Organization Name] may delay the commencement of your leave or withdraw any designation of FMLA leave, in which case your leave of absence would be unauthorized, subjecting you to discipline up to and including termination. Second to third opinions and periodic recertification may also be required;
- Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
- Medical certification of fitness for duty before returning to work if the leave was due to your serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

### **Maintenance of Benefits**

While on a leave of absence provided for under this policy, *[Organization Name]* will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave during any one year period. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. Employees who fail to return to work after expiration of FMLA leave may be required to reimburse the *[Organization Name]* for health insurance premiums paid during the leave.

Other accumulated fringe benefits such as retirement, service credits and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not be earned or accrue further during any such leave period.

### **Reinstatement**

Subject to certain exceptions permitted by law, *[Organization Name]* will restore employees to their original and equivalent positions upon return from FMLA leave. If, due to medical circumstances, you are no longer able to perform your original job, *[Organization Name]* will attempt to transfer you to alternate suitable work, if available.

### **Definitions**

For purposes of this policy:

- A child is defined as a natural, adopted, or foster child, a stepchild or a legal ward;
- A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
- A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving a) inpatient care in a hospital, nursing home, or hospice; or b) outpatient care requiring continuing treatment or supervision from a health care professional.

### **7.12 PROFESSIONAL DEVELOPMENT**

*[Organization Name]* expects all employees to maintain necessary certifications and encourages all employees to attend meetings, conferences, and other educational sessions that provide training and ideas helpful to the development or operation of its schools. Employee requests to attend short-term professional development opportunities (two days or less) not sponsored by *[Organization Name]* are subject to the approval of the Principal or the Chief Academic Officer.

Employees will be allowed with the approval of their supervisor and the Chief Academic Officer to attend extended professional development programs. Extended professional development programs are considered more than two days. An employee will be expected to make up the time missed at work while participating in the extended program or choose to take an unpaid leave of absence to complete the program.

Throughout the course of the year, the school will have numerous options available to make up the time spent in an extended program. Those include assistance with preparing the school before it opens in the Fall or once school starts. These activities may take place after hours or on weekends. A determination regarding how and when you will make up this time will be decided on an individual basis. The school is willing to work with you in this regard; however, if this time is not made up, a pay adjustment may be required.

Employees should submit written requests to take professional development days to their supervisors for approval. The request shall include a printed or written agenda and/or printed material pertaining to the professional development. *[Organization Name]* requests that employees submit requests to take professional development days at least 10 days for in town events and at least 30 days for out-of town events. The granting of request will be solely in the discretion of the Principal or Chief Academic Officer.

## SECTION 8 SEPARATION OF EMPLOYMENT

### 8.1 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by *[Organization Name]*.
- **Layoff/Non-Retention** – involuntary employment termination initiated by *[Organization Name]* for non-disciplinary reasons.
- **Surplus**-involuntary employment termination initiated by *[Organization Name]* for budgetary reasons.

When a non-exempt employee intends to terminate his/her employment, he/she shall give *[Organization Name]* at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.

Since employment with *[Organization Name]* is based on mutual consent, both the employee and *[Organization Name]* have the right to terminate employment at will, with or without cause.

Any employee who terminates employment with *[Organization Name]* shall return all files, records, keys, and any other materials that are property of *[Organization Name]*. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to *[Organization Name]* will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee's expense (See Section 5, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

### 8.2 OFFER LETTERS: NON-RENEWAL, RENEWAL

All new employees are given an initial offer letter as a term of employment.

## Non-Renewal of Offer Letter

At the time designated by the School Calendar, a supervisor may recommend Non-Renewal of an employment offer, effective at the end of the current school year. The reasons for non-renewal cannot be based on an employee's exercise of Constitutional rights, or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age. Reasons for a recommendation of Non-Renewal must be based on one of the following:

- Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communication.
- Failure to fulfill duties or responsibilities.
- Incompetency or inefficiency in the performance of required or assigned duties.
- Inability to maintain discipline in the classroom or at assigned school-related functions.
- Insubordination or failure to comply with official directives.
- Failure to comply with policies or administrative regulations.
- Conducting personal business during school hours when it results in neglect of duties.
- Reduction in Force (RIF) because of financial exigency or program change.
- Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.
- The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property, working in the scope of the employee's duties, or attending any school or school sponsored activity.
- Conviction of a felony or any crime involving moral turpitude.
- Failure by an employee to report his or her indictment, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy.
- Failure to meet the Association's standards of professional conduct.
- Failure to comply with reasonable requirements regarding advanced coursework or professional improvement and growth.
- Disability, not otherwise protected by law, which impairs performance of required duties.
- Immorality which is conduct the Association determines is not in conformity with the accepted moral standards of the community. Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
- Any activity, school-connected or otherwise, because of the publicity given it, or knowledge of it among students, faculty, community, impairs or diminishes the employee's effectiveness in the Association.
- Reasons specified in individual employment offer letters reflecting special conditions of employment such as but not limited to failure to fulfill requirements for certification.
- Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
- A significant lack of student progress.
- Assault on an employee or student.
- Falsification of records or other documents related to the Association's activities.
- Falsification of required information on an employment application.
- Misrepresentation of facts to a supervisor.
- Any attempt to encourage or coerce a child to withhold information from the child's parent.

## Renewal



Renewal offer letters will be issued at the end of the school or fiscal year.

### **8.3 EXIT INTERVIEWS**

In a termination or voluntary resignation situation, *[Organization Name]* management likes to conduct exit interviews to discuss an employee's reasons for leaving and any other impressions that the employee may have about *[Organization Name]*. During the exit interview, employees can provide insights into areas for improvement that *[Organization Name]* can make. Every attempt will be made to keep all information confidential.

### **8.4 RETURN OF *[Organization Name]* PROPERTY**

Property issued/purchased for you, such as, but not limited to, computer equipment, keys, communication device, and petty cash must be returned to *[Organization Name]* at the time of employee's separation of employment from *[Organization Name]*. Employees will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from the employee's paycheck. Employees may be required to sign a wage deduction authorization form for this purpose.

### **8.5 POST EMPLOYMENT INQUIRIES**

*[Organization Name]* does not respond to oral requests for references. In the event an employee's employment with *[Organization Name]* is terminated, either voluntarily or involuntarily, *[Organization Name]* may be able to provide a reference to potential employers only if the employee has completed and signed a release form. Employees of *[Organization Name]* should not under any circumstances respond to any requests for information regarding another employee unless it is part of their assigned job responsibilities. Employees who receive requests for information regarding other employees should forward those requests to their supervisor who should then forward them to the Director of Human Resources.

## **SECTION 9 EMPLOYEE COMMUNICATIONS**

### **9.1 COMPUTER, E-MAIL AND INTERNET POLICY**

*The following policy applies only to those employees with access to [Organization Name] computers and the Internet.*

Every employee is responsible for using *[Organization Name]* computer system, including, without limitation, its electronic mail (E-mail) system and the Internet, properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resource Manager.

#### ***The Computer System Is [Organization Name] Property***

The computers that you use at work and the E-mail system are the property of [Organization Name] and have been provided for use in conducting [Organization Name] business. All communications and information transmitted by, received from, created or stored in its computer system (whether through word processing programs, E-mail, the Internet or otherwise) are [Organization Name] records and property of [Organization Name]. The computer system is to be used for [Organization Name] purposes only. Employees may, however, use [Organization Name] technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with [Organization Name] business, and does not violate any [Organization Name] policy: (1) To send and receive necessary and occasional personal communications; (2) To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner; (3) To use the telephone system for brief and necessary personal calls; and (4) To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

### ***No Expectation of Privacy***

Although [Organization Name] does not wish to examine personal information, from time to time [Organization Name] may need to access its technology resources. [Organization Name] has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, without limitation, reviewing documents created and stored on its computer system, deleting any matter stored in its system (including, without limitation, its E-mail and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing E-mail sent and received by users. Further, [Organization Name] may exercise its right to monitor its computer system for any reason and without the permission of any employee. Employee use of [Organization Name] computer system constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the computer system (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from [Organization Name] computers is not assured. Use of passwords or other security measures does not in any way diminish [Organization Name] right to monitor and access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to [Organization Name] as files may need to be accessed by [Organization Name] in an employee's absence or for any other reason that [Organization Name] in its discretion deems appropriate. Further, employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages and other files may be stored on a central back-up system in the normal course of data management.

**Therefore, employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system.**

Notwithstanding the foregoing, even though [Organization Name] has the right to retrieve, read and delete any information created, sent, received or stored on its computer system, E-mail messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of a supervisor.

### ***Professional Use of Computer System Required***

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on *[Organization Name]* letterhead. Because E-Mail and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the employee or *[Organization Name]* if disclosed in litigation or otherwise. Finally, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship absent the express permission of their supervisor.

### ***Offensive and Inappropriate Material***

*[Organization Name]* policy against discrimination and harassment, sexual or otherwise, applies fully to *[Organization Name]* computer system, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in *[Organization Name]* computers. Employees encountering or receiving this kind of material should immediately report the incident to the Human Resources Department.

*[Organization Name]* may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by *[Organization Name]* networks. Notwithstanding the foregoing, *[Organization Name]* is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to *[Organization Name]* blocking software.

### ***Solicitations***

*[Organization Name]* computer system (including, without limitation, its E-Mail system) may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job related solicitations. Approval from a supervisor is required before anyone can post any information on commercial on-line systems or the Internet.

### ***Licenses and Fees***

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of a supervisor.

### ***Games and Entertainment Software***

Employees may not use an *[Organization Name]* Internet connection to download games or other entertainment software, or to play games over the Internet.

### ***Confidential Information***

Employees may not transmit information over the Internet or through e-mail that is confidential or proprietary. Employees are referred to *[Organization Name]* “Confidential Nature of Work” policy, contained herein, for a general description of what *[Organization Name]* deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information which may be considered confidential or proprietary.

### ***Copyrights and Trademarks***

*[Organization Name]* computer system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from a supervisor. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Further, any *[Organization Name]*-approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of *[Organization Name]*, employees posting information must include a disclaimer in that information stating, “Views expressed by the author do not necessarily represent those of *[Organization Name]*.”

### ***Maintenance and Security of System***

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to *[Organization Name]* network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to *[Organization Name]* network.

In addition, files obtained from sources outside *[Organization Name]*, including disks brought from home; files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage *[Organization Name]* computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-*[Organization Name]* sources, without first scanning the material with *[Organization Name]*-approved virus checking software. If you suspect that a virus has been introduced into *[Organization Name]* network, notify technology personnel immediately.

### ***Violations of Policy***

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

### ***Amendment and Modification of Policy***

[*Organization Name*] reserves the right to modify this policy at any time, with or without notice. In particular, [*Organization Name*] may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

### ***Acknowledgment***

Employees acknowledge this policy by signing the receipt of this handbook.

## **9.2 EMPLOYER INFORMATION AND PROPERTY**

The protection of [*Organization Name*] business information, property and all other [*Organization Name*] assets are vital to the interests and success of [*Organization Name*]. No [*Organization Name*] related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of [*Organization Name*]) may, therefore, be removed from [*Organization Name*] premises or disclosed to without permission from the Chief Executive Officer. In addition, when an employee leaves [*Organization Name*], the employee must return to [*Organization Name*] all [*Organization Name*] related information and property that the employee has in his/her possession, including without limitation, documents, roll books, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary or legal action.

## **9.3 INTERNAL INVESTIGATIONS AND SEARCHES**

From time to time [*Organization Name*] may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

Whenever necessary, in [*Organization Name*] discretion, employees' work areas (*i.e.* desks, file cabinets, lockers, etc.) and personal belongings (*i.e.* brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for [*Organization Name*] property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to [*Organization Name*].

[*Organization Name*] will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so.

## **9.4 CELL PHONE POLICY**

[*Organization Name*] will provide PDA devices to various individuals based on need. The PDA device or cell phone is the property of the [*Organization Name*] and should be cared for. If the device is broken or damaged by the employee, the amount to replace the device will be deducted from the paycheck of that employee. This device is provided to you to ensure that you are reachable by other [*Organization Name*] personnel for any [*Organization Name*] matter during business and off-business hours. To get specifics regarding your plan, please refer to the Property Use Authorization form. The PDA device and cell phone must be returned to [*Organization*

*Name]* upon termination of employment, no matter the reason for leaving [*Organization Name*]. If the device is not returned, its replacement cost will be deducted from the final paycheck.

## **9.5 SAFETY**

The management of [*Organization Name*] is committed to providing the resources and manpower necessary to develop, implement, and administer a safety program for the protection of its employees. All management personnel and employees are expected to meet their responsibilities to make the safety program effective and productive. Periodic reviews of our safety program will be conducted by management to maintain its effectiveness.

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor, Principal, Assistant Principal or School Operations Manager. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employer Report of Injury/Illness Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

### **Safety Rules**

1. Smoke only in approved areas.
2. Horseplay and fighting will not be tolerated in the workplace.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the workplace. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required, particularly if you drive a vehicle on company business.
4. Report all work related injuries to your supervisor immediately.
5. Immediately report accidents, near accidents, and property damage to your supervisor regardless of severity.
6. Use required personal protective equipment (PPE) and/or safety procedures to protect yourself from potential hazards that cannot be eliminated. Maintain your PPE in good condition.
7. Operate equipment only if you are trained and authorized.
8. If you do not understand your job assignment, ask your supervisor for help.
9. Inspect your workstation for potential hazards and ensure that the equipment is in safe operating condition before using it.
10. Immediately report any unsafe condition or act to your supervisor. Take any temporary corrective action you can to render the area safe until permanent corrections can be made.
11. If your work creates a potential hazard, correct the hazard immediately or use safety tape to isolate the area before leaving it unattended.
12. If there is any doubt concerning the safety work method to be used, consult your supervisor before beginning the work.
13. Follow recommended work procedures outlined for the job including safe work methods.
14. Maintain an orderly environment. Store all equipment in a designated place. Put scrap and waste material in a refuse container.

15. Report any smoke, fire, or unusual odors to your supervisor.
16. Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting should be determined by your immediate supervisor.
17. Never attempt to catch a falling object.
18. Comply with all state and local traffic laws, signs, signals, markers, and persons designated to direct traffic. Fasten seat belts before driving any motor vehicle.
19. Know and follow departmental rules regarding first aid, emergency procedures, evacuation routes, and fire department notification.
20. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Employees who do not comply with these safety rules may be subject to disciplinary action and may be considered undesirable for continued employment with *[Organization Name]*.

## **9.6 NO SOLICITATION/DISTRIBUTION POLICY**

Non-employee visitors have a limited right of access to *[Organization Name]* facilities and should only be on *[Organization Name]* property for purposes directly related to their children's education. Visitors who are not visiting for the purpose of directly dealing with their child should report to the Principal or Business Office and will only be allowed visitation for purposes of proper sales or maintenance and repair. Exceptions to this policy can be obtained only through administrative approval to non-employee representatives of a limited number of charitable non-profit organizations. Employees may not engage in solicitation or in the distribution of literature during working time in working areas. Working time means the period scheduled for the performance of job duties, not including meal times, break times, or other periods when employees are properly not engaged in performing work-related duties. Employees on their meal times break times, or other non-working times may not solicit or distribute literature to other employees during the working time of such employees. Bulletin boards on employer property are to be used for official purposes only to notify employees about information approved in advance by management. Only those management employees designated by *[Organization Name]*, may post material on, or remove material from, official bulletin boards.

## **9.7 FEE AND CASH COLLECTION**

No staff member, other than specifically authorized individuals, is permitted to accept cash and/or checks. All school events, for which money is collected, must be approved by the Principal and the Finance Department. The Site Operations Manager will supervise the collection of all fees and will be responsible for managing the receipts with the Finance Department. Teaching staff and students are not permitted to do fundraising or fee collection; rather, all financial transactions should be coordinated with the Site Operations Manager and Finance Department. Teachers and staff are not permitted to conduct personal sales or fundraising (such as Avon, bath/beauty products, etc). Cash and/or checks should not be stored or locked in staff offices or desks.

## **9.8 TUITION ASSISTANCE**

Please see the Director of Human Resources for guidance regarding Tuition Assistance.

## 9.9 NEPOTISM

[*Organization Name*] permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of [*Organization Name*], create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household.

[*Organization Name*] will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of [*Organization Name*], a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

Any exceptions to this policy must be approved by the Chief Executive Officer.

## 9.10 VIOLENCE IN THE WORKPLACE

[*Organization Name*] has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect [*Organization Name*] or which occur on [*Organization Name*] property will not be tolerated. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at [*Organization Name*] or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on [*Organization Name*] premises, regardless of the relationship between [*Organization Name*] and the parties involved.
- All threats or acts of violence occurring off [*Organization Name*] premises involving someone who is acting in the capacity of a representative of [*Organization Name*].

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- Intentional destruction or threatening to destroy [*Organization Name*] property.
- Making harassing or threatening phone calls.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.



*[Organization Name]*'s prohibition against threats and acts of violence applies to all persons involved in *[Organization Name]* operation, including but not limited to personnel, contract, and temporary workers and anyone else on *[Organization Name]* property. Violations of this policy by any individual on *[Organization Name]* property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors.

### **9.11 BUILDING SECURITY**

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on Company property after hours without prior authorization.

### **9.12 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY**

Only authorized persons may purchase supplies in the name of *[Organization Name]*. No employee whose regular duties do not include purchasing shall incur any expense on behalf of *[Organization Name]* or bind *[Organization Name]* by any promise or representation without written approval.

### **9.13 EXPENSE REIMBURSEMENT**

Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements under \$25.00 will be included in the employee's next regular paycheck. An example of such an expense would include mileage. If the amount is more than \$25.00, the reimbursement request will be processed like an invoice. All completed reimbursement request forms should be turned in to Accounts Payable/Payroll Department.

### **9.14 PARKING**

Employees must park their cars in areas indicated and provided by the *[Organization Name]*.

### **9.15 PUBLIC IMAGE**

A professional appearance is important anytime that you come in contact with parents and visitors. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The following items are considered inappropriate working attire for *[Organization Name]*:

- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short mini skirts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising]

If management occasionally designates "casual days," appropriate guidelines will be provided to you.

Consult your supervisor if you have any questions about appropriate attire.

## **Appendix A**

### **Employee Handbook Acknowledgment**

I acknowledge that I have received a copy of *[Organization Name]* Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor or the Human Resource Manager. I understand that, except as otherwise provided in a contract of employment signed by the Chief Executive Officer, *[Organization Name]* is an "at will" employer and as such employment with *[Organization Name]* is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of *[Organization Name]* (except the Chief Executive Officer) has the authority to enter into any agreement for employment for any specified period of time, or to make any

agreement contrary to the above. In addition, I understand that this Handbook states [Organization Name] policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with [Organization Name] for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the HR Department.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

SAMPLE  
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