



Employee Handbook 2024-2025

WELCOME!

Welcome to **Learn4Life High School - Charleston** (hereinafter referred to as the “organization.”). We believe that outstanding people are the key to our success. Through the efforts of our employees, we have established ourselves as a leading organization in our community. To ensure our continued success, we feel it is important that all employees understand our policies and procedures. This handbook is intended to help familiarize you with them, as you are required to comply with all applicable policies in this handbook. We encourage you to use this handbook as a valuable resource for understanding our organization.

If you have questions regarding your employment or anything contained in these policies, please speak with your supervisor or People Services.

Our best wishes to you and thank you for using this tool in getting to know our organization.

OUR MISSION

At Learn4Life Charleston, we are helping students overcome barriers to attaining a high school diploma and prepare for life beyond high school.

TABLE OF CONTENTS

SECTION ONE – INTRODUCTORY POLICIES.....	8
1.1 The Purpose of this Handbook	8
1.2 Integration Clause/Right to Revise	8
1.3 At-Will Employment Status.....	8
1.4 Notice of Non-Discrimination and Policy.....	9
1.5 Interactive Process and Reasonable Accommodation.....	9
1.6 Americans with Disabilities Act (“ADA”)	9
1.7 Workplace Equality	10
1.8 Workplace Diversity.....	10
1.9 Discrimination, Harassment, and Retaliation Prevention.....	10
1.13 Child Abuse and Neglect Reporting.....	13
1.14 Electronic Signature.....	13
1.15 Copyright	14
1.16 Mandatory Arbitration Policy and Agreement	14
SECTION TWO – EMPLOYMENT POLICIES AND PRACTICES	15
2.1 Employment Application	15
2.2 Criminal Background Checks	15
2.3 Tuberculosis Testing.....	15
2.4 Immigration Compliance	16
2.5 Compensation Philosophy	16
2.6 Job Descriptions.....	17
2.7 Employee Development and Performance Management	17
2.8 Employment Classifications	17
2.9 Employee Classifications.....	18
2.10 Workweek.....	18
2.11 Work Schedule.....	19
2.12 Work Location.....	19
2.13 Telework	19
2.14 Meal and Rest Periods	19
2.15 Lactation Accommodation.....	20
2.16 Timekeeping Requirements.....	20
2.17 Overtime Work Hours.....	21
2.18 Overtime Pay	21

2.19	Double Time Work Hours and Pay	21
2.20	Payment of Wages	21
2.21	Payroll Direct Deposit	21
2.22	Payroll Withholdings.....	22
2.23	Wage Garnishments	22
2.24	Expense Reimbursement	22
2.25	Personal Information Changes	23
2.26	Certifications and Licenses	23
2.27	Personnel Files and Record Keeping Protocols.....	23
2.28	Employment Verifications and Reference Requests	24
2.29	Open-Door Policy.....	24
2.30	Employment of Relatives	24
2.31	Conflicts of Interest	24
2.32	Outside Employment.....	24
2.33	Corrective Action	25
2.34	Notice of Resignation.....	25
2.35	Voluntary Separation of Employment	25
2.36	Involuntary Separation of Employment.....	26
2.37	Reduction in Force	26
2.38	Final Pay	26
2.39	Re-Employment	26
SECTION THREE – STANDARD OF CONDUCT.....		27
3.1	Workplace Conduct	27
3.2	Professional Boundaries Policy: Employees and Students Interaction.....	28
3.3	Use of Electronic & Social-Media	28
3.4	Electronic Communications	29
3.5	Employee and Job Applicant Rights.....	30
3.6	Complaint Procedures	30
3.7	Whistleblower Policy	30
3.8	Violence-Free Workplace.....	32
3.9	Reporting Violent Behavior.....	32
3.10	Drug and Alcohol-Free Workplace.....	32
3.11	Alcohol at Organization-Sponsored Events and on organization Premises	33
3.12	Reasonable Suspicion	33

3.13	Reporting Substance Abuse	34
3.14	Attendance	34
3.15	Absences.....	34
3.16	Tardiness.....	34
3.17	Excessive Absenteeism and Tardiness	35
3.18	Grooming and Attire	35
3.19	Stakeholder Relations.....	36
3.20	Confidentiality	37
3.21	Business Ethics and Conduct Policy.....	38
SECTION FOUR – WORKPLACE SAFETY AND OPERATIONS		39
4.1	Workplace Safety and Violence Prevention.....	39
4.2	Workplace Safety Training	40
4.3	Security and Safety	40
4.4	Safety Suggestions	40
4.5	Safety Equipment.....	40
4.6	Identification Badge.....	40
4.7	Keys and Key Cards	40
4.8	Housekeeping	41
4.9	Ergonomics	41
4.10	On-The-Job Injuries	41
4.11	Workplace Smoking Ban.....	41
4.12	Reasonable Searches and Inspections.....	42
4.13	Restraining Orders and Domestic Violence	43
4.14	Inclement Weather.....	44
4.15	Public Emergency and Natural Disaster.....	44
4.16	Communicable Illness.....	45
4.17	Organization Property.....	47
4.18	Organization Equipment and Technology.....	47
4.19	Organization Vehicles and Business Travel	49
4.20	Organization Provided Equipment.....	51
4.21	Organization Provided Cell Phone	51
4.22	Return of Organization Property	52
4.23	Internet Usage	52
4.24	Employee Emails.....	53

4.25	Internal Communication.....	53
4.26	Media Relations.....	53
4.27	Publicity	54
4.28	Organization-Sponsored Social and Recreational Activities	54
4.29	Personal Use of Organization Telephones	54
4.30	Personal Use of Cell Phones	54
4.31	Personal Property/Employee Property.....	55
4.32	Solicitations.....	55
4.33	Conducting Personal Business	55
SECTION FIVE– EMPLOYEE BENEFITS.....		56
5.1	Insurance Benefits	56
5.2	Life Events and Benefits Enrollment	57
5.3	Retirement Savings Plan	57
5.4	Long-Term Illness or Permanent Disability	58
5.5	Workers’ Compensation Insurance.....	58
5.6	Employee Assistance Program.....	58
5.7	Health and Wellness.....	59
5.8	Consolidated Omnibus Budget Reconciliation Act (COBRA)	59
SECTION SIX – TIME OFF AND LEAVE OF ABSENCE		60
6.1	School Breaks, Holidays and Holiday Pay.....	60
6.2	Vacation Time Accruals.....	60
6.3	Sick Time Accruals	61
6.4	Leave of Absence	62
6.5	Family and Medical Leave Act	64
6.6	Pregnancy Accommodation Leave.....	68
6.7	Bereavement Leave	68
6.8	Jury Duty/Witness Leave	68
6.9	Military and Military Spousal Leave of Absence.....	68
6.10	Voting.....	69
6.11	Personal Leave	69
APPENDIXES		70
APPENDIX A		70
ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK AND COMPLIANCE WITH HANDBOOK		70
APPENDIX B		71

ELECTRONIC SIGNATURE POLICY ACKNOWLEDGEMENT.....	71
APPENDIX C	72
CONFIDENTIALITY AGREEMENT	72
APPENDIX D	73
VOICEMAIL, EMAIL, AND USE OF ORGANIZATION TECHNOLOGY ACKNOWLEDGEMENT.....	73
APPENDIX E.....	74
BUSINESS TRAVEL AND USE OF ORGANIZATION VEHICLES ACKNOWLEDGEMENT.....	74
APPENDIX F.....	75
MANDATORY ARBITRATION POLICY AND AGREEMENT.....	75
APPENDIX G	76
DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION	76
APPENDIX G - FORM 1	77
DISCRIMINATION, HARASSMENT, AND RETALIATION COMPLAINT	77
APPENDIX G - FORM 2	78
INTERNAL COMPLAINT FORM	78
APPENDIX H	79
ACKNOWLEDGEMENT OF RECEIPT OF PROFESSIONAL BOUNDARIES POLICY	79

SECTION ONE – INTRODUCTORY POLICIES

1.1 The Purpose of this Handbook

This Employee Handbook (hereinafter referred to as “Handbook”) is designed to acquaint you with the organization and provide you with information about working conditions, employee benefits, and some of the policies affecting employment. You must read, understand, and comply with all the provisions of this Handbook. (See **Appendix A** for the “Acknowledgement of Receipt of Handbook and Compliance with Handbook Form.”) It describes many of your responsibilities as an employee and outlines the programs developed by the organization to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

These policies are not meant to explain every employment situation but rather serve as guidelines; however, they are binding on employees. The **Board of Directors (“Board”)** may change any policy, procedure, rule, or benefit affecting its operations at any time with notice to employees. You are required to comply with the policies herein.

This Handbook is not intended to create any contractual guarantees of future employment for anyone employed by the organization. Employment at the organization is at-will and may be terminated at the will of either the organization or the employee at any time, with or without cause or advance notice. An employee’s status as an at-will employee may not be changed except in writing signed by the Board of Directors (“Board”) of the organization. At-will employment is the sole and entire arrangement between the organization and its employees concerning the duration of employment and the circumstances under which employment may be terminated by either party.

This Handbook is developed according to the requirements of South Carolina and Federal employment laws. Employees living and working outside of South Carolina may be subject to employment laws applicable to that state.

If anything in this Handbook is not compliant with current or future applicable law, the policies herein will be deemed altered only to the degree necessary to bring the policies into compliance with then-current law.

1.2 Integration Clause/Right to Revise

This Handbook contains the employment policies and practices of the organization in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements, or memoranda are declared out of date and no longer applicable.

The organization reserves the right to revise, modify, amend, rescind, delete, or add to any and all policies, procedures, work rules, practices, and benefits stated in this Handbook or in any other document.

All approved changes to this Handbook will be distributed to all employees either in writing or an electronic format so that employees will be aware of the new policies or procedures. Unless received in the above manner, there are no changes to the provisions in this handbook.

This Handbook sets forth the entire agreement between the employee and the organization as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this Handbook or in any other employee document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

1.3 At-Will Employment Status

All employees are employed on an at-will basis. Employment at-will may be terminated with or without cause, with or without notice, and at any time by the employee or the Organization. Nothing in this Handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Organization has any

authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Board of Directors or its Designee has the authority to make any such agreement, which is binding only if it is in writing.

1.4 Notice of Non-Discrimination and Policy

The organization is an equal opportunity employer and makes employment decisions on the basis of multiple factors that include merit, skill, and knowledge. We want to have the best available employees in every position. It is the policy of the organization to afford equal employment and advancement opportunity to all qualified individuals without regard to race, religion, color, sex, pregnancy, age, national origin, disability, or any other consideration made unlawful by federal, state, or local laws.

Organization policy prohibits unlawful discrimination based on or because of race, religion, color, sex, pregnancy (including because of or on the basis of medical needs arising from pregnancy, childbirth, or related medical conditions including but not limited to lactation), age (forty and over), national origin, disability, or any other consideration made unlawful by federal, state, or local laws. The organization also prohibits discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

The organization is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in organization operations and prohibits discrimination by any employee of the organization. We will make reasonable accommodation for religious practices, including religious attire and grooming.

The Non-Discrimination policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation, and benefits of existing employees.

1.5 Interactive Process and Reasonable Accommodation

The organization will work to make reasonable accommodations for employees with identified disabilities. We invite all individuals with disabilities to participate in good faith in the interactive process when requesting a reasonable accommodation. An employee requesting reasonable accommodation will provide medical or other professional evidence of the condition for which accommodation is being requested. A remote work arrangement will not generally be considered as an approved accommodation request.

Any applicant or employee who requires an accommodation to perform the essential functions of the job should contact People Services or Principal and request such an accommodation. A medical note is required to accompany an accommodation request. The individual with the disability should specify what accommodation is needed to perform the essential functions of their job. The organization then will investigate to identify the barriers that interfere with the employee or applicant's ability to perform their job or the job for which they have applied. The organization will identify possible accommodations, if any, that will help eliminate or accommodate the limitation when feasible. If the accommodation is reasonable and will not impose an undue hardship on the staff or the students we serve, the organization will make the accommodation. The Americans with Disabilities Act (ADA) and state law also require reasonable accommodations for individuals with disabilities (absent undue hardship). The ADA prohibits excluding individuals with disabilities from the workplace for health or safety reasons unless they pose a "direct threat" (i.e., a significant risk to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.)

1.6 Americans with Disabilities Act ("ADA")

The organization is committed to providing equal opportunity in employment to qualified individuals with disabilities in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and

Amendments Act of 2008, and all state fair employment statutes. It is the Organization's policies that all qualified individuals with disabilities are not discriminated against regarding any employment practices, terms, conditions and/or privileges of employment. This includes but is not limited to recruiting, testing, hiring, assignments, evaluations, corrective actions, training, promotions, layoffs/recalls, terminations, compensation, leaves and benefits.

1.7 Workplace Equality

The organization is committed to promoting equality in our choices and practices and to ensuring equality of opportunity and outcomes for our employees. We make every effort to ensure that our policies and processes are free of bias and that they support employees to balance work and life commitments.

All employees are afforded opportunities for training and support, professional conversations and reflections, job assignments and promotion. Opportunities abound for all employees to develop capacity in current positions and/or positions of added responsibility.

1.8 Workplace Diversity

The organization is committed to fostering a work environment of trust, fairness, and equality which allows everyone to contribute and share in success. We believe that virtues of goodness, truth, and humility are necessary elements in our work that benefits all employees, stakeholders, and the communities we serve. We support the development of a work culture whereby individual differences and similarities are respected and embraced. This diversity helps to create a stronger, more unified, and more successful organization.

The organization encourages employees at all levels to make decisions that are in accord with principles of equal opportunity and in the spirit of partnership. The organization culture is revolutionizing the way business gets done, the way we interact with each other, and the way we think and behave, through a shared vision of equality, compassion, reciprocity, and the common pursuit of care.

1.9 Discrimination, Harassment, and Retaliation Prevention

The organization is committed to providing a work and educational atmosphere that is free of unlawful discrimination, harassment, and retaliation. The organization is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, the organization has adopted and maintains this discrimination prevention policy designed to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in the workplace. The organization will implement appropriate corrective action(s), up to and including discipline, in response to misconduct – including violations of the organization's anti-discrimination policy – even if the violation does not rise to the level of unlawful conduct.

The organization's policy prohibits unlawful discrimination, harassment, and retaliation based upon based on race, color, religion, sex, pregnancy, national origin, age (40 and above), disability,

This policy applies to employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors who shall not be discriminated or harassed or retaliated against, based upon the characteristics noted above. In addition, this policy extends to conduct with a connection to an employee's work, even when the conduct takes place away from the organization's premises, such as a business trip or business-related social function.

The organization does not condone and will not tolerate unlawful discrimination, harassment, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the organization does business).

Supervisors or managers who learn of any potential violation of this policy are required to immediately report the

matter to People Services or its designee.

The organization will promptly investigate the facts and circumstances of any alleged violation, as appropriate. Even in the absence of a formal complaint, the organization may initiate an investigation where it has reason to believe that conduct that violates this policy has occurred. Moreover, even where a complainant conveys a request to withdraw their initial formal complaint, the organization may continue the investigation to ensure that the workplace is free from discrimination, harassment, and retaliation. Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint. If the complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, the organization may need to do an environmental assessment or survey to try to determine if misconduct has occurred. All investigations will be fair, impartial, timely, and completed by qualified personnel.

When the organization receives allegations of unlawful discrimination, harassment, or retaliation, the Board, or its designee (*if a complaint is about the organization's CEO or President*) or People Services or its designee will conduct a fair, impartial, timely, thorough, and investigation will be completed by qualified personnel. The organization will provide all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, however, although complete confidentiality cannot be guaranteed when it interferes with the organization's ability to fulfill its obligation under this policy or any applicable laws. All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation. Upon completion of the investigation, if misconduct is substantiated, the organization will take appropriate corrective and preventive action, up to and including termination, where investigation findings demonstrate unlawful discrimination, harassment, or retaliation has occurred. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation.

The organization has designated the Principal as the Title IX Coordinator, who is responsible for receiving and overseeing investigations of alleged discrimination on the basis of sex, including sexual harassment. The organization has designated the Principal as the ADA Coordinator, who, in coordination with People Services, is responsible for receiving and investigating complaints of alleged discrimination or harassment on the basis of disability.

Prohibited Harassment

- (1) Verbal conduct such as epithets, derogatory jokes, or comments or slurs.
- (2) Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis.
- (3) Visual harassment such as sending, displaying, or forcing the viewing of unwelcome pictures or videos
- (4) Retaliation for reporting or threatening to report harassment; or
- (5) Disparate treatment based on any of the protected classes above.

Prohibited Sexual Harassment

The organization is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether the conduct is motivated by sexual desire, when:

- (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment.
- (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or
- (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against themselves or against another individual.

Sexual harassment may include, but is not limited to:

- (1) Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults; and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- (2) Unwanted sexual advances, propositions, or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct; and
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- (3) Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic or bringing to work or possessing any such material to read, display or view at work.
 - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate organization policy.

Employees may file a complaint with any or all of the following entities: (1) South Carolina Human Affairs Commission at (803) 737-7800 or www.schac.sc.gov (2) the federal Equal Employment Opportunity Commission. at <https://www.eeoc.gov> or toll free (800) 669-4000.

Sexual Harassment Training

It is unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against themselves or against another individual.

All supervisors of employees will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. Supervisors shall also be trained on how to appropriately respond when they become aware that an employee is the target of harassment.

All employees will receive one (1) hour of sexual harassment prevention training within six (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests.

Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, employees with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is must immediately report such harassment to their supervisor or to People Services. (See **Appendix H** for the "Harassment/Discrimination/Retaliation Complaint Form 1").

1.13 Child Abuse and Neglect Reporting

South Carolina Mandated Reporting requires anyone, including school authorities, educational professionals, employees, teachers, counselors and principals who has knowledge of, or observes, a child in their professional capacity or within the scope of their employment whom they know or reasonably suspects is being, or has been the victim of child abuse or neglect to report the known or suspected instance of child abuse or neglect to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof on information concerning the incident.

The Organization will provide annual training on the mandated reporting requirements, using the training module provided by the State, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by law could result in criminal penalties. All employees who report in good faith, cooperate in an investigation, or assist in any other requirement of the Law, is entitled to civil and criminal immunity.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are childcare custodians and are certifying that they have knowledge of this policy.

1.14 Electronic Signature

The Organization is committed to encouraging a proficient and efficient workplace wherein each individual, whether applicant or employee, shall conduct their potential or actual employment by the use of electronic signatures. To that end, the Organization has adopted an electronic signature policy to be read and acknowledged by each applicant and employee in compliance with Uniform Electronic Transaction Act (UETA). (See **Appendix B** for the "Electronic Signature Policy Acknowledgement.").

All employees shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating,

sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all employees and other persons who use electronic signatures when completing transactions with the School Board shall do so in compliance with State law.

1.15 Copyright

Employees must comply with the provisions of applicable law governing copyright, trademarks, and other intellectual property, and are not permitted to make unauthorized use, reproduction, distribution, performance, or display of copyrighted materials owned by any third parties. Protected works may include, but are not limited to, literary works, musical works (including lyrics), dramatic works, sound recordings, photographs, and graphical works.

If employees use a protected work in an inappropriate manner, this may constitute an infringement of copyright law, which carries both civil and criminal penalties. Unauthorized copying of protected materials exposes both the organization and individual employees to substantial liability. The absence of a copyright notice on a work does not mean the work is not subject to copyright protection.

Materials obtained from the Internet or other electronic sources may not be duplicated or disseminated over the Internet without the copyright owner's express written consent. Likewise, copyrighted material owned or provided by the organization may not be reproduced, distributed, shared, uploaded or otherwise disseminated without the express written consent of the organization.

Under the "fair use" doctrine, employees may, in appropriate circumstances, be permitted to use portions of copyrighted works without the owner's permission for educational purposes. While it may be lawful to use small portions of a particular copyrighted work for these purposes, using a significant portion may be a violation of copyright law.

For specific guidelines concerning the educational fair use of copyrighted material, see Copyright.gov at: <https://www.copyright.gov/circs/circ21.pdf>.

1.16 Mandatory Arbitration Policy and Agreement

The organization has a mandatory arbitration policy and agreement. Each employee is required to acknowledge receipt of this Employee Handbook upon being hired, and each employee must sign a copy of the mandatory arbitration policy and agreement upon employment as well as annually. **Appendix F** to this Employee Handbook sets forth such agreement, which is intended to be a binding contract.

SECTION TWO – EMPLOYMENT POLICIES AND PRACTICES

2.1 Employment Application

All candidates for employment must fully complete, date and sign the standard organization Employment Application. The organization relies on the accuracy of the information reflected in the employment application and expects the employee and their references to provide accurate and true information during the hiring process and employment. Should the organization subsequently discover any information is misleading, false, or was intentionally omitted, the organization may reject an applicant from further consideration, or terminate employment based upon the misinformation.

2.2 Criminal Background Checks

The organization conducts background checks in compliance with applicable law for those employees who have immediate contact with any supported charter school students as part of their job assignment. All individuals working or volunteering at the organization will be required to submit to a criminal background investigation. No condition or activity will be permitted with immediate contact with supported charter school students that may compromise the organization's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the organization include but are not limited to conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during their employment with the organization, be arrested for, charged with, or convicted of any offense that violates the South Carolina Student Education Code Ann. § 59-25-280, the employee must immediately report as much to People Services.

2.3 Tuberculosis Testing

All employees of the organization must submit an examination for tuberculosis (TB) as outlined below:

Required screening/Evaluation

- New employees shall have a tuberculin skin test prior to employment.
- Regular employees with no documented 5TU-PPD tuberculin skin test shall have a tuberculin skin test as a condition for continued employment.
- Regular employees documented to have been tuberculin reactors to a prior tuberculin skin test shall not be required to have a tuberculin skin test but shall have their records reviewed.
- New or regular employees with a history of tuberculosis disease shall have their records reviewed by a licensed physician certifying them as non-infectious, on DHEC Form 1420 to be kept on file in their school personnel record.

Disposition following results of screening/Evaluation

- New or regular employees found to be non-reactors to a 5TU-PPD tuberculin skin test shall require no further routine annual screening.
- New or regular employees found to be tuberculin reactors shall have a chest x-ray.
 - If a chest x-ray (and sputum cultures, if necessary) of a tuberculin reactor shows evidence of current tuberculosis disease, the employee shall not be allowed to work in any public or private school, kindergarten, nursery or day care center, until written certification by a licensed physician is received stating that the individual is noncontagious. Certification shall be subject to review by the Department of Health and Environmental Control or delegated representatives in county health departments. This provision applies to an employee found to have tuberculosis disease at the time of hiring or at any other time.
- New employees with a history of tuberculosis must have their records reviewed by a licensed physician certifying them as non-infectious, on DHEC Form 1420, to be kept on file in their school personnel record.

Employees

All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years.

Volunteer and Interns

Volunteers and interns are required to undergo a TB examination, as necessary.

Service Providers

Any entity providing student services to the organization will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with organization students.

Food handlers, Substitute Teacher and Student Teachers

Serving under the supervision of an educator may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the HR department.

2.4 Immigration Compliance

The organization will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States. However, the organization will not check the employment authorization status of current employees or applicants who were not offered positions with the organization unless required to do so by law.

The organization shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (*e.g.*, threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the organization shall not discriminate against any individual because he or she holds or presents a driver's license issued pursuant to any applicable law to persons who have not established their federally authorized presence in the United States.

The organization will follow South Carolina's specific regulations regarding employment verification and non-discrimination. The Organization shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the Organization without a judicial warrant, or voluntarily give consent to an agent to access, review, or obtain employee records without a subpoena or judicial warrant, unless otherwise required by law. If a search of employee records is authorized by a valid subpoena or judicial warrant, the organization will give employees notice of the inspection both before and after it has occurred as required by law.

2.5 Compensation Philosophy

The organization strives for fairness and equity in all our policies and practices, including those that affect compensation. The organization administers a compensation and benefits program in a manner that is free of unlawful discrimination or retaliation and respect an employee's right to discuss their own pay. The organization complies with applicable laws concerning fair pay.

The compensation practices are based on many factors, including the organization's financial position, business objectives, and salary survey information. Positions are compensated in a manner that includes, but is not limited to, service time, merit, skill, effort, responsibility, knowledge, experience, training, and degree of authority. In addition, the organization update position pay tiers and ranges, administer market pay adjustments or other types of compensation as reviewed and authorized by executive management.

The organization offers a compensation package (your annualized pay plus benefits) that reflects competitiveness in the marketplace and concern for its employees' ability to balance their work and personal lives. The organization adheres to Minimum Wage ordinances. All pay to employees shall be made after employees have worked the pay period the organization designates.

2.6 Job Descriptions

The job description will be explained during the initial interview process and throughout the course of your employment. The job description is not designed to spell out all the duties and tasks associated with the position; all organization employees are expected to fulfill both essential and secondary job duties and requirements. Job descriptions are not set in stone and may change, in whole or in part, over time. Employees may be asked to perform work on special assignments in addition to normal duties. Employees are expected to discuss any significant changes in your functions and responsibilities with their supervisor, who has the authority to request People Services to formalize changes in job descriptions. All changes in job descriptions must be approved by People Services. The organization reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at any time.

2.7 Employee Development and Performance Management

The organization is committed to providing a supportive learning and development environment designed to encourage employees to pursue their professional goals and career objectives through training and advancement. The organization offers training and development opportunities to employees to increase their skills and enhance their contributions to the organization. Employees are encouraged to speak with their supervisor regarding requests for training and development.

The work performance of an employee is a vital key to the success of the organization. Performance observations, or evaluations are conducted with employees. A Supervisor may initiate a performance assessment, observation, or evaluation with an employee during their employment. Written performance evaluations will be recorded in an employee's personnel record.

2.8 Employment Classifications

It is the intent of the organization to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and the organization. An employee will not change from a designated employment status to another status unless specifically informed of such a change in written or electronic form.

The following define the organization's employment categories:

Regular Full-Time

Regular full-time employees are those who are scheduled for and perform work at least thirty (30) hours or more per week, unless otherwise designated in the offer of employment. Full time employees are subject to all policies and procedure of the organization. For purposes of health benefits eligibility, full-time employment is always defined as working at least thirty (30) hours per week.

Regular Part-Time

An employee who, at the time of hire, is assigned to a regular schedule of 29 or less hours per week. Regular part-time employees are subject to all policies and procedures as any other organization employee.

Temporary

Temporary employees are hired with the understanding that they are being employed temporarily, based on business needs, special projects, abnormal workloads, or emergencies. Temporary employment remains on an at-will basis.

A temporary employee may work on a full-time or part-time hourly schedule. However, temporary employment may not exceed twelve (12) months. After completing the twelve (12) month period, the employee temporary employment will be ended. The employee may apply for an open position, and if the employee is selected and meets clearance requirements, the employee will be hired from temporary to regular part-time or full-time employment status. If the employee is hired to regular employment, without a break in employment, the employee will receive credit for their prior service date. In this case, the original hire date or latest rehire date will be used as the adjusted service date.

Temporary employment classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time, with or without cause or advance notice is retained by both the employee and the organization.

Seasonal

An employee designated with seasonal employment status is hired for a limited period of time or an identified work project. Seasonal employment remains on an at-will basis. After the seasonal employment period, the employee will be released. The employee may apply for an open position, and if the employee is selected and meets clearance requirements, the employee will be converted from seasonal to regular part-time or full-time employment status. If the employee is hired to regular employment within six (6) months, the employee will receive credit for their prior service date. In this case, the original hire date or latest rehire date will be used as the adjusted service date.

Inactive Status

An employee who has not been separated and not performing work at the organization are considered inactive, this include employees who are on leave of absence. Inactive employees are not being paid by the organization. During the time the employee is on inactive status, no vacation or sick time will be earned except as specifically noted in this Handbook.

2.9 Employee Classifications

In addition to the classifications above, employees will also be classified as either “exempt” or “Non-exempt” for purposes of computing overtime pay and certain other benefits. For questions concerning appropriate classification, contact your supervisor or People Services.

Non-Exempt

An employee, salaried or not, who is covered by the overtime provisions of applicable wage and hour laws. Non-exempt employees are entitled to an overtime premium in accordance with applicable law.

Exempt

An exempt employee is not covered by the overtime provisions of the applicable wage and hour laws. Exempt employees are not entitled to an overtime premium and are paid on a salary basis in accordance with applicable law.

2.10 Workweek

The workweek begins at 12:00 a.m. Sunday and ends at 11:59 p.m. on Saturday.

2.11 Work Schedule

Work schedules are based on department or facility functions and individual job responsibilities. Work schedules may vary from department to department and employee to employee. The employee's immediate supervisor shall designate hours. All schedules are subject to change and require a supervisor's approval.

Business hours are normally 8:00 a.m. – 5:00 p.m., Monday through Friday. The regular workday schedule for non-exempt employees is five (5) to eight (8) hours, as specified in employment offer; the regular workweek schedule is forty (40) hours. Exempt employees are also generally expected to be present during business hours and to commit to whatever additional time is necessary to satisfactorily complete all job requirements.

2.12 Work Location

The employees are expected to perform their work at their designated primary work location. The primary work site is a mutually agreed upon location. A primary work location may change to support student services and operational needs. An employee will be provided as much advanced notice from their supervisor if a change to their primary work location is required to meet operational needs.

2.13 Telework

Telework, also known as remote work, is a flexible work arrangement that allows employees to work remotely at home for all or part of their workweek. The organization considers teleworking to be a viable work option when the principal, employee, and the position are suited to such an arrangement. Telework may be implemented to support efficiency, to continue operations during an emergency or government-mandated physical closure, or to accommodate other unique circumstances as approved by the principal.

Telework may be appropriate for some employees and positions, but not for others. Telework is a benefit, not an entitlement, and it in no way changes the terms and conditions of employment with the Organization. There are additional Telework guidelines and requirements if a Telework arrangement involves working more than 30 days outside of the state of the employing organization. The Organization and employee may be subject to new Federal and State Tax obligations and other legal implications under IRS, new state, and local government laws, and/or restrictions of working out of a home-based office.

Employees permitted to telework must continue to abide by the Organization's Employee Handbook and all Organization policies. During the period of teleworking, all employees shall provide their own furniture and personal equipment to carry out their duties remotely. The Organization shall not be responsible for any damage to an employee's furniture or personal equipment while teleworking.

2.14 Meal and Rest Periods

The organization provides its employees meal and rest breaks each day.

Meal breaks are provided at the rate of thirty (30) minutes meal break. Meal break must be taken at a location separate from the employee's desk or work area, and employees are not permitted to work during their meal break or rest breaks. Unless approved by immediate supervisor, a meal break may only be taken at the employee's regularly scheduled meal break time. A meal break may not be skipped in order to accommodate a late arrival or early departure from an employee's normal workday unless waived in writing and approved by the employee's immediate supervisor. The organization may provide an employee with a free meal on occasion. Meal break is unpaid.

Rest breaks are provided at the rate of fifteen (15) consecutive minutes for each four (4) hour work period or major fraction thereof for Non-exempt employees. No break is provided for employees working less than 3.5 hours.

2.15 Lactation Accommodation

The organization provide employees unpaid break time and to make reasonable efforts to provide a private space to express milk at work and will comply with South Carolina Lactation Act.

- **Break Time:** If possible, the lactation break must run concurrently with any break time already provided to the employee. The Act does **not** require an employer to provide break time if doing so would create an **undue hardship** on the operations of the employer.
- **Location:** Employers must make reasonable efforts to provide a room or other location other than a bathroom stall. The location must be in close proximity to the work area. The location must allow employee to express milk in privacy. However, the Act does not require an employer to build a room for the primary purpose of expressing breast milk.
- **Employee Obligations:** The Act requires employees to make reasonable efforts to minimize disrupting the employer's operations.

The organization will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator or another cooling device suitable for storing milk. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

2.16 Timekeeping Requirements

All exempt and Non-exempt employees, whether salaried or not, are required to use the organization's timekeeping system to record time worked. Time records are required by law and are used for computing paychecks to ensure that employee is compensated correctly for the work performed. Time records must reflect an accurate accounting of time.

Non-exempt employees must record their own time at the start and at the end of each work period, including before and after the lunch break. All punches in the organization's timekeeping system are in real time (live).

Non-exempt employees are strictly prohibited from performing any off-the-clock work. This includes, but is not limited to, checking emails before or after work hours, performing any work before recording time on a timesheet, and running work-related errands after recording time on a timesheet. All work performed must be accurately recorded on the employee's timesheet to ensure compliance with wage and hour laws.

Non-exempt, hourly employees must obtain pre-approval from their supervisor for any work performed outside their regularly scheduled work hours or recorded hours. Additionally, they must report any such work to their supervisor to ensure they are compensated for the unscheduled time.

Hourly employees also must record their time whenever they leave the worksite for any reason other than organization business. Any errors on time sheet must be reported immediately to supervisor and amended by using the punch change request process. Punching in or out for another employee, allowing another employee to punch in and punch out other than supervisor, or altering any time record is not permissible and is subject to appropriate corrective action, up to, and including termination.

Employees are required to record time off in the time keeping system taken (vacation, holiday, sick days, jury duty, and bereavement, military leave, workers' compensation, etc.). Request for time off without available sick and vacation accruals will be designated as unpaid. Please use the appropriate no pay selection in the time keeping system. If the employee require time off for a leave of absence, please contact the Leave of Absence, leaveofabsence@llac.org.

2.17 Overtime Work Hours

When organization operating requirements or other needs cannot be met during regular working hours, employees may be asked to work overtime. All overtime work performed by Non-exempt employees must be pre-approved, in writing, by the employee's supervisor. Non-exempt employees working unapproved overtime may be disciplined. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

2.18 Overtime Pay

Overtime compensation is paid to all Non-exempt employees in accordance with applicable wage and hour requirements. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Non-exempt employees will be paid one and one-half (1.5) their normal hourly rate of pay for approved overtime hours worked more than forty (40) hours per week, or eight (8) hours per day.

Exempt employees, who are paid a fixed salary, have more flexible work schedules compared to non-exempt employees. Because they receive a consistent salary regardless of the number of hours worked, they are not eligible for overtime pay. This provision also applies to exempt employees whose salary is prorated. If their workdays or workweeks exceed forty (40) hours, they will not receive additional compensation for those extra hours. Their salary covers all hours worked, whether they work less than, exactly, or more than their scheduled work hours in a week.

Failure to comply with the organization's overtime policies may result in disciplinary action, up to and including termination. The organization reserves the right to modify or amend this policy at its discretion, in accordance with applicable laws.

2.19 Double Time Work Hours and Pay

Non-exempt employees will be paid two (2) times their regular hourly rate of pay for all hours they are required to work more than twelve (12) in any one workday and for all hours worked in excess of eight (8) hours on the seventh (7th) consecutive day of work in any one workweek.

Double time work performed by Non-exempt Employees must be pre-approved, in writing, by the employee's supervisor.

2.20 Payment of Wages

The organization pays employees twice a month: on the 15th and the last day of the month. The 15th paycheck covers hours worked from the last day of the previous month to the 14th. The end-of-month paycheck covers hours worked from the 15th to the last day of the month. If a payday falls on a holiday or weekend, employees are paid on the last working day before then. The organization can change payroll dates at any time due to changes in payroll companies or other unforeseen reasons.

The organization complies with the federal minimum wage requirement and complies with South Carolina joint resolution that will prohibit paying employees with disabilities wages below the minimum wage rate.

2.21 Payroll Direct Deposit

Direct deposit is the most convenient method of ensuring that your pay is immediately available on paydays. With Payroll Direct Deposit, the employee pay is electronically deposited into a checking or savings account of your choice and will be available to you even if employee is on vacation. Instead of a paycheck, regular

employees receive a non-negotiable statement listing gross pay, taxes, other deductions, and the net amount deposited. Employees can enroll by completing the Direct Deposit in the Payroll system.

2.22 Payroll Withholdings

Your payroll and earnings deductions are detailed on statement of earnings or pay stub. Mandated deductions usually include, but are not limited to the following:

- Deductions Mandated by Federal and State Law
 - Federal Income Tax
 - State & City Income Tax
 - Medical Contributions
 - Unemployment Compensation
 - Garnishment as permitted under South Carolina Law
 - Contribution to any organization-sponsored retirement savings plan

Employees may change the number of withholding allowances claimed for Federal Income Tax purposes at any time by filling out a new W-4 form and submitting it to the Payroll Department. The W-4 must be completed electronically via the Payroll System. All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to the Payroll Department and to fill out a new W-4 form. Employees may also have deductions made to their paychecks when a wage overpayment occurs. The organization may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. Employees who are separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The organization also reserves the right to exercise all other legal means to recover any additional amounts owed. The organization shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect. At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security and Medicare information, federal and state income taxes withheld and total wages.

2.23 Wage Garnishments

In accordance with South Carolina law, the organization is required to comply with court-ordered wage garnishments. If a court order mandates deductions from your paycheck, you will be notified promptly. The organization will follow any court order instructing us to garnish wages, ensuring all garnishments are processed in accordance with the law. Wage garnishments may include, but are not limited to, child support, tax levies, creditor judgments, and other legal obligations. While it is your responsibility to manage your financial affairs, we understand that circumstances may arise which lead to court-ordered garnishments.

2.24 Expense Reimbursement

Employees must complete a detailed record of all expenses for which they seek reimbursement and promptly submit an itemized receipts along with the expense record for reimbursement.

Reimbursement will be processed for items that are necessary and eligible expenses and are supported with complete and detailed documents promptly submitted. Request submitted after thirty (30) days will be subject to principal review before processing and reimbursement for such late submissions may be declined to the extent permitted by applicable law, in the organization's discretion. Requests with incomplete/unclear documents will be put on hold until complete information is received. Approved reimbursement will be paid out within a reasonable time following approval of the reimbursement request.

The organization maintains a meal reimbursement policy as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$34.00

The daily per diem is fixed at \$42. Any meal expenses exceeding the limit will be subtracted from the allocated per diem for the day and will not be eligible for reimbursement.

Alcohol is not reimbursed by the organization. For questions regarding eligible reimbursable expenses, please contact the Finance Department.

Mileage reimbursement for business travel is compensable at the annual Internal Revenue Service's standard mileage rate, which rate change annually.

The organization may need to modify its reimbursement policy and procedures, under certain circumstances. The Employees will be notified of changes made to the Expense Reimbursement policy or procedures.

2.25 Personal Information Changes

Employees are responsible notify the Principal/School Leader of any and all status changes including name, address, marital status, and changes in withholding information for tax purposes, timely. The organization must send W-2's to each employee for tax purposes. Having updated employee information is imperative for this task, as well as many others. You must notify Principal/School Leader in writing of your changes. People Services and/or Payroll (Veris) will also be able to provide you with new W-4 forms for tax withholding allowance changes.

The organization will not discriminate, retaliate, discharge, or take other adverse action against an employee when updating or attempting to update their personal information based on a lawful change of name, social security number or federal employment authorization document.

2.26 Certifications and Licenses

Employees who are assigned to a position which requires a State teaching certificate, approval, or license to be qualified to carry out the duties of the position, shall be responsible to keep the certificate, approval or license current and on file with the People Services. When new endorsements or other changes in the certificate, approval or license occur, the employee is to make the appropriate arrangements, apply for, notify, and file such changes with People Services.

2.27 Personnel Files and Record Keeping Protocols

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep People Services advised of changes that should be reflected in their personnel file. Such changes include change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Timely notification of these changes is essential and will enable the organization to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of an organization representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. The organization will restrict disclosure of personnel files to authorized individuals within the organization. To inspect or obtain

copies of your employment records, submit a written request to People Services. Request forms are available to you upon request from People Services.

The organization will comply with requests as required by law. Only People Services or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the organization will cooperate with requests from authorized law enforcement, or local, state, or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

2.28 Employment Verifications and Reference Requests

It is the organization's policy to generally not give employee references to inquirers, whether by telephone or in writing. All calls, contacts, and written inquiries concerning current or former employees are to be handled by People Services only. Disclosure of employee information to outside sources will be limited.

People Services will verify employment and cooperate with requests from authorized law enforcement, or local, state, or federal agencies conducting official investigations, and as otherwise legally required.

2.29 Open-Door Policy

The organization is committed to maintaining a positive, pleasant environment, and an open-door policy. All employees are encouraged to provide input and suggestions concerning the overall operations and programs of the organization, via appropriate communication channels. All input from employees will be considered and should be presented without fear of retaliation.

We operate in an open-door manner. All input from employees will be considered and can be presented without fear of retaliation.

2.30 Employment of Relatives

The organization maintains an anti-nepotism policy. No employee shall be directly supervised or evaluated by a family member. No employee shall occupy a position with a close line of authority in which employees can initiate or participate in decisions involving a direct benefit to the family member. If applicable, any and all anti-nepotism provisions specified in a policy passed by the Board of Directors is hereby incorporated into this Handbook. This policy applies to all current employees and candidates for employment.

2.31 Conflicts of Interest

A conflict of interest arises when an organization's employee is in a situation where their personal relationship, activity or interests could impair their ability to make objective and fair decisions when performing professional responsibilities. The organization employees are prohibited from engaging in any activity, practice or act which conflicts with the interests of the organization. If applicable, any and all conflicts of interest provisions specified in a policy passed by the Board of Directors are hereby incorporated into this Handbook.

It is difficult, if not impossible, to describe all of the situations that may arise involving conflicts of interest. If you have a question concerning a possible conflict of interest, consult your supervisor or People Services.

2.32 Outside Employment

There are times when employees have the opportunity or the need to simultaneously hold another job position with separate employers at one time. It is important that another job position does not interfere in any way with an employee's primary job position with the organization.

The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the organization;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with the organization;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with the organization;
- Additional employment that requires the employee to conduct work or related activities on the organization's property during the employer's working hours or using the organization's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of the organization.

Employees who wish to engage in outside employment that may create a real or apparent conflict of interest must submit a written request to the organization explaining the details of the outside employment. If the outside employment is authorized, the organization assumes no responsibility for it. The organization shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

2.33 Corrective Action

The organization, at its discretion, may or may not take corrective action or any particular form of corrective action, to respond to circumstances resulting in performance below expected standards or to incidents of misconduct. The organization is **not** required to follow any specific "steps" or order of corrective action. The following are examples of forms that corrective action may take:

- Coaching
- Verbal warning
- Written warning/reprimand
- Suspension without Pay
- Administrative Leave
- Additional training
- Performance Improvement Plan

It is important that all employees perform, at all times, to the best of their abilities. The organization seeks to resolve conduct and performance problems in the most constructive manner possible. Any corrective action taken in no way alters or impacts the at-will nature of employment with the organization.

2.34 Notice of Resignation

Voluntary separation results when an employee voluntarily resigns their employment at the Organization. If an employee finds it necessary to resign, it is requested that you give advance notice in writing to your supervisor specifying the last day you will be at work. This date will be considered the effective date of your resignation.

2.35 Voluntary Separation of Employment

Voluntary separation results when an employee voluntarily resigns their employment with the organization. All organization-provided property including, but not limited to, vehicles, keys, cell phones, technology devices, identification badges and credit cards must be returned immediately upon separation of employment.

Absence for more than three (3) consecutive days without notifying the employee's supervisor will be considered a voluntary resignation from employment.

2.36 Involuntary Separation of Employment

Involuntary separation results when the organization terminates your employment for any reason. The organization has established rules and procedures applicable to all such separations. Privacy and care are extended to individuals whose actions result in a separation.

2.37 Reduction in Force

Under certain circumstances, the organization may need to restructure, reduce working hours or reduce its workforce. If it becomes necessary to restructure operations, reduce or modify working hours, or reduce the number of employees, the organization will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. Also, if possible, employees subject to a reduction in force will be informed of the nature of the reduction and the foreseeable duration of the reduction, whether short-term or indefinite.

2.38 Final Pay

The final paycheck will be issued in compliance with applicable law in any one of the foregoing scenarios.

Upon separation from the organization, employee is entitled to final pay. This includes pay for any work performed within the most recent pay period, any additional stipend payment(s), and any overtime pay due. Unused accrued vested time off benefits (e.g. vacation and/or sick leave) is forfeited and is not paid at termination of employment.

Any outstanding business expenses will be processed in normal business course and paid to you at the organization's regularly scheduled processing dates for these types of reimbursements. Please be sure that information concerning outstanding business expenses are submitted in a timely manner so that these payment deadlines may be relied upon. Please note that if you terminate employment and the organization has paid insurance benefits, applicable deductions, previously authorized by employee will be deducted in accordance with the law from the final paycheck.

Employees separated from employment will be paid as follows:

Voluntary Resignation Final payment of wages will be provided to the exiting employee within forty-eight (48) hours or on the next regularly scheduled pay date that is not more than thirty (30) days from the last day of employment.

Involuntary Termination: Final wage payment will be provided to the terminated employee within forty-eight (48) hours or on the next regularly scheduled pay date that is not more than thirty (30) days from the date of termination.

2.39 Re-Employment

If an employee leaves the organization and are rehired within six (6) months, they will receive credit for your prior service date. In this case, you will be given the original hire date or latest rehire date will be used as the adjusted service date. To be re-employed by the organization, you must meet employment eligibility requirements.

SECTION THREE – STANDARD OF CONDUCT

3.1 Workplace Conduct

The organization promotes a cooperative and productive work environment. Employees are always expected to behave in a professional manner. In our relationships with each other, we strive to be open and respectful in sharing our ideas and thoughts, and in receiving input. We encourage employees to have passion for their work and care for our stakeholders.

Certain conduct, on or off-duty, may subject an employee to appropriate corrective action regardless of whether such conduct is specifically addressed in this Handbook. The following conduct is expressly prohibited, whether on or off-duty unless otherwise specified and will not be tolerated by the organization. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare, and organization operations or other incidents, may also be prohibited.

Examples of Unacceptable Behaviors (Violations of this Policy):

- Falsifying employment records, employment information, or other organization records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time sheet, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any organization property, or the property of any employee or stakeholder;
- Removing or borrowing organization property without prior authorization;
- Unauthorized use of organization equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on organization property;
- Participating in horseplay or practical jokes on organization time or on organization premises;
- Carrying firearms or any other dangerous weapons on organization premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on organization property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor, member of management, or any other organization stakeholder, including their students and parents;
- Using threatening or abusive language at any time on organization premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of three (3) consecutive scheduled workdays;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when required to do so;
- Non-compliance with Teleworking Policy requirements
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency;
- Using organization's computer to access the Internet for personal use during working hours, beyond reasonable incidental or brief usage
- Working overtime without authorization or refusing to work assigned overtime;
- Violating any safety, health, security or organization policy, rule, or procedure at the worksite;
- Conduct that has gained sufficient notoriety so as to impair the employee's on-campus relationships;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Unprofessional, Immoral or indecent conduct;
- Committing, or involvement in, any act of unlawful harassment, discrimination or retaliation against another individual;

- Inefficiency, including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job duties or responsibilities;
- Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter in violation of organization policy;
- Posting any notices on organization premises without prior written approval of management, unless posting is on an organization bulletin board designated for employee postings;
- Violating the drug and alcohol policy;
- Gambling on premises;
- Engaging in sabotage or espionage (industrial or otherwise);
- Failing to report a job-related accident to the employee's manager or failure to take or follow prescribed tests procedures or treatment;
- Releasing of confidential information without authorization;
- Refusal to speak to supervisors or other employees;
- Dishonesty;
- Failing to possess or maintain the credential/certificated required of the position; and
- Any other conduct detrimental to other employees or the organization's interests or its efficient operations.

3.2 Professional Boundaries Policy: Employees and Students Interaction

The organization who are designated to have ongoing direct contact with students of any supported school must recognize their responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible. Refer to **Appendix H** to this Handbook which sets forth the applicable behavioral policies. Designated employees must acknowledge receipt of such professional boundaries policy.

3.3 Use of Electronic & Social-Media

The organization understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of your social media also presents certain risks and carries with its certain responsibilities. To assist you in making responsible decisions about your use of social media, the organization provides the following guidelines for appropriate use of social media. The policy applies to all employees.

Any use of electronic media or social media by an employee for any other purpose must be limited to organization business and conducted on organization technology systems. Any interaction not limited to organization business is inappropriate.

Guidelines

In the rapidly expanding world of electronic communication, "social media" can mean many things. "Social media" includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the organization, as well as any other form of electronic communication.

The same principles and guidelines found in the organization's policies apply to your activities online. Ultimately, the employee is solely responsible for posting online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects stakeholders, people or businesses working with the organization, or people who work on behalf of the organization or its legitimate business interests may result in the employee receiving corrective action up to and including termination.

Carefully read these social media guidelines and the organization's other policies contained in this Handbook, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to corrective action.

Be Respectful

Always be fair and courteous to fellow employees, stakeholders, and people or organizations working with or on behalf of the organization. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, management, People Services, or by utilizing the organization's Open-Door policy. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage stakeholders, employees or people or organizations that work with the organization, or that might constitute harassment, abusive conduct, or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or organization policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the organization, fellow employees, stakeholders, people or organizations working with or on behalf of the organization, or competitors.

Handling organization Information & Confidentiality

Maintain the confidentiality of organization business and trade secrets and confidential proprietary information such as confidential employee information, as well as information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal organization-related confidential communications.

Express only your personal opinions. Never represent yourself as a spokesperson for the organization. If the organization is a subject of the content you are creating, be clear and open about the fact that you are an employee and your views do not represent those of the organization, fellow employees, stakeholders, and people or organizations working with or on behalf of the organization. If you do publish a blog or post online related to the work you do or subjects associated with the organization, make it clear that you are not speaking on behalf of the organization. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the organization."

Nothing in this Handbook prohibits an employee from exercising their legal rights from discussing their wages, benefits, or other terms of employment as permitted by law.

Do not use of Social-Media while on Work Time

Refrain from using social media while on work time or on equipment provided by the organization unless it is work-related as specifically authorized by supervisor and consistent with organization policy on using organization technology and property. Do not use organization email addresses to register on social networks, blogs or other online tools utilized for personal use.

3.4 Electronic Communications

All employees, have a responsibility to always maintain only appropriate communications with fellow employees and other individuals. With the advances in communication technology, the organization recognizes that more opportunities exist for work and non-work-related communications between employees. As the opportunities

increase for such communications, employees have an increased responsibility to ensure that all forms of communication are appropriate and comply within applicable law and requirements to protect against inappropriate and unsolicited electronic and text messages.

Employees should be respectful and courteous to employees and other individuals. Employee should consider the appropriateness of any content before sending the message to another. The employee will be solely responsible for what they send. Inappropriate content that may include discriminatory remarks, harassment, threats of violence, lewd, sexually explicit, or similar inappropriate or unlawful conduct will not be tolerated and may subject the sender to corrective action.

3.5 Employee and Job Applicant Rights

The organization will not request or require employees or job applicants to disclose their personal social media usernames or passwords, nor will it request or require employees or job applicants to access their personal social media sites in the organization's presence. Additionally, the organization will not request or require employees or job applicants to divulge any personal social media, unless the organization reasonably believes the media is relevant to an investigation or proceeding related to employee misconduct, violation of law or violation of regulation provided the organization uses the divulged social media only for this purpose. The organization is not restricted from requesting or requiring the disclosure of usernames, passwords or other access methods for organization equipment or technology. The organization will not retaliate against an employee or job applicant for not complying with a request or requirement in violation of this paragraph.

Refer to the organization's Electronic Communications and Internet Usage Policies herein. Each of the social media, Electronic Communications and Internet Usage policies must be followed.

3.6 Complaint Procedures

As a matter of general policy, supervisors at all levels will provide an open door for discussion and a receptive ear and will review all employee suggestions or complaints concerning our work practices and procedures.

If an employee wishes to make an informal complaint about something other than illegal activity, it should be done immediately after the incident has occurred or the issue has arisen. We consider an open discussion between employee and supervisor as the first step in the Complaint Procedure. The supervisor must respond to the complaint in a timely manner. If the supervisor does not resolve the complaint within a reasonable time frame or if the employee disagrees with the supervisor's solution, the employee may appeal directly to a manager.

At this point, the complaint must be written down, with the nature of the complaint clearly outlined. (See **Appendix G, Form 2** for the "Internal Complaint Form".) The manager will investigate the complaint and notify the employee, in writing, of a decision within a reasonable amount of time. If the complainant employee disagrees with the manager's decision, the complainant employee may direct complaints to People Services.

As a last resort, an employee may take a complaint to the School Board President or Board of Directors. That Board's decision constitutes the organization's final word on the matter. When the Company receives allegations of misconduct or other workplace complaints, it will undertake a fair, timely and thorough investigation by People Services. Complaints will not be disclosed to anyone except those persons involved in resolving the matter. While confidentiality cannot be guaranteed by Organization, employees shall be free from retaliation of any kind for making good faith complaints.

3.7 Whistleblower Policy

Introduction. The organization is committed to integrity and ethical behavior. The organization thus encourages employees and affiliated non-employees (such as a board member) of the organization (collectively, "Persons") who reasonably believe that they are aware of any actual or suspected violation of a federal, state, or local law,

rule or regulation (each, a “violation”), to report any such violation, without any fear of retaliation, discrimination, or harassment with respect to their employment or affiliation. This policy does not replace or supersede the organization's unlawful harassment, discrimination and retaliation policy, other complaint procedures and any relevant local, state and/or federal laws governing whistleblowing applicable to the organization. Such policies, procedures and laws are important components of the organization's commitment to providing a professional work environment.

Prohibition: Reporting in Good Faith. The organization strictly prohibits any retaliation, discrimination, or harassment against any person who reports what the employee reasonably believes to be violations of a federal or state law, or of a local rule or regulation. This includes non-retaliation against an employee because a family member of the employee has engaged in or is perceived to have engaged in a protected whistle-blowing activity. The organization will not retaliate against any person who participates in an investigation of such complaints. The organization also strictly prohibits any retaliation or harmful action against any person on the basis that the person provided truthful information to law enforcement authorities relating to the violation (or possible violation) of any federal or state law. This policy presumes that the Person reporting a violation will act in good faith, without malice to the organization, will not make false accusations, and has reasonable grounds for believing such violation has occurred. Any report made maliciously or which the Person has good reason to believe is false will be viewed as a serious corrective offense.

No Retaliation. The organization will not retaliate, discriminate, harass or cause adverse employment consequences against a Person who discloses, or may disclose (or who the organization believes disclosed or may disclose) information regarding alleged violations to (i) a law enforcement or government agency, (ii) an employee with authority over the Person, or (iii) an employee who has authority to investigate, discover or correct the violation. Any employee within the organization who retaliates against an employee who in good faith has reported a claim or has cooperated or participated in the investigation of a violation is subject to discipline, including termination of employment with the organization. If an employee believes that they (or someone else) are suffering from harassment, retaliation or other adverse employment/affiliation consequences as a result of reporting a violation or having cooperated in the investigation of a violation, such individual should contact such officer of the organization as designated below.

Reporting Procedure. An employee who becomes aware of any act or behavior described above is encouraged to report such incidents immediately **to the Board of Directors**. Reports may be provided in writing or in person. Reports should be as complete as possible, including the details of the incident(s), names of the individual(s) allegedly involved, date(s), and the name(s) of any witness(es).

An employee may send the report or complaint by letter (which may be anonymous, at your discretion) to the **Board of Directors** of the organization, in a sealed envelope marked "Confidential" at the following address:

**177 Holston Drive
Lancaster, California 93535**

If the subject of the report involves a member or members of the Board of Directors of the organization, you should report your concern directly to the **Corporate General Counsel at the Corporate Administration Office**.

Investigation and Confidentiality. The organization will promptly investigate the complaint and will endeavor to protect the privacy and confidentiality of all parties involved, to the maximum extent possible, consistent with the organization's obligations to conduct a thorough investigation, to comply with all applicable laws, and/or to cooperate with law enforcement authorities. The organization will explore anonymous allegations to the extent possible. However, will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources. If necessary, legal counsel and/or an independent

auditing firm will be involved in any investigation. Corrective action will be taken at the conclusion of the investigation, as applicable.

The organization's employees should be aware that certain violations of the organization's policies and practices could subject the organization and/or the individual(s) involved to civil and/or criminal penalties. Before issues or behavior rise to that level, employees are encouraged to report to the designated officer of the organization any violation of federal or state law, or local rule or regulation, or any retaliation related to such reports.

3.8 Violence-Free Workplace

The organization is committed to providing a safe workplace, and in this regard will not tolerate abusive or violent behavior that includes, but is not limited to, making threatening remarks, physical intimidation, or assault. Carrying firearms or any other dangerous weapon on organization premises or at organization sponsored events is prohibited. For purposes of this section the term dangerous weapon includes—but is not necessarily limited to—a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.

Employees involved in physical altercations of any kind will be subject to immediate corrective action.

3.9 Reporting Violent Behavior

Employees who believe they are being threatened, intimidated, verbally abused, or has been physically assaulted, must notify their supervisor immediately. If the behavior involves a supervisor, employees must immediately notify People Services. The organization will not tolerate any form of retaliation against any employee who makes a good faith report under this policy.

In addition, employees who witness such behavior or are informed of a co-worker's intention to harm another employee must immediately notify a supervisor or law enforcement authorities and People Services.

3.10 Drug and Alcohol-Free Workplace

The organization is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the organization. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and customers and exposes the organization to the risks of property loss or damage, or injury to other persons.

An employee who is using or under the influence of any type of substance, including but not limited to, alcohol, illegal drugs, or prescription/over the counter drugs that impairs the employee's ability to perform the job effectively and safely, or affect the safety of well-being of others, must notify a supervisor of such use immediately before starting or resuming work. Employees who have prescription drug dependencies are to maintain the same job performance standards as other employees.

The organization prohibits the use, abuse, sale, transfer, manufacture, or possession of illegal or controlled drugs, alcohol, the abuse of prescribed drugs, being under the influence of illegal, controlled drugs, alcohol or abused prescription drugs whenever the employee is:

- on organization premises;
- conducting or performing organization business, regardless of location;

- operating, or responsible for the operation, custody, or care of organization equipment or other property;
- (4) driving an organization-provided vehicle or your own vehicle on organization business while under the influence of any substance that alters or impairs judgment; or
- responsible for the safety of others in connection with, or while performing, organization-related business.

The organization reserves the right to conduct searches of organization property or employees and/or their personal property, and to require employees who are reasonably suspected of being under the influence of illegal or controlled substances, drugs, alcohol, or to undergo a drug and/or alcohol test. The procedure results of test(s) may be used as a basis for corrective action. Failure to cooperate in any such search, screening, or test will ground for immediate termination of employment.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off organization property will result in termination.

The organization will reasonably accommodate employees who wish to enter a treatment program for substance use consistent with applicable law. However, the organization retains the right to execute corrective action up to and including the right to terminate employment of an employee whose drug or alcohol use interferes with job duties or workplace safety.

Because even a minimal consumption of alcohol or marijuana can negatively influence an individual's performance, the organization strictly prohibits any consumption of alcohol or marijuana in situations where the employee may be entering to the workplace.

Employees are encouraged to use benefits, services and resources available through the Employee Assistance Program.

3.11 Alcohol at Organization-Sponsored Events and on organization Premises

On occasion, alcohol is available at organization-sponsored social events that are held off premises. At such events, employees may choose to purchase alcohol, but the organization will not be purchasing alcohol for its employees. Additionally, alcohol will occasionally be available at community fundraisers held on organization premises.

Employees who choose to consume alcohol at organization-sponsored events or community fundraisers held on organization premises are responsible for their own behavior and must remain professional at all times. The organization requires employees to comply with legal requirements as to alcohol consumption and driving. The organization strongly suggests that employees have a "Designated Driver" available should the need arise.

The payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, athletic, or community fundraising activity that is not part of the employee's work-related duties may not be allowable under South Carolina law.

3.12 Reasonable Suspicion

The organization reserves the right to conduct drug-screening tests when in its sole discretion there is reason to believe that substance abuse, including but not limited, to alcohol and is affecting the safety, productivity, and/or work-related performance of any employee. An employee who is suspected of illegal or controlled drug and/or alcohol/marijuana abuse (including the abuse of prescription drugs) will be interviewed by a supervisor/manager who shall look for physical and/or behavioral changes in the employee. Should the supervisor observe a significant change has occurred without any reasonable explanation and a reasonable suspicion is determined, the employee

shall be required to undergo a drug and/or alcohol test. The employee shall be placed on paid administrative leave pending the outcome of the test. Should the test results indicate no abuse of illegal, controlled drugs, alcohol, marijuana (including prescription drugs), the employee shall be reimbursed for the workdays missed during the suspension. Refusal to participate in the testing procedures will be grounds for immediate termination of employment. An employee may be disciplined, up to and including termination if the test is positive.

3.13 Reporting Substance Abuse

Any employee who believes that a co-worker is in violation of the Drug and Alcohol-Free Workplace policy must immediately notify a supervisor. When an employee believes that a supervisor is in violation of the Drug and Alcohol-Free Workplace policy, the employee must notify People Services.

Absent evidence of workplace intoxication, if an employee voluntarily enters rehabilitation for drug or alcohol abuse, a leave of absence will be granted.

3.14 Attendance

The Organization expects the employee to be punctual and regular in attendance. An employee is considered absent anytime they do not report to work for their regular work shift that is not due to a scheduled time off. Employees must notify their supervisor/designee no later than one (1) hour before their expected start time if they are to be absent. However, in emergency situations, this may not be possible or practical, in which case the employee must notify their supervisor/designee as soon as possible.

3.15 Absences

An employee is considered absent anytime they do not report to work for their regular work shift that is not due to a scheduled time off. Employees must notify their supervisor/designee no later than one (1) hour before their expected start time if they are to be absent.

Unscheduled absences place an unfair burden on co-workers and clients and normal business operations and should be avoided when possible. Frequent unscheduled absences, including late arrivals, early departures and failures to report to work, are grounds for corrective action, up to and including termination.

Any requests for scheduled time off immediately before or after holidays or scheduled breaks must be approved by the Supervisor or Principal in advance and approval may be affected by organizational needs surrounding holidays/breaks. When requesting time off, particularly around holidays and weekends, please consider that absences may be denied if they disrupt operational continuity. We urge employees to plan their time off thoughtfully to minimize any impact on organization needs.

The organization reserves the right to request a physician's statement for absences due to illness or injury. Any employee who is absent for three (3) consecutive working days without notification is deemed to have resigned voluntarily.

3.16 Tardiness

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized organization business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

Although voicemail may be available, the organization expects you to speak directly with a supervisor when you will be late for work. You must call your supervisor as soon as possible.

You will be considered tardy if you are not signed in or clocked in and/or are not ready to begin work when your work period begins.

Repeated or excessive tardiness will lead to disciplinary action up to and including termination of employment. Tardiness is excessive if you are frequently or unnecessarily late. You may also be excessively tardy if you demonstrate a pattern of tardiness.

3.17 Excessive Absenteeism and Tardiness

Frequent or excessive absenteeism or tardiness affects the efficiency and effectiveness of the organization, department or office, and will subject you to corrective action, including possible termination.

In the case of absences due to uncontrollable factors (such as personal health), every consideration will be given to the employee's circumstances. However, even in these situations, the organization must also consider its business needs and therefore may not be able to accommodate such circumstances for extended periods.

Excessive absences and failure to report absences on time may lead to corrective action, up to and including termination. Unscheduled absences are excessive if they occur frequently (6 or more occasions in a rolling calendar year); they may also be excessive if they show a pattern. Recurrent absences immediately before or after holidays and weekends may warrant disciplinary action.

3.18 Grooming and Attire

The organization is committed to not discriminate against employees on the basis of religion and/or cultural beliefs, including religious and/or cultural dress and grooming practices. Contact People Services if you require a reasonable accommodation to the Grooming and Attire Policy due to religious and/or cultural practice.

The organization reserves the right to define appropriate standards of appearance for the workplace. All employees are required to wear neat and clean clothing that is not torn, ripped, or dirty. Employees who are inappropriately dressed will be sent home and directed to return to work in proper attire. Such employees will not be compensated for the time away from work.

The organization expects employees to project a professional and businesslike image in dealing with other employees, stakeholders, volunteers, and the public. Proper grooming and attire have a positive impact on the organization's image and will not conflict with an employee's ability to safely perform the essential functions of their job.

Listed below is a general overview of acceptable and unacceptable grooming and attire. Neither group is intended to be all-inclusive.

Acceptable

- Suits and sport coats
- Slacks, dress pants and corduroy pants, (knee-length or longer.)
- Polo shirts, collared shirts, banded-collar shirts, blouses, knit tops, tops that cover the shoulder, sweaters, turtlenecks, and V-neck sweaters
- Dresses and skirts (knee-length or longer)
- Belts, ties, and nylons
- Loafers, boots, flats, dress sandals, clogs, leather dock shoes
- Denim jeans (Fridays only or at the discretion of the School Principal)
- Jewelry and/or tattoos are permitted within the following guidelines:
 - Not offensive to co-workers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature

- Does not detract from a professional appearance
- Does not pose safety concerns

If management determines an employee's jewelry or tattoos may present conflict, the employee will be directed by management to remove the jewelry or cover the tattoo to an acceptable extent possible.

Unacceptable

- Low-cut tops or dresses
- Midriff-baring clothing
- Denim (jeans, shirts, skirts, dresses), including colored denim, except on Fridays or at the discretion of the School Administrator
- Denim that is distressed, light wash, colored, frayed, or fading
- Shorts (except as approved by management)
- Industrial coveralls, sweatpants
- Clothing with inappropriate or offensive logos, slogans or pictures
- Clothing with large lettering, logos, or slogans
- Beach clothing
- See-through or mesh clothing (without full covering underneath)
- Sports headgear (except as approved by management)
- Mini-skirts and other attire above the knee
- Halter tops, tank tops, and spaghetti straps
- Hiking boots, open-toe/open-heel sandals, flip-flops, slippers

A good rule of thumb is that if the employee is not sure if something is acceptable, choose something else or inquire first. Any questions regarding the Grooming and Attire policy should be directed to your supervisor or People Services.

In work areas that have approval for specified "dress down" or "casual" days, management shall determine appropriate attire standards for those days.

Employees that are approved for Teleworking are to maintain a business casual appearance when engaging in virtual video meetings with clients, vendors, leadership, peers, and all other organization stakeholders.

Violation of this Grooming and Attire policy will subject the violating employee to appropriate discipline.

3.19 Stakeholder Relations

The organization primary "stakeholders" are the Learn4Life network of charter schools to whom the organization provides educational and administrative services. Employees are expected to be polite, courteous, prompt, and attentive to every stakeholder while in the course and scope of organization business. When an employee encounters an uncomfortable situation that they do not feel capable of handling, the supervisor should be called immediately.

Stakeholders are to be treated courteously and always given proper attention. Never regard a stakeholder's question or concern as an interruption or an annoyance. You must respond to inquiries from stakeholders, whether in person or by telephone, promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the stakeholder in obtaining the help needed. If you are unable to help a stakeholder, find someone who can.

All correspondence and documents, whether to stakeholders or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those whom we serve.

Never argue with a stakeholder. If a problem develops or if a stakeholder remains dissatisfied, please ask your supervisor to intervene.

We have developed certain guidelines to reflect what we believe are good business practices. We strive to develop and maintain a pleasant, efficient, and fair work environment that fosters cooperation and understanding.

All employees are expected to be:

- On time and ready for work at the beginning of their workday
- Careful and conscientious in the performance of their work
- Respectful and considerate of others
- Courteous and helpful when dealing with other employees and with stakeholders.

3.20 Confidentiality

Employees must keep matters relating to the organization's business confidential. (See **Appendix C** for the "Confidentiality Agreement.") These business matters include but are not limited to any of the following items:

No unauthorized disclosure of:

- Business or trade secrets and confidential proprietary information such as information regarding the development of systems, processes, products, know-how and technology;
- Intellectual property such as designs, ideas, or innovations;
- Any documents, emails, faxes, U.S. mail, or other materials that relate to the organization or employees of the organization;
- organization business dealings;
- organization financial documents, data, transactions, contracts, etc;
- Student information and records;
- Confidential employee information;
- Confidential financial data, or other non-public proprietary organization information; and
- Confidential information regarding business partners, vendors or stakeholders.

No employee may use trade secrets or confidential proprietary information obtained during or through employment with the organization for the purpose of furthering current or future outside employment or activities, for obtaining personal gain or profit, or for any other purpose not related to the employee's work with the organization.

No employee may make unauthorized copies of organization business matters or information or remove organization business matters or information from organization premises without authorization. Employees are to adhere to organization procedures when discarding confidential information.

At no time may an employee disclose business or trade secrets or confidential proprietary information without the organization's prior consent, except as may be necessary in the ordinary course of performing their duties as an employee of the organization.

Employees must promptly advise the organization of any knowledge that they may have of any unauthorized release or use of the organization's trade secrets or confidential proprietary information and shall take reasonable

measures to prevent unauthorized persons or entities from having access to, obtaining, or being furnished with any trade secrets or confidential proprietary information.

During their employment, employees may not access confidential proprietary information which they are not authorized to access. Employees may not use any confidential information that belongs to a former employer in their current duties.

This policy also applies in a cybersecurity context: protection of digital systems, networks, and data from unauthorized access, malicious attacks, and other cybersecurity threats by employees. This policy applies at all times during employment. Employees who violate this policy will be subject to legal action.

Employment is contingent upon signing the Confidentiality Agreement included in this Handbook. Employees should contact their supervisors with any questions regarding these provisions prior to disclosure or use of confidential proprietary information.

3.21 Business Ethics and Conduct Policy

The organization will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with all relevant laws, regulations, and organization policies, and to refrain from any illegal, dishonest, or unethical conduct.

The successful business operation and reputation of the organization is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the organization is dependent upon our stakeholders' trust, and we are dedicated to preserving that trust. Employees owe a duty to the organization, its stakeholders, and authorized to act in a way that will merit the continued trust and confidence of the public.

The organization will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and organization policies, and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with People Services for advice and consultation.

Compliance with this policy of Business Ethics and Conduct guidelines is the responsibility of every employee. Disregarding or failing to comply with this policy could lead to corrective action.

SECTION FOUR – WORKPLACE SAFETY AND OPERATIONS

4.1 Workplace Safety and Violence Prevention

The organization adheres to a Code of Safe Workplace Practice and other applicable occupational health and safety orders. Compliance to the Code of Safe Workplace Practices is a requirement for the continuation of your employment. Violations of the Code of Safe Practices shall lead to corrective actions. In compliance with applicable health and safety laws, and to promote a safe workplace, the organization maintains an **Injury and Illness Prevention Program and Safety Manual**. All employees should be aware of where the Injury and Illness Prevention Program Guide and Safety Plans are located at their worksite.

All employees are responsible for their own safety, as well as that of others in the workplace. To help the organization maintain a safe workplace, everyone must always be safety conscious. Report all work-related injuries or illnesses immediately to your supervisor and to People Services.

The organization may implement new workplace safety plans and actions or modify existing safety procedures, in response to a declared federal, state, or local public health emergency. These may include updated strategies and/or recommendations, to resume normal or phased opening of worksite operations. Public Health Department updates and new organization safety protocols and procedures will be communicated electronically to all employees.

If a pandemic virus becomes widespread in the community as assessed by public health authorities, the organization may initiate medical inquiries, examinations, or symptom screening in the workplace consistent with applicable law. **Guidance from public health authorities is likely to change as a pandemic virus evolves.** Following guidance from public health authorities, the organization may implement new workplace requirements, precautions, intensify cleaning, disinfecting, ventilation and safety protocols for worksite entry and operation. As with all medical information, the organization will uphold all applicable confidentiality requirements. During a pandemic, the organization may require employees to adopt infection-control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal.

The organization will adhere to government and/or public health reporting, recording, and notification requirements and time frames concerning communicable illness exposure, virus, or outbreak at the workplace. This includes notifying employees who were on the premises at the same worksite as the qualifying individual within the infectious period.

In compliance with Proposition 65, the organization will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

In compliance with the Asbestos Hazard Emergency Response Act, information on asbestos at organization sites can be found in site-specific Asbestos Management Plans. To review the Asbestos Management Plan for a given site, please contact the Safety Manager.

The organization always requires that all equipment be in proper working order and safe to work with. If any equipment breaks down, do not use it until a qualified technician makes sure that it is repaired and safe.

Never try to fix broken equipment yourself. Tell your supervisor of any equipment breakdown as soon as it happens. If the breakdown requires emergency repairs, your supervisor will deal with the emergency as soon as possible.

4.2 Workplace Safety Training

The organization conducts formal safety training. Employee's attendance at safety training sessions is mandatory. The organization also provides information to all employees through bulletin board postings, memos, or other written communication.

4.3 Security and Safety

The organization has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to a supervisor or manager immediately. Secure your desk or office at the end of the day by following "end-of-the day" shut-down procedures. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. Do not leave your computer logged-on and accessible by others.

The security of our facilities and the welfare of our employees depend upon the alertness and sensitivity of every individual to potential security risks. Refrain from wearing headphones and earphones (except for organization-issued Personal Protective Equipment (PPE) that will prevent you from hearing alerts and emergency notifications. You should immediately notify your supervisor when unknown or known persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Additional safety measures may be considered for employees that are victims of domestic violence, sexual assault, and stalking. If you feel that you are a victim of such situations and would like to know about or request additional safety measures, contact People Services and the Security Coordinator.

4.4 Safety Suggestions

You are encouraged to suggest better and safer methods and routines. Please present and discuss your suggestions with your supervisor, the Safety Manager, or People Services. Employees have the right to report safety and security related matters anonymously to our Safety Manager or safety department without fear of retaliation.

4.5 Safety Equipment

If needed, the organization will provide the employee with Personal Protective Equipment (PPE). To comply with current public health measures, PPE is required to be worn during interactions or exchanges with other employees. Examples of PPE include cloth - face coverings or masks, vinyl or nitrile gloves. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to corrective action.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify People Services and their supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

4.6 Identification Badge

All employees are required to wear organization-issued identification badges in a visible manner while on organization premises. Wearing identification badges distinguishes employees from guests or unauthorized personnel. Compliance to the Identification badge policy is subject to the same conditions with other Safety and Security policies wherein violations may subject the employee to corrective actions.

4.7 Keys and Key Cards

Certain positions within the organization, approved by a member of the management team, will be issued a key/key card to the premises. Employees to whom an organization key/key card is given is responsible for proper use of that key/key card and will be required to sign for it. A lost or misplaced key/key card must be reported

immediately. Never duplicate or loan a key/key card to anyone for any reason. Keys/key cards must be returned upon termination of employment to either the Risk Management Department or a direct supervisor. Employees who take a leave of absence must turn in any keys prior to beginning their leave.

4.8 Housekeeping

All employees are expected to keep their work areas clean and organized. Employees are encouraged to take time regularly to sanitize assigned equipment (i.e., phone, keyboard). Regularly scheduled disinfecting procedures will be conducted of high touch surfaces and common areas such as breakrooms, locker rooms and restrooms. Please clean up after meals and dispose of trash properly. Potlucks and food sharing will be prohibited during times of a public health emergency.

4.9 Ergonomics

The organization is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The organization will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The organization encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The organization believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. The organization intends to provide appropriate resources to create a risk-free environment. If the employee has any questions about ergonomics, please contact the Safety Manager.

4.10 On-The-Job Injuries

Every employee is responsible for their own safety as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be always safety conscious.

If the employee is injured on the job, you must notify a supervisor immediately. Under workers' compensation law, you will receive help if you are injured. If necessary, an ambulance may be called to provide emergency medical care. It is not permissible for any employee to transport an injured employee to seek medical attention. The Supervisor may contact the injured employee's emergency contact should they need transportation to seek medical attention. If the injury is less serious, leadership along with the employee are responsible for contacting People Services to assess the situation. Injured employees will be referred to an organization-designated Medical Provider Network physician for medical treatment unless the employee has Pre-designated a Personal Physician in writing before an injury occurs. However, in emergency situations, this may not be possible or practical.

The organization will investigate outbreaks reported in the workplace and may use contact tracing, including participating in local and state contact tracing efforts to determine who may have been in close contact with an individual who has tested positive. Employees who test positive due to an outbreak at work are eligible for Workers' Compensation benefits.

All newly hired employees will be provided with workers' compensation information and the Medical Provider Network. For additional information, please contact People Services.

4.11 Workplace Smoking Ban

The organization is committed to providing a healthy and safe workplace. Smoking or use of any tobacco product or e-cigarettes is strictly prohibited in the office or within twenty-five (25) feet of it, in any organization building or within twenty-five (25) feet of it, or in any enclosed premises of the organization, including restrooms. Smoking will be permissible in outside areas designated by the organization. This policy applies to all employees, stakeholders, and visitors. Smoking is prohibited while inside organization-owned, rented, or leased vehicles.

4.12 Reasonable Searches and Inspections

The organization believes that maintaining a workplace that is free of weapons, illegal or controlled drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the organization's success. Accordingly, the organization has established this Policy concerning inspections, searches and monitoring on organization premises. The Organization intends to protect against the unauthorized use and removal of organization property. In addition, the organization intends to always assure its access to organization premises and organization property, equipment, records, documents, and files.

For purposes of this Policy:

"Prohibited materials" means firearms or other weapons; explosives and/or hazardous materials or articles; alcoholic beverages, illegal drugs, or other controlled substances; drug-related paraphernalia; and organization property that an employee is not authorized to have in their possession.

"Organization property" includes all documents, records, software, data, and files relating to organization business; and all inventories, equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by the organization.

"Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech, or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

"Possession" means that an employee has the substance on organization property on their person or otherwise under their control.

To assure access at all times to organization property, and because employees properly in possession of organization property or information related to organization business may not always be available to produce the property or information when needed in the ordinary course of organization business, the organization reserves the right to conduct a routine inspection or search at any time for organization property on organization premises. In addition, the organization reserves the right to access information and communications and email stored in organization computer files, on organization disk drives, or other storage devices, and in employee voice mailboxes.

Routine searches or inspections of organization property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, email, Internet records or similar places where employees may store organization property or organization-related information, whether the places are locked or protected by access codes.

Because even a routine search for organization property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the work place any item of personal property that they do not wish to reveal to the organization during the course of an inspection. Inspections or searches for prohibited materials in or on organization premises also will be conducted whenever the organization has reasonable suspicion to believe that a particular employee (or other employees) may be in possession of such materials in violation of this Policy.

In cases involving an inspection or search of an employee's pockets, purse, briefcase, or other item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses, etc.) in the presence of an observer.

Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that the organization will base any corrective action decision on the information that is available, including their refusal to cooperate in or consent to the search, as well as the information that gave rise to a reasonable suspicion that the employee was in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive the organization of information that may clear them of suspicion. In addition, the organization reserves the right to take appropriate action to prevent the unauthorized removal of organization property from organization premises.

The organization reserves the right to monitor the use by employees of organization telephones, computer networks, and electronic mail systems. Monitoring may be performed by observation, or through aural, mechanical, electronic, or other means.

Monitoring may take place on a regular or random basis and will be used to monitor an employee's job performance, for training or quality control purposes, or in instances in which the organization has a reasonable suspicion that an employee is using organization property in an unauthorized manner.

All inspections or searches may be conducted as necessary and will be approved in advance by People Services, who will inform supervisors of the impending inspection prior to its occurrence.

Employees who are found to be in possession of prohibited materials in violation of this Policy and the Drug and Alcohol-Free Workplace policy, or employees who are found to have used organization property in an unauthorized manner, will be subject to corrective action.

Any prohibited materials, or any materials that are suspected of being prohibited by this Policy, that are found in an employee's possession during an inspection or search will be collected by the organization or by the independent security service, and will be placed in a container, sealed, and marked with (1) the date collected, (2) names of persons present, (3) circumstances of discovery, and (4) a general description of the contents placed in the container.

The employee who was in possession, or who was suspected of being in possession of the prohibited materials will be given a receipt for the materials collected during the search. If, after further investigation, it is determined that the materials collected were not prohibited by this Policy, the collected materials will be returned to the employee, except as provided below, and a receipt will be obtained from the employee. In cases in which it is suspected that the collected materials consist of illegal drugs or other controlled substances, the organization will arrange for disposition in accordance with law enforcement authorities. In cases in which the collected materials consist of, or are suspected of consisting of, firearms or other weapons, explosives, or other hazardous materials or articles, the organization reserves the right to dispose of the materials in whatever manner it deems to be in the interest of its employees' safety or to return the materials to the employee at a designated time and location.

In cases in which it is suspected that the collected materials consist of illegal drugs or other controlled substances, the organization reserves the right to arrange for the materials to be tested and to be notified of the results, for the purpose of determining whether the employee has violated this Policy.

Supervisors should restrict communications concerning a violation or possible violation of this Reasonable Searches and Inspection Policy to persons who have an important work-related reason to know.

4.13 Restraining Orders and Domestic Violence

One issue that crosses from home to work is domestic violence. If you are being threatened at work, immediately tell your supervisor, People Services, or the Police. These situations can be very dangerous for you and other employees.

If an employee has a civil order, like an Emergency Protective Order, a Stay-Away Order, or a Temporary Restraining Order issued against someone or received one against yourself, employee must tell their supervisor and People Services about it. Such information shall remain confidential, and the organization will help with you to develop a workplace safety plan.

Employees are encouraged to team up with a co-worker and/or security guard leaving at the same time of day, as the parking lot may be dark. When leaving your vehicle in the parking lot, be sure to lock your vehicle to secure personal property and your safety when returning to your vehicle at the end of your shift. When you get into your vehicle, immediately lock your doors, and fasten your seatbelt. When departing from the parking lot, and if you feel you are being followed, you should contact 911 via your cell phone or drive to the nearest police/sheriff station to get help. Once you have contacted the authorities and are safe, be sure to report any incidents to your site administrator or supervisor immediately.

To promote the safety of employees and organization visitors, as well as the security of its facilities, the organization reserves the right to conduct video surveillance of its premises at any time. Video cameras will be positioned in appropriate places within and around organization buildings. The only exception to this policy is private areas of restrooms and designated lactation areas. Requests for additional guidance on workplace security procedures should be directed to the Security Coordinator.

4.14 Inclement Weather

The organization, through the Executive Office, may decide to close its offices due to inclement weather. All employees will be paid for such time off if normally scheduled to work that day and only for those hours which the employee would normally work.

When the organization's offices are kept open during inclement weather conditions, all employees will be expected to make reasonable efforts to get to work. All employees who are unable to report to work should call their supervisor and report their absence as soon as possible prior to the start of their work shift. Employees unable to arrive for work will be charged their vacation hours. If no vacation hours are available, the absence will be unpaid.

4.15 Public Emergency and Natural Disaster

The organization maintains safety and emergency operations plans to support employees with incident management activities and to help ensure business continuity in the event of a public emergency, catastrophic event, or natural disaster. This policy provides guidance regarding employee compensation and outlines alternate options should the organization have to close business due to the circumstances.

We regard the safety and health of our employees with utmost importance. This includes protecting employees from anticipated hazards and providing immediate resources for support following a disaster. If the organization closes its operations because of a natural disaster or other public emergency, employees are encouraged to call the organization's designated number to obtain information about employee resources, paychecks, or information regarding their location and contact information. Efforts will be made to use the organization's intranet and systems for employee communications.

Employees may need to take on new responsibilities to aid with the recovery process. The organization will compensate employees their regular pay for performing activity that is primarily and necessarily for the benefit of the organization. Examples include cleaning debris, moving organization equipment, and other activities associated with the organization's Incident Management Plan.

Exempt Employees

Regular, full-time Exempt employees paid on a salary basis will be paid for an entire weekly salary if they work any portion of their scheduled workweek. However, if the organization is closed for an entire workweek and the exempt employee has not performed any work during the week (including Teleworking), the employee is not entitled to compensation for that week. Employees may use accrued vacation time to cover the non-work period.

Non-Exempt Employees

Non-exempt employees are only entitled to regular pay for hours they spend performing work. Importantly, reporting time pay requirements (such as compensation for arriving to work, but being sent home due to a lack of work available) do not apply if:

- (1) operations cannot continue due to threats to employees or property, or when operations are discouraged from continuing by a civil authority.
- (2) public utilities such as water, gas, electricity, or sewer fail; or
- (3) work is interrupted by an “Act of God” or other causes not within the organization’s control.

Non-Exempt employees will receive regular pay for any work performed prior to a closure (including approved Teleworking). If the organization requires Non-exempt employees to remain “on-call” during a disaster-related situation, an employee is required to receive regular pay during the specified on-call period. However, “call back pay” (a minimum of two (2) hours of regular pay for reporting a second time in a single day), does not apply when public utilities fail, such as a power outage. Therefore, the organization could send employees home (or release them from approved Teleworking), and then call them back to return (or resume working) later in the day without paying any additional compensation other than regular pay required for the actual work performed. In the event of an emergency site closure, employees must take organization-provided technology with them to facilitate telework. This includes laptops, tablets, mobile devices, and any other necessary equipment or software to perform their duties remotely. Ensuring that you have the required technology will help maintain productivity and communication during emergency situations.

Teleworking or Alternate Work Location

Employees may be requested to work remotely or assigned a new work location on a temporary basis. To capture time worked remotely, employees are to record time worked in the Time and Attendance System.

Requests for Emergency-Related Time Off and Leave of Absence

In the aftermath of a disaster, an employee may need immediate time off or a leave of absence. Please coordinate immediate time off with your supervisor and record the absences in the Time and Attendance System. People Services team members are available to assist with Leave of Absence and work accommodation requests. The organization may grant flexibility with medical certification requirements to support emergency leave taken during the public emergency period.

Non-employees

The organization may receive offers from non-employees or non-approved school volunteers to volunteer with the recovery process. Please consult with School Leadership or People Services when deciding whether to allow these individuals to “volunteer” with such efforts. The organization will consider contracting with a professional disaster recovery service to minimize risk to employees and non-employees’ post-disaster.

4.16 Communicable Illness

The organization regards employees’ health and wellness as a prime concern. All employees are to adhere to basic health guidelines by practicing good hand hygiene and respiratory etiquette. Employees are allowed additional time to wash their hands throughout their work shift. It is recommended that employees consider reporting to the

workplace when experiencing a communicable illness. Employees are advised to stay home when sick. Employees are encouraged to conduct a self-check at home for virus symptoms before leaving for work.

The organization's decisions involving persons who have communicable illness shall be based on current and well-informed medical judgments concerning the illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable illness.

Employee responses to medical inquiries will be kept in the employee's medical record, which is maintained separately from the employee's personnel file. This includes an employee's statement that they have the disease or suspects they have the disease, or other documentation from questioning an employee about symptoms. The organization will adhere to government and/or public health reporting, recording, and notification requirements concerning communicable illness exposure or outbreak at the workplace.

During a pandemic virus or national, state, or local public health emergency, the organization will rely on guidance from public health authorities for prevention of and exposure to a communicable illness in the workplace. Public Health Department recommendations and strategies may change during a crisis and differ between states. The organization will make best efforts to obtain Public Health Department advice and guidance that is contemporaneous and appropriate for our work locations and make reasonable assessments of conditions in the workplace based on this information.

Employees will be compensated their regular pay for their time when required to complete safety screening or testing at the worksite. Employees will be compensated for the day if they are sent home due to displaying symptoms of a pandemic virus. Medical services and tests requested at the direction of the organization will be paid by the organization.

During a public health emergency or pandemic virus, the organization may require employees to self-quarantine when employees have communicated information related to their travel to areas that are designated as high infection risk.

Return to Work

To return to work, the organization may require a medical note certifying the employee is fit to perform the essential functions of their position.

Work Accommodation

The organization will engage in an interactive process with an employee involving any request for interim, temporary, or short-term work accommodation due to the employee's disability. The interactive process is a discussion between the employer and employee focused on whether the impairment is a disability and the reasons that an accommodation is needed.

This process will include requesting medical documentation to determine whether the employee has a disability, as defined by applicable law, and if the employee's disability necessitates a work accommodation. In addition, when government restrictions are changed, extended, or are partially or fully lifted, the need for work accommodations may also change to suit changing circumstances based on public health directives.

The organization will not discriminate against an employee based on the individual having a communicable illness. It is permissible and legal for management to ask employees who appear to have symptoms to go home and not return to work until they have been medically released by their attending physician. The organization will comply with applicable laws and regulations that protect the privacy of an employee's medical information.

If applicable, all health and safety provisions specified in organizations and Board of Directors approved policy(ies) pertaining to health and safety are hereby incorporated into this Handbook.

4.17 Organization Property

Lockers, desks, vehicles, computers, internet access, and certain other property are property of the organization and must be maintained according to organization rules and procedures. Employees do not have a reasonable expectation of privacy with respect to their use of or access to any organization property, both physical and electronic. organization property must be used only for work-related purposes, unless otherwise specified below. The organization reserves the right to inspect all of its property to ensure compliance with its rules and procedures, without notice to the employee and/or in the employee's absence.

Telephones, voicemail and/or electronic mail (email) and internet access are to be used for business purposes only, unless otherwise specified below. Chatting online, instant messaging, surfing and other similar misuses of organization time, property and internet services are strictly prohibited. Transmitting, retrieving, downloading or storing messages or images that are offensive, derogatory, defamatory, off-color, sexual in content (including all forms of pornography) are considered inappropriate in the business environment. Gambling, monitoring sports scores and playing electronic games on organization time are also prohibited activities on organization time.

The organization reserves the right to listen to, monitor and record phone and voicemail messages and to access and disclose computer files, email messages and internet records to ensure compliance with this policy, without notice to the employee and/or in the employee's absence. Violation of these guidelines may result in corrective action.

It may be necessary to assign and/or change passwords and personal codes for organization voicemail, email, and computers. These items are to be used for the organization's business and they remain the property of the organization. The organization may keep a record of all usernames, passwords/codes used and/or may be able to override any such password system.

4.18 Organization Equipment and Technology

The organization maintains all rights pertaining to the use of its equipment. All organization equipment, including desks, computer systems, computer software, diskettes, computer, or computing device—specifically including but not limited to laptops, workstations, printers, servers, and handhelds—is to be used for organization business only.

The organization maintains all rights pertaining to the use of its resources. All organization resources—specifically including but not limited to its electronic network, electronic mail, voicemail, video conferencing and the data residing on its computer systems—are to be used for organization business only, unless otherwise stated in this Handbook.

The primary purpose of the electronic mail (email) is to expedite necessary business communications between two or more individuals. Use of email is a privilege and may be revoked at any time. The primary purpose of the electronic mail (email) is to expedite necessary business communications between two or more individuals. Use of email is a privilege and may be revoked at any time. Employees should not use personal devices or email accounts for organization-related communications, unless authorized by the organization. Such communications should only take place using organization-issued devices and via the employee's organization-issued email account. Under certain circumstances that include a Telework arrangement, the organization reserves the right to modify this policy and request employees to temporarily use their personal devices to conduct organization business. Additional guidelines will apply, and employees may be eligible to receive reimbursement as a fringe benefit.

All employees are expected to maintain proper and ethical use of electronic mail.

Employee Privacy

Neither permission to use the organization's computing resources, nor the issuance to any employee of a password, authentication credential, or digital certificate confers any right of privacy upon any employee of the organization. Thus, employees must not expect that any information maintained on or transferred over the organization's systems, including electronic and voicemail messages, are private.

Employees are encouraged and advised to retain personal records and engage in personal business using personal equipment at home, as employees have no right to privacy for information contained on the organization's computer, electronic or telephonic systems.

Do not use organization equipment, computers, or information systems for non-organization business, unless otherwise stated in this handbook.

(See **Appendix D** for the "Voicemail, Email, and Use of organization Technology Acknowledgement.")

Organization Access to Information

At all times, the organization retains the right to access and search all directories, indices, diskettes, files, databases, email messages, and other electronic transmissions contained in, or used in conjunction with, the organization's computer, electronic, and voicemail systems and equipment without prior notice. This right applies both during your employment with the organization, as well as after its cessation, whether the cessation is voluntary or involuntary, or by death or disability.

The organization purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the organization does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The organization prohibits the illegal duplication of software and its related documentation.

Monitoring of organization Equipment

The organization retains the right to enter any of its systems or any system connected to its network, at its sole discretion. The organization reserves the right to monitor the use by employees of organization telephones, computer networks, and electronic mail systems. Monitoring may be performed by observation, or through aural, mechanical, electronic, or other means. Monitoring may take place on a regular or random basis and may be used to monitor an employee's job performance, for training or quality control purposes, or in instances in which the organization has a reasonable suspicion that an employee is using organization property in an unauthorized manner, or other lawful reasons.

By placing information on the organization's computer systems, employees grant to the organization the right to edit, delete, copy, republish, and distribute such information. By connecting non-organization equipment to the organization's network, employees grant to the organization the right to scan or monitor the electronic communication into and out of such equipment without limitation.

Computer, electronic, or voicemail messages deleted or erased by employees may remain stored in the organization's computer or telephone systems. Accordingly, the organization retains the right to access computer, electronic, and voicemail messages for as long as the information may be obtained from any source.

Employees should notify their immediate supervisor, People Services, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to corrective action.

Appropriate Use

Employees are expected to present a professional and business-like image when using organization technology and email. Employees may not send offensive or discriminatory messages, nor may they access inappropriate images or materials. Employees will be subject to corrective action for violations of this rule.

Passwords

Passwords, authentication credentials, and/or digital certificates are designed to allow employees access to all or part of the organization's computer, electronic, and/or telephone systems, and to prevent unauthorized access to information. Employees are expected to maintain their passwords as confidential and must not access co-workers' systems without express authorization.

In the event of the cessation of employment, you will deliver to the organization, if requested, all passwords or other authentication credentials to access all organization documents, disks, computer, electronic or voicemail systems, whether these were issued to by the organization or created by you or any other party.

4.19 Organization Vehicles and Business Travel

The organization maintains a separate policy applicable to business travel and use of organization vehicles. This policy is available with the Travel Department. (See **Appendix E** for the "Business Travel and Use of organization Vehicles Acknowledgement."). Employees who drive an organization vehicle (a vehicle owned, rented, or leased by the organization) will be required to show proof of a current driver's license.

Employees who drive a non-organization vehicle (a vehicle that is not owned, rented, or leased by the organization) for organization business will be required to show proof of a current driver license and carry the State minimum insurance limit. The organization participates in a system that checks the DMV records of all such employees, with employee consent.

It is important to note that the primary layer of auto liability coverage is the insurance which is on the vehicle driven. Therefore, when an employee is driving an organization vehicle, the auto liability coverage, carried by the organization, will be primary. When a non-organization vehicle is being driven, the primary auto liability coverage will be that which is on the non-organization vehicle and thus the organization's auto liability coverage will be excess. The organization does not provide any collision or comprehensive coverage on non-organization vehicles.

Before an employee may engage in organization business travel or drive an organization vehicle, the employee must speak with Risk Management regarding additional policies. Risk Management must verify that the employee meets organization requirements for business travel and use of organization vehicles, and the employee must agree to the additional organization policies regarding business travel and use of organization vehicles. All employees are prohibited from engaging in organization business travel and driving organization vehicles until this process has been cleared by Risk Management. Employees approved by Risk Management for business travel and use of organization vehicles are required to report to Risk Management any convictions suspending or revoking their driver's license, reckless driving, or any convictions for driving while impaired, such as driving under the influence of alcohol or drugs.

Employees who use their own vehicles on organization business must carry State minimum insurance coverage and have a valid driver license. Employees will be reasonably reimbursed for mileage. Reimbursement rates are subject to change at the organization's discretion, but the rate will always be at least that of the Internal Revenue Service.

Only hands-free technology cell phone use is permitted while driving on organization business or when driving an organization vehicle. Any employee who is involved in a traffic accident while on organization business or while

driving an organization vehicle should never admit fault at the scene of the accident. Employees are encouraged to cooperate fully with law enforcement authorities, collect as much information as possible and provide it to Risk Management Department. Employees injured because of the accident should seek immediate medical care and report information concerning the accident following receipt of medical treatment.

Excluded Drivers:

In the event an employee is notified by the Risk Management Department that they have an unsatisfactory driving record with the South Carolina Department of Motor Vehicles, the employee may be considered an Excluded Driver from the organization commercial auto insurance policy. Excluded drivers are not eligible to travel on organization business and may have the following restrictions:

Excluded Drivers cannot drive on organization business using an organization leased vehicle, rented vehicle, and/or personal vehicle, including but not limited to:

- Driving between site locations
- Driving to and from outside vendors and/or third-party agencies
- Driving to and from training locations, professional development, meetings and/or conferences.

If an employee's position requires them to drive on organization business, please be advised that failure to adhere to the above restrictions may result in disciplinary action, up to, and including, termination.

The following advice will help you judge when it is safe to drive:

- Ensure the vehicle is in good working order.
- Spend time planning the route.
- Consult the internet for driving directions and maps.
- Dress appropriately for the weather conditions.
- Carry food and warm drink in case the journey becomes prolonged or delayed.
- Do not drive if suffering from illness.
- Remember that prescription drugs and over-the-counter medications can cause drowsiness.
- Be prepared to delay or cancel the trip if weather or traffic conditions worsen.
- Maintain contact with the organization to always apprise them of your whereabouts.

Preparing and Planning

Poor weather conditions such as rain, ice, snow, high winds and fog will reduce visibility. They will also reduce the ability to stop quickly and affect steering and braking. In addition, traffic congestion may cause long delays or cause re-routing onto unfamiliar roads.

Seat Belts and Save Lives

All available evidence shows that people are much less likely to be hurt in an accident if they are wearing a seat belt.

It is organization policy that all employees always wear their seatbelt when operating an organization-provided vehicle and while driving on organization business. There are no exceptions to this rule as it is the law. If you have an accident and are cited for not wearing a seat belt, you may face corrective Action.

Safe Driving

It is important that you always drive safely. Do not engage in distracting activities such as reading, eating, make-up application, attending to children or making calls on a hand-held cell phone.

While driving on organization business or while driving an organization vehicle, you are responsible for complying with all traffic, parking, and other vehicular laws. You will be individually responsible for all driving, traffic, parking, etc. violations that you commit.

Carpooling

Employees that elect to carpool for business travel during a pandemic virus or other public health emergency will be provided surgical masks and be required to wear them during the duration of their car travel.

Air Travel

Employees are expected to adhere to Airline guidelines for air travel during a pandemic virus or public health emergency.

The organization reserves the right to temporarily suspend business travel requests in support of public safety measures enacted following a federal, state, or local public emergency. Employees will be informed of this action and when business travel requests may resume.

4.20 Organization Provided Equipment

Some employees use organization-provided equipment outside of the standard work environment as a regular part of their job. Employees who use organization-provided equipment, you are responsible for:

- Ensuring the equipment is properly maintained and that only organization authorized personnel perform all maintenance or repairs to the equipment.
- Ensuring that organization equipment is not used in an unauthorized manner. The employee is the only one authorized to use the equipment. Third parties are not authorized to use the equipment unless approved, in advance, by senior management.
- Taking adequate safeguards to avoid loss, damage, or theft. If loss, damage, or theft occurs and it is determined to have occurred due to your negligence, the organization may take corrective action. Employees can be held financially responsible for the replacement cost of any item of organization property that is lost or damaged as a result of their gross negligence, willful misconduct, or dishonesty.
- Immediately reporting to your supervisor all incidents of loss, damage, or theft including a written account describing the events surrounding the incident. If necessary, a police report must be filed.
- Immediately returning all organization-provided equipment when the employee transfer, are reassigned, or terminate employment.

4.21 Organization Provided Cell Phone

The organization provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their stakeholders, associates, and others with whom they may conduct business. Cell phone use is primarily intended for business-related calls but may be used for personal reasons in emergency situations. 411 calls are to be made only when business and telephone directories are not readily available. *Downloads* and *text messaging* are for business purposes only. However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices will be regularly monitored.

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones for any reason when driving an organization-provided vehicle or when driving on organization business unless they are using hands-free technology.

As employees of the organization, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

4.22 Return of Organization Property

Any organization property issued to you, such as keys, tools, cell phones or any other items issued must be returned to the organization at the time of your termination. You will be responsible for any lost or damaged items.

Regardless of whether your employment ends on a voluntary or involuntary basis, it is your responsibility to return all equipment, computers, telephones, organization passwords, tools, keys, clothing, or any other property issued to you by the organization. Employees can be held financially responsible for the replacement cost of any item of organization property that is lost or damaged because of their gross negligence, willful misconduct, or dishonesty.

4.23 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by the organization to assist employees in obtaining work-related data and technology. Remember, the truth and accuracy of information on the Internet should be considered suspect until confirmed by a separate reliable source. The following guidelines have been established to help ensure responsible and productive internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is part of the official records of the organization and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the internet, remain at all times the property of the organization. As such, the organization reserves the right to monitor internet traffic, and inspect, retrieve and/or read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age (forty (40) and over), sex, religious or political beliefs, national origin, disability, sexual orientation, gender identity, gender expression, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Generally, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the internet without prior authorization from your supervisor. Downloading of any executable files or programs which change the configuration of your system by anyone other than organization authorized personnel is prohibited. Installing programs or accessing sites that circumvent the organization's internet filtering system is prohibited.

In addition to this policy, employees must also comply with the other applicable policies contained in this Handbook, including but not limited to the organizations and Board of Directors Social Media policy.

Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are expressly prohibited and can result in corrective action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal advantage
- Stealing, using, or disclosing someone else's code or password, authentication credentials, and/or digital certificates without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting trade secrets or confidential proprietary information such as information regarding the development of systems, processes, products, know-how and technology outside of the organization
- Violating laws protecting the privacy of student information
- Violating laws protecting the confidentiality of employee information
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Malicious tampering with or attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the internet for political causes or activities, religious activities, or any sort of gambling thereby jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Engaging in any illegal activities

Abuse of the Internet access provided by the organization in violation of law or organization policies will result in corrective action.

Refer to the organization's social media Policy herein. Both the social media and the Internet Usage policies must be followed.

4.24 Employee Emails

Routine emails generated by employees will automatically be deleted from the Inbox, Sent and Deleted folders 90 days after they are generated. All employees are to move any emails requiring retention beyond this period to a specific folder other than Inbox, Sent or Deleted.

4.25 Internal Communication

The organization uses bulletin boards, attachments to payroll advice, Intranet, and office email are used to communicate important information to employees on a regular basis. Each employee is responsible for reading posted or distributed information on a timely basis.

4.26 Media Relations

The organization strives to anticipate and manage crisis situations in order to reduce disruption to our employees and to maintain our reputation as a high-quality organization. To best serve these objectives, the organization will respond to the news media in a timely and professional manner *only* through the designated spokespersons. Only Officers of the organization are authorized to speak on behalf of the organization. Please refer all inquiries to the

Principal/School Leader, or the Board of Directors. If unavailable, please refer inquiries to any People Services. Events may occur at our locations that will draw immediate attention from the news media. It is imperative that one person speaks for the organization to deliver an appropriate message and to avoid giving misinformation in any media inquiry. Every employee is expected to adhere to the following media policy. Answer all media/reporter questions like this: *"I am not authorized to comment for the organization, or I do not have the information you want. Let me have our public affairs office contact you"*.

Employees are expected to protect the privacy of the organization and its employees and stakeholders, and are prohibited from disclosing confidential student, employee and nonemployee information and any other proprietary and nonpublic information to which employees have access.

4.27 Publicity

The organization may utilize media resources. The organization may use employee photographs, pictures, and/or voice transcriptions for promotion or advertising at any time without compensation. Please notify the CEO or the designated communication person if you do not wish to be captured in organization media or marketing materials.

4.28 Organization-Sponsored Social and Recreational Activities

The organization may from time to time sponsor social and/or recreational activities for its employees. Employee attendance at such activities is completely voluntary and is not work-related. Neither the organization nor its insurer will be liable for the payment of workers' compensation benefits for any injury that arises out of any employee's voluntary participation in any activity that is not part of work-related duties. Employees may be asked to complete and sign a waiver of liability as part of their participation in an organization sponsored social or recreational activity.

4.29 Personal Use of Organization Telephones

Personal telephone calls should generally not be made during work time, except in the case of an emergency. Instead, they should be made during breaks or meal periods. Because telephones are a significant expense to the organization, you should not use organization telephones (including organization-owned cell phones) for personal calls, unless it is an emergency. If you must make a personal call either during work hours or from an organization telephone, please practice discretion and refrain from doing so in the presence of stakeholders, vendors or visitors. Should circumstances require that you place a long-distance call, we ask that you use a personal calling card or call collect or ask for authorization from your supervisor.

If the organization determines that an employee is using organization telephones to conduct personal business or is making or receiving excessive personal calls during work hours (whether or not using an organization telephone), the employee may be subject to corrective action and may be asked to pay for the charges associated with use of the organization telephone.

4.30 Personal Use of Cell Phones

All use of personal cell phones during work hours is not allowed. Personal cell phones should remain in silent mode or turned off during working hours. Use of personal cell phones is limited to break and mealtimes only.

The organization may request employees to use their personal devices for work purpose. The organization will reimburse employees for use of their personal devices, and expense reimbursement procedures will be communicated to employees.

When employees conduct public business using private email or personal devices, those communications may be subject to disclosure under the South Carolina Public Records Act. Employees are advised to retain organization electronic communications (i.e., email, texts). The Technology Services Division is available to assist with additional guidance and tools for document retention.

4.31 Personal Property/Employee Property

The organization is not responsible for personal belongings that are lost or stolen. Employees should not leave or store personal belongings of value in the workplace, for security reasons.

Terminated employees must remove all personal items at the time they leave the organization. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination.

4.32 Solicitations

The organization recognizes the importance of community outreach and may engage in certain fund-raising campaigns for 501(c)(3) Non-Profits only. Special campaigns on organization premises may be conducted upon specific approval from Executive Management after liability review. Employee participation is completely voluntary and is not intended to interfere, advance, conflict, or be discriminatory in nature to an employee's employment relationship with the organization. The organization respects an employee's individual right to voluntarily contribute to such campaigns.

No soliciting or distribution is allowed during working time (working time means times when you are expected to be performing your work duties, as opposed to non-working time such as rest and meal periods and before and after your shift) or in working areas (working areas means areas where work duties are being completed, as opposed to nonworking areas such as break rooms and parking lots). We recognize an employee's right to be provided with working conditions free from the distractions which could result from fund-raising appeals or other solicitations on organization premises.

4.33 Conducting Personal Business

Employees may not conduct personal business or business for another employer on organization premises. However, employees may conduct reasonable personal business on organization premises in case of emergency, or during meal or break periods, provided organization property is not used in ways prohibited by organization policies.

SECTION FIVE– EMPLOYEE BENEFITS

5.1 Insurance Benefits

The organization has established a number of employee benefits for its eligible employees. This section provides brief summaries of some of the benefit features offered by the organization and/or South Carolina Public Employee Benefit Authority (PEBA). More detailed information is set forth in the official plan documents and insurance policies that govern the plans. If there is any real or apparent conflict between the brief summaries contained in this Handbook and the terms, conditions, limitations or exclusions of the official plan documents, the provisions of the official plan documents will control.

Eligibility

- All regular, full-time employees who regularly work at least thirty (30) hours per week and part-time teachers are eligible for benefits.
- New full-time employees that work at least 30 hours a week are eligible for coverage within 31 days of their hire date.
- Part-time teaching working between 15 to 30 hours a week qualify for health, dental, vision insurance and Medical Spending Account and a Health Savings Account but are not eligible for other PEBA benefits, such as life and long-term disability insurance.
- All regular full-time and part-time regular employees qualify for participation in the Educators Employees Assistance program and the Deferred Compensation retirement plan.

Effective Date

- Employee Benefits become effective the 1st of the month following a 1 month (30/31 day(s)) waiting period from the date of hire.

Type of Benefits

The Organization offers the following benefits through the South Carolina Public Employee Benefit Authority (PEBA):

- Medical
- Dental
- Vision
- Medical Spending Account/Health Savings Account/Dependent Care Spending Account
- Long-Term Disability Insurance and Supplemental Long Term Disability Insurance
- Basic Life Insurance, Optional Life Insurance, Dependent Life-Spouse & Dependent Life-Child Insurance
- Basic and Voluntary Accidental Death and Dismemberment Insurance

If electing or removing benefits, the Organization will require eligible employees to provide proof for legal guardianship for dependents, and copies of valid marriage licenses or divorce decrees within 30 days of Benefit Effective date.

The following documents can be used as verification:

- Birth Certificate
- Marriage License
- Domestic Partnership Certificate
- Adoption Certificate
- Legal Guardianship documentation from the state court or federal government

As with most policies, our insurance and retirement benefits are subject to change, and employees may be subject to a waiting period before coverage and benefits begin. While it is the Organization's intention to continue these

benefits, it reserves the right to modify, curtail, reduce, or eliminate any benefit, in whole or in part. For more information about insurance and retirement benefits and eligibility, please speak with the Benefits Department. A Benefits Insurance Summary is available at peba.sc.gov.

Employees with regular full-time and part-time status are also provided with information on coverage options available through the Healthcare Insurance Marketplace. Healthcare Insurance Marketplace information is included in all New Hire Packets and may also be obtained by contacting the Benefits department.

For more information about insurance, benefits, and eligibility, please contact our Benefits Department. Benefits@llac.org.

Benefits during a Medical Leave

The Organization will continue to provide insurance benefits to eligible employees during a medical leave, provided that the employee regularly continues to pay their share of the premium, if applicable. Benefits that are accrued for hours worked, including sick and vacation accruals, will not accrue during a medical leave. However, leave time will be counted toward your service date.

Benefits during a Public Emergency

The organization may seek to expand employee benefits or secure new offerings to better support employees during a public emergency. It may be necessary to modify Benefit Plans to comply with new federal or state legislation enacted during a public emergency. The organization will communicate benefit plan changes and share out resources and benefits available through its insurance carriers.

5.2 Life Events and Benefits Enrollment

The organization allows changes to benefit selections outside of the annual Open Enrollment period only when a Life Changing Event has occurred, with such examples as described below.

Qualifying Life Events

- New Birth/Adoption/ Legal Guardianship of a child
- Marriage/New Domestic Partnership
- Loss/Gain of Coverage
- Overage Dependent - Dependent Child no longer meets the requirement age (26 years)
- Dependent becomes Disabled
- Legal separation or Divorce
- Death
- Court Ordered Coverage
- Entitlement to Medicare/Medicaid

Effective Date

Life Event changes require enrollment within thirty-one (31) days of Life Event to ensure benefit coverage. Supporting documentation for a special eligibility situation will need to be submitted to confirm eligibility. Please visit PEBA's online insurance benefits system at mybenefits.sc.gov.

5.3 Retirement Savings Plan

The Organization provides a retirement savings plan in which regular, full-time and part-time employees are eligible to participate. Employee may make pre-tax and/or post-tax contributions to the plan and the Organization may make matching contributions to the amounts employee have contributed. Employee will receive a quarterly statement of their retirement benefits throughout the plan.

5.4 Long-Term Illness or Permanent Disability

The organization offers Long-Term Disability Insurance and Long-Term Care coverage. An employee whose leave is necessitated by a disabling non-work-related physical or mental impairment, which substantially limits one of the employee's major life activities and is expected to be ongoing for a substantial period of time or is of permanent duration, may be accommodated with longer and more frequent leaves as long as such leaves will not result in an undue hardship on the organization.

Such employees will be reinstated to the job they left unless, for organizational reasons, the organization was unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue hardship on the organization. Under those circumstances, the organization will offer the employee a substantially similar job if one exists that the employee is qualified to perform.

The Organization offers Long Term Disability Insurance. Information can be obtained from People Services or visit peba.sc.gov.

5.5 Workers' Compensation Insurance

The organization complies with State Workers Compensation Act and provides Workers' Compensation no-fault insurance coverage for all employees to protect them in the event of an on-the-job injury, illness, or exposure. The organization pays the full cost of the insurance. If the applicable insurance carrier determines that the employee cannot work because of a work-related injury, illness, or exposure, you will be placed on a Workers' Compensation Leave of Absence in accordance with the laws of the State of South Carolina. A Workers' Compensation Leave may be designated in conjunction with State and Federal family and medical leaves.

The employee must notify their supervisor immediately upon knowledge of any accident, injury, illness, or occupational exposure. Failure to report any accident, injury, illness, or occupational exposure may result in corrective action.

The employee's supervisor, in conjunction with People Services, will take the necessary steps, in accordance with applicable state law, to report a Workers' Compensation injury. The organization will adhere to government and/or public health reporting, recording, and notification requirements to the Workers' Compensation insurance carrier and public health authorities concerning communicable illness exposure or outbreak at the workplace.

A full release from the attending physician is required to return to work (any medical restrictions will be reviewed through the interactive process on a case-by-case basis by People Services).

5.6 Employee Assistance Program

The organization provides confidential and voluntary assistance through multiple-Employee Assistance Programs (EAP) to all employees and their eligible family members to promote work-life balance. The EAP consists of several different services: Counseling **by a Masters' or Ph.D. level counselor** who provides **direct**, in-the-moment counseling to Members beginning with the first call, Travel Assistance Identity Theft Recovery, Grief Counseling Estate Guidance Will Services, Funeral Planning and Concierge Services and Peak Performance Coaching.

The EAP is strictly confidential and is designed to safeguard an employee's privacy. There is no charge for employees or their families to access the EAP. EAP advisors may suggest a referral to an outside resource, such as a therapist, agency, physician, treatment facility or other professional if the situation deems appropriate to assist in resolving the problem or situation. Additional fees may apply to use of outside resource services. We encourage employees to take advantage of these valuable benefits. For more information on the EAP plan please contact the Benefits department.

Participation in the EAP does not jeopardize employment or promotional opportunities. However, it does not excuse the employee from following organization policies and procedures or from meeting required standards for satisfactory job performance except where specific accommodations are required by law.

5.7 Health and Wellness

The organization values the health of its employees and encourages employees to take advantage of the organizational wellness opportunities provided. Participation does not require disclosure of medical history, nor will it discriminate against an employee based on their health status. Participation is voluntary physical and recreational activities to support the health and well-being of its employees.

5.8 Consolidated Omnibus Budget Reconciliation Act (COBRA)

The organization offers employees and their families the opportunity to elect a temporary extension of health coverage through COBRA (called “continuation coverage” or “COBRA coverage”) in certain instances where coverage under the health plan would otherwise end. Employee do not have to show that you are insurable to elect continuation coverage. However, you will have to pay the entire premium for your continuation coverage. At the end of the maximum coverage period, employee must be allowed to enroll in an individual conversion health plan if it is otherwise available under the Plan through South Carolina Public Employee Benefit Authority (PEBA). PEBA serves as the benefits administrator for COBRA subscribers.

If an employee resigns or leave the Organization, or if employee hours are reduced below thirty (30) per week due to a schedule change or leave of absence; or if another “qualifying event” such as death, divorce or legal separation occurs; or if a dependent child no longer meets eligibility requirements, you and/or your eligible dependents may be eligible for continuation of your health benefits through COBRA.

It is the employee’s responsibility to notify PEBA in writing of any qualifying events and to keep the People Services Department informed of current addresses for the employee and all covered family members. At the time you would become eligible, you will receive information regarding COBRA and HIPAA benefits.

For more information about COBRA and HIPAA benefits, please contact the visit peba.sc.gov.

SECTION SIX – TIME OFF AND LEAVE OF ABSENCE

6.1 School Breaks, Holidays and Holiday Pay

The Organization will observe holidays or other periods of time off as approved by the School Board. Holidays and school breaks will be designated in the academic calendar.

The following situations should be noted regarding holiday pay:

- Eligible, regular, full-time employees will be paid their regular base pay for organization designated holidays and discretionary approved organization-wide breaks.
- An eligible full-time employee who is absent for a valid reason (as determined by their supervisor) either a business day prior to or after a holiday or school break, or both prior to and after, may be paid for the holiday. Time off requests immediately prior to or following a scheduled holiday or school break must have the preapproval of their supervisor or School Principal.
- Regular, full-time employees on Leave of Absence will not be paid for Holiday if it falls outside discretionary approved organization-wide breaks.
- When an eligible employee terminates their employment and the last day of work is the day before a holiday or school break, the eligible employee will not be paid for the holiday or school break; and
- Eligible employees will not be paid for holidays that fall within a leave of absence period.

The organization maintains an academic calendar and reserves the right to observe other periods of time off throughout the academic year.

6.2 Vacation Time Accruals

The organization offers ~~paid~~ vacation time accrual to eligible employees for their rest and recreation away from work. The organization believes that time away from work is beneficial for rest and rejuvenation, so the organization does not allow employees to take pay in lieu of vacation time.

Eligibility/Earnings

- Regular, full-time employees are eligible to begin earning vacation on their first day of full-time Employment. ("Full-time employment" is defined as working at least 30 hours per week on a regular basis).
- Employees who work **more than** 220 days in the school calendar year are eligible for five (5) vacation days.
- Employees who work **less than** 220 days in the school calendar year are eligible for three (3) vacation days.
- Vacation days are issued at the start of the school year.
- If an employee is hired after the first day of the school year, accrual will be **prorated** based on the number of days remaining in the school year.
- Unused vacation days/hours shall be added to the employee's sick leave at the end of the fiscal year.
- To be eligible for vacation accruals, an employee must be "actively employed". "Actively employed" does not include any period of unpaid absence, and no vacation time shall be earned during such absence. Employees out on paid sick time (excluding an approved leave of absence) will still earn vacation time.

After the maximum vacation earning has been reached, employees will stop earning vacation time until the surplus is used. Therefore, we encourage eligible employees to use all earned vacation benefits **on a timely basis**. No negative earning balance will be allowed. The organization reserves the right to modify the vacation earning benefit.

Procedure

The date on which the employee's vacation takes place should be arranged a minimum of 10 days or more in advance and the dates must be approved by the employee's supervisor. Vacation dates shall be arranged so as not to conflict with departmental peak work periods and shall not be arranged in a manner that might cause undue hardship to the organization.

Use

Usually, vacation requests are granted in the order received. Extenuating circumstances will be reviewed by a supervisor. Employees may utilize vacation time to observe religious holidays not covered in the Holiday policy. Vacation time may be used when an employee is unable to report to work due to severe weather conditions.

Payment

Payment of vacation time shall be made at the employee's regular rate of pay at the time of vacation and shall not include any premium or differential payment. Vacation time is not considered "hours worked" for purposes of calculating overtime.

Vacation Pay Out

Unused accrued vacation will be paid out when an employee employment classification changed from full-time to part-time and/or when an employee or when an employee is reassigned within the organization/learn4life network and when employment ends or upon termination.

6.3 Sick Time Accruals

The organization offers paid sick time to help prevent loss of earnings that may be caused by accident or illness, for preventative care (including annual physicals or flu shots) or diagnosis, care, or treatment of existing condition, or for a specified purposes if the employee is a victim of domestic violence, sexual assault, or stalking.

Employees may also use sick accrual to assist an immediate family member which includes spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle) or designated person (i.e. one who is related to the employee by blood or affinity whose close association with the employee is the equivalent of a family relationship who must receive preventative care or a diagnosis, treatment, or care for an existing health condition).

Eligibility

- Regular full-time employees are eligible to accrue sick time on their first day of full-time employment. ("Full-time employment" is defined as working at least 30 hours per week on a regular basis.)
- Employees scheduled to work less than twenty-nine (29) hours per week are **not** eligible for sick time accrual.

Accrual

Eligible employees can accrue a maximum of six (6) sick days per calendar year.

Employees may carry forward accrued sick leave not used during the year. Satisfactory proof of inability to work, illness in the family, or bereavement, or other permissible use of the accrued sick time will be required before sick leave will be applied.

Employees available sick hours/days will be available on your pay stub, or on a document issued the same day as your paycheck. Records showing how many paid sick hours or days you earned and used will be stored on a document available to employees electronically via the payroll system.

Use

Eligible employees who are ill or injured and anticipate being away from work for more than 5 business days should speak with their health care provider or our People Services for information about Leave of Absence (LOA) benefits. Under some circumstances, we may require verification of an employee's medical condition, especially if a pattern of frequently used sick time develops. The organization reserves the right to require such verification from an employee at any time.

Payment

Payment of sick leave shall be made at the employee's regular rate of pay at the time of sick pay and shall not include any premium or differential payment.

We do not offer pay for unused sick leave, and employees do **not** receive payment for accrued sick time when they leave our employ. If employee's employment ends and the employee is later reemployed by the organization, additional policies may apply with regard to reinstatement of accrued sick leave. People Services can be contacted for additional information.

Government Supplemental Sick Leave

The Organization will adhere to government emergency orders enacted to provide qualifying employees with Supplemental Sick Leave time due to a pandemic virus or a public health emergency. The organization will observe the emergency order(s) for the duration of the emergency period. The provisions stated in Supplemental Sick Leave will be coordinated with other applicable federal and state leave laws. The organization may be exempt from any obligation to provide Supplemental Leave pursuant to an emergency order should its own emergency leave policy and benefit be more generous than a government Supplemental Sick Leave.

An employee's request may be made orally or in writing. A doctor's note or other documentation to use Supplemental Sick Leave may not be required. For employee eligibility and related provisions, please visit the Organization's Intranet or contact the People Services. In keeping an employee-centered focus, the organization may seek to modify the Sick Leave policy and accrual benefit. Changes to the policy will be communicated to employees.

6.4 Leave of Absence

Sometimes employees may need to take time off from work in the form of a Leave of Absence (LOA) from their employment. Department of Labor states employers 50 or more who employ employees in 20 or more workweeks in either the current calendar year or previous calendar year qualify to offer Protected Leave of Absences to their employees. Our organization does not qualify to offer Protected Leave of Absences to employees at this time.

Once the Organization reaches the above-mentioned eligibility status unpaid leave of absences will be offered as outlined below.

Intermittent LOA

Under some circumstances, employees may take a leave of absence on an intermittent or reduced schedule basis when medically necessary. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the organization's operations. Intermittent leave can be taken in increments of no less than fifteen (15) minutes. The organization's request procedures as outlined in the policy herein regarding "Absences" apply during intermittent leave.

Request/Notification

Employees must notify their supervisor and People Services in advance of the desired leave, or, in the case of medical disability or emergency, as soon as possible after the disability or emergency occurs. A Leave of Absence Request must be submitted to the Leave of Absence Management System. If the need for leave is foreseeable (for example, in cases of military, pregnancy leave, or baby bonding), or if an intermittent leave is required, the organization requires at least thirty (30) days' notice of the intention to take leave, prior to the date leave is to begin. The notice must set forth the reason for the leave, as well as the anticipated start date and duration of the leave. *If the leave is **not** foreseeable*, as in cases of medical emergency or other unforeseen events, such as a premature birth, or unexpected pregnancy complication, thirty (30) days' advance notice is not required you must give verbal notice as soon as possible. This verbal notice must immediately be followed with written notice, but not later than seventy-two (72) hours after you have begun the emergency leave.

Compensation During LOA

Generally, leaves of absence are unpaid by the organization. However, employees may apply for State Disability Insurance, Paid Family Leave, or Workers' Compensation Insurance Benefits, as applicable. However, the employee will be compensated for all discretionary approved organization-wide breaks that fall within the same time period.

Use of Accruals

Use of your accrued sick or vacation benefits provides pay for you during the LOA until the accrued time is exhausted; however, using accrued time does not extend the period of the leave. Employees are required to use accrued sick time at the beginning of the employee's own medically driven leave. After accrued sick time is exhausted, an employee may use accrued vacation time.

Return to Work/Reinstatement

An employee who takes LOA, you must return to work on the next regular working day after the approved leave of absence ends. Failure to return to work promptly at the end of your leave, without prior approval from the organization, it will be assumed that the employee voluntarily resigned.

If the employee is not ready to return from a leave of absence before the scheduled date of return, the employee must notify People Services as soon as practical to request a new scheduled date of return.

Except as required by law, the organization cannot guarantee that your position will still be open when returning from LOA. Under most circumstances, the employee will be reinstated to the same position held at the time the leave began. If the original position is no longer available or has been filled or eliminated, the organization will try to find you a comparable job with comparable pay, benefits, and other employment terms and conditions.

An employee returning from a LOA has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee's position has been eliminated during the leave and there is no comparable job available, the employee would not be entitled to reinstatement.

Employees returning from a medical LOA are required to provide a signed release from their physician that releases them from care and outlines any job duty limitations, if applicable. The organization reserves the right to determine whether a limited/modified duty release can be accommodated.

Benefit Continuation

Employee is eligible for health insurance benefits at the time the employee beginning of a LOA, South Carolina Public Employee Benefits Authority (PEBA) the organization will maintain those health benefits to the extent required by law; however, the employee must pay your portion of their premium costs, if applicable. People Services will notify the employee of their payment obligations and you must pay this amount each month you are on leave to maintain your insurance benefits. If paid leave is used for any portion of an approved LOA, premium payments may be

deducted from your paycheck. If benefits are cancelled during the leave, the employee may re-enroll during a subsequent Open Enrollment period. If an employee does not return to work after an approved leave, then they will be required to reimburse the organization for any premiums paid on the employee's behalf during the leave consistent with applicable law. Additional information is available at peba.sc.gov.

Accumulated fringe benefits such as retirement and service credit shall be preserved at the level accrued as of commencement of the leave but shall not accrue further during any such leave period.

The organization will make reasonable, good faith effort to comply with new federal or state Leave of Absence laws enacted in response to a public emergency, as applicable. In some cases, new Leave laws are created with statutory time-limitation and have set expiration dates. The Organization will communicate information on new Leave laws to employees. For employee eligibility and related leave of absence provisions, please visit the Organization's Intranet or contact People Services.

6.5 Family and Medical Leave Act

This policy explains how the organization complies with the federal Family and Medical Leave Act ("FMLA") which requires the organization to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks were indicated for Military) of FMLA leave in any twelve (12) month period for the purposes enumerated below.

Employee Eligibility Criteria

To be eligible for FMLA leave, the employee must have been employed by the organization for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave, and work at a location where the organization has at least fifty (50) employees within seventy-five (75) miles.

Qualifying Reasons for a FMLA Leave

The twelve (12) workweeks (or twenty-six (26) workweeks were indicated for Military) FMLA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement.
2. To care for the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of their job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the organization's separate pregnancy disability policy).
 - a. A "serious health condition" is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
 - b. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits them to the facility with the expectation that they will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.

- c. "Incapacity" means the inability to work, attend the organization, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
- 3. To care for a spouse, child, or parent with a serious health condition.
 - 4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care.
 - 5. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.

Amount of FMLA Leave Which May Be Taken

- 1. FMLA leave can be taken in one (1) or more periods but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for anyone, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
- 2. In addition to the twelve (12) workweeks of FMLA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
- 3. The "twelve-month period" in which twelve (12) weeks of FMLA leave may be taken is the twelve (12) month period on a rolling calendar basis.
- 4. If a holiday falls within a week taken as FMLA leave, the week is nevertheless counted as a week of FMLA leave. If, however, the organization's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Break, the days the organization's activities have ceased do not count against the employee's FMLA leave entitlement. Similarly, if an employee uses FMLA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

Pay during FMLA Leave

- 1. An employee on FMLA leave because of their own serious health condition are required to use all accrued paid sick at the beginning of any otherwise unpaid FMLA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA leave, the organization and the employee may agree to have organization-provided paid leave, such as vacation or sick leave, as wage replacement benefit unless otherwise prohibited by law.
- 2. An employee on FMLA leave for baby-bonding or to care for a qualifying family member with a serious health condition may elect to use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
- 3. If an employee has exhausted their sick leave, leave taken under FMLA shall be unpaid leave.

4. The receipt of sick leave pays, or State Disability Insurance benefits will not extend the length of the FMLA leave. Sick leave pay accrues during any period of unpaid FMLA leave only until the end of the month in which unpaid leave began.

Health Benefits during Leave

The provisions of the organization's various employee benefit plans govern continuing eligibility during FMLA leave, and these provisions may change from time to time. The health benefits of employees on FMLA leave will be paid by the organization during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA leave is granted, the organization will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of their group health coverage, the organization will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

The organization may recover the health benefit costs paid on behalf of an employee during their FMLA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if they work less than thirty (30) days after returning from FMLA leave; and
2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA leave, or other circumstances beyond the control of the employee.

Service Year

An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same service year they had when the leave commenced.

Medical Certifications

1. An employee requesting FMLA leave because of their own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the organization. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the organization's request for certification) may result in denial of the leave request until such certification is provided.
2. The organization will notify the employee in writing if the certification is incomplete or insufficient and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The organization may contact the employee's health care provider to authenticate a certification as needed.
3. If the organization has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the organization may request a second opinion by a health care provider of its choice (paid for by the organization). If the second opinion differs from the first one, the organization will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
4. Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

Procedures for Requesting and Scheduling FMLA Leave

1. An employee should request FMLA leave by completing a Request for Leave form and submitting it to People Services. An employee asking for a Request for Leave form will be given a copy of the organization's then-current FMLA leave policy.
2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or their qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA leave was an emergency or was otherwise unforeseeable.
3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the organization's operations.
4. If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
5. If FMLA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the organization will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which they are qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
7. The organization will respond to an FMLA leave request no later than five (5) business days of receiving the request. If an FMLA leave request is granted, the organization will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Return to Work

1. Upon timely return at the expiration of the FMLA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.
2. When a request for FMLA leave is granted to an employee, the organization will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
3. Before an employee will be permitted to return from FMLA leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.
4. If an employee can return to work with limitations, the organization will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the organization.

Employment during Leave

No employee, including employees on FMLA leave, may accept employment with any other employer without the organization's written permission. An employee who accepts such employment without the organization's written permission will be deemed to have resigned from employment at the organization.

6.6 Pregnancy Accommodation Leave

The organization provides employees with up to four (4) months of unpaid leave per pregnancy for the period(s) they are disabled by pregnancy, childbirth, or related medical conditions. To be eligible, employees must provide appropriate medical certification of the disability. During the leave, employees will retain their employment status, though the leave is unpaid; however, employees may use any accrued paid time off. Upon return, employees are entitled to reinstatement to their original or a comparable position, unless the position has been eliminated due to business necessity. Employees should notify their supervisor and Human Resources as soon as they are aware of the need for leave and provide the required medical certification.

Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

6.7 Bereavement Leave

All employees who have worked for the organization for at least thirty (30) days shall be eligible to take up three (3) days paid days of bereavement leave due to the death of a covered family member. Employees who need additional time to attend to the affairs of the deceased or for personal reasons may request to use accrued vacation or sick time or take time off without pay. Verification of the need for bereavement leave is required and to be submitted with an employee's timesheet.

Covered family member includes spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, step-sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle) or designated person (i.e., one who is related to the employee by blood or affinity whose close association with the employee is the equivalent of a family relationship who must receive preventative care or a diagnosis, treatment, or care for an existing health condition).

6.8 Jury Duty/Witness Leave

Regular, full time exempt and non-exempt employees are eligible for paid time off when called on to serve as a juror or witness at a trial, unless otherwise approved by Principal/School Leader or with presentation of documentation that the trial will last or has lasted for more than five days.

The employee is required to notify their supervisor within forty-eight (48) hours of receiving any Jury Summons and/or subpoena. You are required to provide documentation showing your required days of attendance. If the court releases you after serving a partial day, you are expected to report to work and complete your normal workday unless you make other arrangements with your supervisor.

6.9 Military and Military Spousal Leave of Absence

The organization shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the organization shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Reinstatement

Except for employees serving in the National Guard, the organization will reinstate those employees returning from military leave to their same position or one of comparable service year, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling their covered service obligation under the USERRA or South Carolina law shall be credited, upon their return to the organization, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

The organization shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict.

To be eligible for leave, an employee must provide the organization with:

- (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the employee's military spouse will be on leave from deployment; and
- (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

6.10 Voting

The organization encourages employees to exercise the privilege of voting in elections. Employees are granted time off to vote in accordance with State early and absentee voting procedures.

6.11 Personal Leave

A personal leave of absence without pay may be granted at the discretion of the organization. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as unpaid absences approved by your manager. Personal leaves of absence will be limited to thirty (30) continuous calendar days in duration. Personal Leave cannot be taken intermittently. Request for extended time off under a Personal Leave designation requires approval from People Services.

APPENDICES

APPENDIX A: ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK AND COMPLIANCE WITH HANDBOOK

I hereby acknowledge that I have received a copy of the Employee Handbook for the organization and will read all of its provisions. I agree to abide by the provisions of this Handbook, and any future changes, at all times during my employment. I understand that if at some point during my employment, I no longer agree to abide by the provisions contained in this Handbook or any future changes to organization policies, I must notify People Services and that my employment with the organization may cease. I understand that by continuing in my employment, I am reaffirming my agreement to abide by then-current organization policies.

I understand that the organization retains the right and sole discretion to modify, delete, or add to any of the policies set forth in the Employee Handbook at any time with notice to employees. I understand that no supervisor has the authority to modify, delete, or add to the policies in the Handbook, and that in the event of a conflict between the terms of the Handbook and anything told to me by a supervisor or co-worker, the terms of the Handbook shall govern. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the organization.

I also understand that my employment with the organization is on an at-will basis and is not for any specific period of time. This means that I am free to resign at any time and that the organization has the right to terminate my employment at any time, with or without cause, and with or without advance notice. Employment at-will also means that the terms and conditions of my employment may be changed at any time, with or without cause and with or without notice, including but not limited to transfer, promotion, demotion, compensation, benefits, duties, work hours, and location of work.

I further understand that I will continue to be an at-will employee at all times during my employment regardless of my job position, status, compensation, or length of employment. The organization's discretionary use of any Corrective Action, counseling, or warning does not in any way change my at-will employment status. I understand the only way in which the organization's Employment at-will policy can be amended or modified is by a written agreement signed by me and the CEO of the organization. This acknowledgment represents the entire understanding between me and the organization with respect to my at-will employment and supersedes any and all prior or contemporaneous oral, written, or implied agreements, understandings and representations regarding this matter.

Date Handbook Received by Employee

Signature of the Employee

Date Signed

Printed Name of the Employee

APPENDIX B: ELECTRONIC SIGNATURE POLICY ACKNOWLEDGEMENT

I hereby acknowledge that I have read and agree to the organization's electronic signature policy designed to comply with South Carolina's Uniform Electronic Transaction Act (UETA, Cal. Civ. Code §§ 1633.1-1633.17) which policy reads as follows:

I understand, agree, and authorize all transactions relating to my potential employment or actual employment to be conducted by electronic means.

This means that the organization will rely upon my signature electronically for all electronic employment related documents or records signed by me in electronic format.

I understand that my electronic signature is any electronic sound, symbol or process attached to or logically associated with a record executed by me or adopted by me with the intent to sign the record.

The term electronic employment document or record means a contract or other record created, generated, sent, communicated, received, or stored by electronic means.

I hereby acknowledge that this authorization is voluntary on my part and may be relied upon by the organization when determining whether I have received, understood, and signed all employment related documents.

Signature of the Employee

Date Signed

Printed Name of the Employee

Signature of the Employer Representative

Date Signed

APPENDIX C: CONFIDENTIALITY AGREEMENT

Employees must keep matters relating to the organization's business confidential. These business matters include but are not limited to any of the following items:

No unauthorized disclosure of:

- Business or trade secrets and confidential proprietary information such as information regarding the development of systems, processes, products, know-how and technology.
- Intellectual property such as designs, ideas, or innovations.
- Any documents, emails, faxes, U.S. mail, or other materials that relate to the organization or employees of the organization.
- organization business dealings. organization financial documents, data, transactions, etc.
- Student information and records.
- Confidential financial data, or other non-public proprietary organization information.
- Confidential information regarding business partners, vendors, or stakeholders.

No employee may use trade secrets or confidential proprietary information obtained during or through employment with the organization for the purpose of furthering current or future outside employment or activities, for obtaining personal gain or profit, or for any other purpose not related to the employee's work with the organization.

No employee may make unauthorized copies of organization business matters or information or remove organization business matters or information from organization premises without authorization.

At no time may an employee disclose business or trade secrets or confidential proprietary information without the organization's prior consent, except as may be necessary in the ordinary course of performing their duties as an employee of the organization.

Employees must promptly advise the organization of any knowledge that they may have of any unauthorized release or use of the organization's trade secrets or confidential proprietary information and shall take reasonable measures to prevent unauthorized persons or entities from having access to, obtaining, or being furnished with any trade secrets or confidential proprietary information. During their employment, employees may not access confidential proprietary information which they are not authorized to access.

This policy also applies in a cybersecurity context. This policy always applies during employment. Employees who violate this policy will be subject to legal action and possible termination.

Employment is contingent upon signing the Confidentiality Agreement included in this Handbook. Employees should contact their supervisors with any questions regarding these provisions prior to disclosure or use of confidential proprietary information.

I have read and understand all this agreement, and my signature below represents that I will comply with this agreement.

Signature of the Employee

Printed Name of the Employee

Signature of the Employer Representative

Date Signed

Date Signed

APPENDIX D: VOICEMAIL, EMAIL, AND USE OF ORGANIZATION TECHNOLOGY ACKNOWLEDGEMENT

Organization-maintained systems: Voicemail and electronic mail (email) systems are maintained by the organization to facilitate organization business. Therefore, all messages sent, received, composed, and/or stored on these systems are property of the organization.

Personal use extremely limited: These systems are to be used by employees in conducting organization business and are not for employees' personal use. The organization understands that on occasion, limited personal use may be necessary, and it is willing to accommodate such personal use of to a limited degree. However, personal use of email and the voicemail system, which interferes with an employee's work performance, will not be tolerated.

Privacy not guaranteed: The organization reserves the right to access an employee's organization voicemail (outgoing and incoming) and email messages at any time. Therefore, an employee's voicemail message or email must not indicate that their messages will be confidential or private. The existence of a password on either system is not intended to indicate that messages will remain private.

Erasure not reliable: Employees should be aware that even when a message has been erased, it still may be possible to retrieve it from a backup system. Therefore, employees should not rely on the erasure of messages to assume a message has remained private.

Message access: Messages on the voicemail and email systems are to be accessed only by the intended recipient and by others at the direct request of the intended recipient. However, the organization reserves the right to access messages on both systems at any time. Any attempt by persons other than the above to access messages on either system will constitute a serious violation of organization policy.

Harassment and discrimination: Messages on the organization's voicemail and email systems are subject to the same policies regarding harassment and discrimination, as are any other workplace communications. Offensive, harassing, or discriminatory content in such messages will not be tolerated.

I acknowledge reading the policies in the Employee Handbook and this Appendix, and I agree to follow said policies:

Signature of the Employee

Date Signed

Printed Name of the Employee

Signature of the Employer Representative

Date Signed

APPENDIX E: BUSINESS TRAVEL AND USE OF ORGANIZATION VEHICLES ACKNOWLEDGEMENT

The organization maintains a separate policy applicable to business travel and use of organization vehicles. This policy is available with the Risk Management Department. Employees who drive an organization vehicle (a vehicle owned, rented, or leased by the organization) will be required to show proof of a current driver's license. Employees who drive a non-organization vehicle (a vehicle that is not owned, rented, or leased by the organization) for organization business will be required to show proof of a current driver's license and proof of South Carolina minimum insurance. The organization participates in a system that checks the motor vehicle records of all such employees, with employee consent, to determine an employee's eligibility to drive on organization business.

Before an employee may engage in organization business travel or drive an organization vehicle, the employee must speak with the Risk Management Department regarding additional policies. Risk Management must verify that the employee meets organization requirements for business travel and use of organization vehicles, and the employee must agree to the additional organization policies regarding business travel and use of organization vehicles. All employees are prohibited from engaging in organization business travel and driving organization vehicles until this process has been completed. Employees approved by Risk Management for business travel and use of organization vehicles are required to report to Risk Management any convictions suspending or revoking their driver's license, or any convictions for driving while impaired, such as driving under the influence of alcohol or drugs.

Employees who use their own vehicles on organization business must carry South Carolina minimum insurance coverage and have a valid Driver License. Employees will be reasonably reimbursed for mileage. Reimbursement rates are subject to change at the organization's discretion, but the rate will always be at least that of the Internal Revenue Service.

Only hands-free technology cell phone use is permitted while driving on organization business or when driving an organization vehicle. Any employee who is involved in a traffic accident while on organization business or while driving an organization vehicle should never admit fault at the scene of the accident. Employees are encouraged to cooperate fully with law enforcement authorities, collect as much information as possible and return it to Risk Management. Employees injured as a result of the accident should seek immediate medical care and report information concerning the accident following receipt of medical treatment.

By signing and dating this acknowledgement, I am indicating that I have read, understand, and will comply with all elements of the organization's policy on Business Travel and Use of organization Vehicles as contained in this Handbook, and that I will refrain from engaging in organization business travel or driving organization vehicles until I have been approved by Risk Management and have agreed to the additional policies.

Signature of the Employee

Date Signed

Printed Name of the Employee

Signature of the Employer Representative

Date Signed

APPENDIX F: MANDATORY ARBITRATION POLICY AND AGREEMENT

Except for claims for emergency equitable or injunctive relief which cannot be timely addressed through arbitration, The organization and the employee signing below (each a Party and collectively, the Parties) agree to submit any claim, dispute or controversy arising out of the terms of the employee's employment, compensation, employee benefits and health plans, and this Mandatory Arbitration Policy and Agreement (Agreement) exclusively to private, confidential, and binding arbitration by a single neutral arbitrator through Judicial Arbitration and Mediation Services, Inc. (JAMS). Included within the scope of this Agreement are all disputes, whether based on tort, contract, statute (including, but not limited to, any claims of discrimination and harassment, whether they be based on Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Provide Urgent Maternal Protections for Nursing Mothers (PUMP) Act, the Pregnancy Workers Fairness Act (PWFA), or any other similar state, local, or federal law or regulation), equitable law or otherwise. The following claims are excluded from arbitration: claims for medical and disability benefits under the South Carolina Workers' Compensation Act; claims for unemployment insurance benefits which are brought before the South Carolina Department of Employment and Workforce, claims exempt from arbitration by the Federal Arbitration Act, or as otherwise required by state law that is not preempted by federal law. The current JAMS Streamlined Arbitration Rules & Procedures will govern the procedure for the arbitration proceedings between the Parties. The arbitration shall take place in South Carolina. The arbitrator in this matter shall not have the power to modify any of the provisions of this Agreement. The decisions of the arbitrator shall be final and binding on all provisions of this Agreement, and judgment thereon may be entered in any court having jurisdiction. As required by law, the arbitrator's fees and costs of services and the costs of an appeal, if any, shall be paid by The Organization. However, all costs of the arbitration proceeding or litigation to enforce this Agreement, including attorneys' fees and costs, shall be paid as the arbitrator or court awards in accordance with applicable law. The Parties hereby waive any right to a jury trial on any dispute or claim covered by this Agreement. This Agreement shall be bound by and construed in accordance with South Carolina law. In the event any provision of this Agreement is held to be void, null, or unenforceable, the remaining portions shall remain in full force and effect.

By signing and dating this Agreement, I am indicating that I have read, understand, and will comply with all elements of this Mandatory Arbitration Policy and Agreement. **Do not sign until you have read this agreement.**

Signature of the Employee

Date Signed

Printed Name of the Employee

Signature of the Employer Representative

Date Signed

APPENDIX G: DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION

It is the policy of the organization that all of its employees be free from discrimination, harassment, and retaliation. This form is provided for you to report what you believe to be discrimination, harassment, and retaliation so that the organization may investigate and take appropriate disciplinary or other action when the facts show that there has been discrimination, harassment, or retaliation.

If you are an employee of the organization, you may file this form with the Principal or Board President.

Please review the organization's policies concerning discrimination, harassment, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

The organization will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the organization will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the organization will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the organization to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the organization will be able to address your complaint to your satisfaction.

Charges of discrimination, harassment, and retaliation are taken very seriously by the organization both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint. Employees also have the right to file a complaint under state law and federal law, including the South Carolina Human Affairs Law, as amended, and the Equal Employment Opportunity Act. Additional information is available at schac.sc.gov and www.eeoc.gov.

APPENDIX G - FORM 1: DISCRIMINATION, HARASSMENT, AND RETALIATION COMPLAINT

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the organization to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date

Print Name of Complainant

Received by Employer Representative

Date

APPENDIX G - FORM 2: INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the organization to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date Signed

Employee Printed Name

Received by the organization Representative

Date Received

APPENDIX H: ACKNOWLEDGEMENT OF RECEIPT OF PROFESSIONAL BOUNDARIES POLICY

(For those employees DESIGNATED to work directly with supported Lifelong Learning students)

As an employee assigned to work directly with students at a Lifelong Learning school, I hereby acknowledge that I have received a copy of the Handbook for the organization and the following professional boundaries policy. I agree to abide by the provisions of the following professional boundaries policy, and any future changes, always during my employment.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, employees or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of organization employees:

- A. Examples of PERMITTED actions (NOT corporal punishment)
 - 1. Stopping a student from fighting with another student;
 - 2. Preventing a pupil from committing an act of vandalism;
 - 3. Defending yourself from physical injury or assault by a student;
 - 4. Forcing a pupil to give up a weapon or dangerous object;
 - 5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills; and
 - 6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.
- B. Examples of PROHIBITED actions (corporal punishment)
 - 1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
 - 2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment; or
 - 3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Employees & Student Behavior

This policy is intended to guide all organization employees in contact with students in conducting themselves in a way that reflects the high standards of behavior and professionalism required of organization employees and to specify the boundaries between students and employees.

Although this policy gives specific, clear direction, it is each employee's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or organization leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by employee members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from an employee's perspective but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between employees and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Employees must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student & employee's interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another employee may have crossed the boundaries specified in this policy, he or she must immediately report the matter to an organization's administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

The following are examples of specific unacceptable behaviors but is not an exhaustive list.

Unacceptable Employee & Student Behaviors (Violations of this Policy):

- Giving gifts to an individual student that are of a personal and intimate nature.
- Kissing of any kind
- Any type of unwelcomed and unnecessary physical contact with a student in a private situation.
- Making or participating in sexually inappropriate comments, listening to or telling stories that are sexually oriented, or participating in sexual jokes, stories of a sexual nature, or inappropriate sexual comments.
- Discussing inappropriate personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
- Intentionally being alone with a student away from the organization or in a room with a student with the door and blinds of an interior window closed.
- Inappropriate remarks about the physical attributes or development of anyone.
- Communication with students through use of technology or social media, where the content of such communication is not about organization or organization activities.

(These behaviors should only be exercised when an employee has parent and supervisor permission.)

- (a) Giving students a ride to/from the organization or organization activities.
- (b) Being alone in a room with a student at organization with the door closed.
- (c) Allowing students in your home

Acceptable and Recommended Employees/Student Behaviors

- Getting organization and parental written consent for any after-hours organization activity.
- Obtaining formal approval to take students off organization property for organization-related activities.
- Keeping all communication with students through the use of technology and social media professional and related to organization activities or classes and conducted on organization technology systems.
- Stopping and correcting students if they cross your own personal boundaries.

- Keeping after-class discussions with a student professional and brief.
- Involving the organization's principal or your supervisor if an inappropriate situation, including conflict, arises with a student.
- Informing your principal or supervisor about situations that have the potential to become more severe.
- Recognizing and acting in accordance with the responsibility to stop unacceptable behavior of students or coworkers.
- Asking another employee to be present when you must be alone with a student.
- Giving students praise and recognition without touching them.
- Emails, text, phone and instant messages to students must be very professional and pertaining to organization activities or classes (Communication should be limited to organization technology).
- Keeping parents informed when a significant issue develops about a student.
- Making detailed notes about an incident that could evolve into a more serious situation later.

Date Handbook Received by Employee

Signature of the Employee

Date Signed

Printed Name of the Employee