Employee Handbook
2026-2027

Board Approved: 00/00/2026

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

" Helping students overcome barriers to attaining a high school diploma and prepare for life beyond high school."

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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 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.

This handbook is not intended to replace any legally required workplace notices, which may be provided separately in accordance with applicable 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 based on merit, qualifications, and business needs. The organization provides equal employment and advancement opportunities to all qualified individuals without regard to race, color, religion, sex (including pregnancy, childbirth, related medical conditions, and lactation), age, national origin, sexual orientation, gender (including gender identity, gender expression, and transgender status), marital status, disability, or any other status protected by applicable federal, state, or local law.

The organization prohibits unlawful discrimination, harassment, and retaliation based on any protected characteristic listed above, including perceived characteristics or association with individuals in a protected class. This policy applies to all aspects of employment, including recruitment, hiring, training, promotion, transfer, discipline, termination, compensation, and benefits, and applies to all individuals involved in organization operations.

The organization is committed to complying with all applicable equal employment opportunity laws and will provide reasonable accommodations for religious practices, including dress and grooming, in accordance with applicable law.

1.5 Interactive Process and Reasonable Accommodation

The organization will provide reasonable accommodations to qualified applicants and employees with disabilities in accordance with applicable law. Individuals requesting an accommodation are expected to participate in good faith in an interactive process to identify an effective accommodation.

Applicants or employees seeking an accommodation must notify People Services or their supervisor and may be required to provide appropriate medical or other supporting documentation where permitted by law. The individual should identify the limitations requiring accommodation and, if known, suggest an effective accommodation.

The organization will evaluate each request on a case-by-case basis to determine whether a reasonable accommodation can be provided without undue hardship to the organization or the students it serves. If a reasonable accommodation is available, the organization will implement an appropriate solution.

Consistent with applicable law, individuals will not be excluded from employment based on a disability unless they pose a direct threat that cannot be eliminated or reduced through 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 fairness and equal opportunity in all employment practices. We strive to ensure that policies and decisions are applied consistently and without unlawful bias.

Employees are provided access to training, development, and advancement opportunities based on qualifications, performance, and organizational needs. The organization supports a work environment that enables employees to grow professionally while maintaining appropriate work-life balance.

1.8 Workplace Diversity

The organization is committed to fostering a workplace that values diverse perspectives, backgrounds, and experiences. We promote a culture of respect, inclusion, and collaboration where all employees are encouraged to contribute to the organization's success.

Employees at all levels are expected to support an environment that reflects professionalism, mutual respect, and shared responsibility in serving our stakeholders and communities.

1.9 Discrimination, Harassment, and Retaliation Prevention

The organization is committed to maintaining a work and educational environment free from unlawful discrimination, harassment, and retaliation. This policy applies to all employees, applicants, volunteers, interns, contractors, and other individuals connected to the organization and extends to work-related conduct occurring both on and off organization premises.

The organization prohibits discrimination, harassment, and retaliation based on any protected characteristic under applicable law, including those identified in Section 1.4.

The organization will take appropriate corrective action, up to and including termination, for violations of this policy, regardless of whether the conduct rises to the level of unlawful behavior.

Reporting and Responsibility

Employees are expected to maintain a professional workplace and promptly report any conduct that may violate this policy. Supervisors and managers who become aware of potential violations must immediately report the matter to People Services.

Investigations

The organization will promptly and impartially investigate all complaints or suspected violations. The organization may initiate an investigation even in the absence of a formal complaint and may continue an investigation despite a request to withdraw a complaint.

Investigations will be conducted as confidentially as possible, consistent with the need to conduct a thorough review and comply with applicable law. All employees are required to cooperate fully in investigations. If misconduct is substantiated, appropriate corrective and preventative action will be taken. Retaliation against individuals who report concerns or participate in an investigation is strictly prohibited.

Designated Coordinators

The organization designates:

- The Principal as the Title IX Coordinator for complaints involving sex-based discrimination or harassment
- The Principal, in coordination with People Services, as the ADA Coordinator for disability-related matters

Prohibited Conduct

Harassment

Harassment includes unwelcome conduct based on a protected characteristic that creates an intimidating, hostile, or offensive work environment, interferes with work performance, or affects employment decisions. Prohibited conduct may include, but is not limited to:

- Offensive or derogatory comments, slurs, or jokes
- Unwanted physical contact, interference with movement, or threats
- Display or distribution of offensive or inappropriate images or materials
- Retaliation for reporting or opposing prohibited conduct

Sexual Harassment

Sexual harassment is strictly prohibited and includes unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when:

- Submission is made a condition of employment

- Employment decisions are based on acceptance or rejection of such conduct
- The conduct unreasonably interferes with work or creates a hostile environment

Examples may include:

- Unwanted physical contact or advances
- Sexual comments, jokes, or gestures
- Preferential treatment for submission to sexual conduct
- Display or dissemination of sexually inappropriate materials

This list is not exhaustive. Consensual relationships that create a conflict of interest or supervisory imbalance may violate this policy.

External Reporting

Employees may file complaints with:

- South Carolina Human Affairs Commission: (803) 737-7800 or www.schac.sc.gov
- Equal Employment Opportunity Commission: (800) 669-4000 or www.eeoc.gov

Training

The organization will provide harassment prevention training to employees and supervisors in accordance with applicable law.

1.10 Child Abuse and Neglect Reporting

Under South Carolina law, employees who, in their professional capacity or within the scope of their employment, have knowledge of or reasonably suspect that a child has been abused or neglected are required to report the matter immediately, or as soon as practicable, to the appropriate child protective agency by telephone, followed by a written report as required by law. This duty to report is personal and may not be delegated.

The organization will provide required mandated reporter training annually, including for new hires during the school year. Employees must complete the required training and provide proof of completion within six (6) weeks of the start of each school year or within six (6) weeks of hire.

Failure to report known or suspected child abuse or neglect may result in criminal penalties. Employees who report in good faith, participate in an investigation, or otherwise comply with reporting requirements are entitled to civil and criminal immunity as provided by law.

By acknowledging receipt of this Handbook, employees acknowledge their status as mandated reporters under South Carolina law and their obligation to comply with these reporting requirements.

“Failure to comply with this policy may result in disciplinary action, up to and including termination.”

1.11 Electronic Signature

The Organization utilizes signatures and records in accordance with applicable law, including the Uniform Electronic Transactions Act (UETA). Applicants and employees are required to review and acknowledge the organization’s electronic signature policy. (See **Appendix B**.)

Employees must comply with all applicable legal requirements when creating, transmitting, storing, or relying on electronic records and signatures in connection with organization business

1.12 Copyright

Employees must comply with all applicable laws governing copyright, trademarks, and other intellectual property. Unauthorized use, reproduction, distribution, or display of copyrighted materials is prohibited and may result in civil or criminal liability.

This includes materials obtained from the internet or other sources, as well as materials owned or provided by the organization. The absence of a copyright notice does not mean a work is not protected.

Limited use of copyrighted materials may be permitted under the “fair use” doctrine for educational purposes;

however, use must comply with applicable law.
For additional guidance, employees may refer to Copyright Fair Use Guidelines.

1.13 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 criminal background checks in accordance with applicable law for individuals whose job duties involve contact with students. All employees, volunteers, and other individuals working with the organization are required to undergo a background investigation.

The safety and well-being of students is the organization's highest priority. Individuals with criminal histories that pose a risk to students, including but not limited to convictions involving controlled substances, sex offenses, or serious or violent felonies, may be disqualified from employment or service.

Employees are required to immediately report to People Services any arrest, charge, or conviction for an offense that may impact their suitability to work with students, including those identified under South Carolina Code §59-25-280.

2.3 Tuberculosis Testing

All employees of the organization must undergo tuberculosis (TB) screening as outlined below.

Required Screening / Evaluation

- New employees must complete a TB test prior to employment.
- Employees without documented prior TB testing must complete testing as a condition of continued employment.
- Employees with a documented positive TB test (tuberculin reactors) are not required to repeat testing but must have their records reviewed.
- Employees with a history of tuberculosis disease must provide documentation from a licensed physician certifying they are non-infectious, using DHEC Form 1420, to be maintained in the personnel file.

Disposition Following Results of Screening / Evaluation

- Employees with negative TB test results require no routine annual screening.
- Employees with positive TB test results must complete further evaluation, including a chest x-ray and additional testing if necessary.
- If evaluation indicates active tuberculosis disease, the employee may not work in any school or student-serving setting until written certification from a licensed physician confirms the individual is non-contagious. Such certification is subject to review by the Department of Health and Environmental Control (DHEC) or its designees. This requirement applies at the time of hire or at any point during employment.

Employees

Employees are required to undergo TB risk assessments and, if indicated, testing at least once every four (4) years.

Volunteers and Interns

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

Service Providers

Any entity providing student services must ensure that its personnel have been screened and are free of active TB

prior to working with students.

Food Handlers, Substitute Teachers, and Student Teachers

Individuals serving in these roles under the supervision of an educator may be subject to additional or periodic TB screening requirements.

Documentation of compliance with TB screening and evaluation requirements will be maintained in the HR department.

2.4 Immigration Compliance

The organization complies with all applicable federal and state immigration laws, including the Immigration Reform and Control Act of 1986 (IRCA) and applicable South Carolina law. As a condition of employment, all employees must provide satisfactory proof of identity and authorization to work in the United States.

The organization does not unlawfully discriminate against any applicant or employee on the basis of citizenship, immigration status, or national origin, and will not retaliate against any individual for exercising rights protected under applicable law.

Employees and applicants will not be subjected to verification practices beyond those required by law. The organization will not take adverse action, including threats related to immigration status, in violation of applicable law.

The organization will comply with all legally required employment verification and recordkeeping requirements and will cooperate with lawful government requests as required by applicable 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 respects 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 collaboration with executive management and with approval from the Board of Directors, the organization updates position pay tiers and ranges, administers market pay adjustments, and implements other compensation changes as reviewed and authorized.

The organization adheres to applicable federal minimum wage requirements under the Fair Labor Standards Act. All pay to employees shall be made after employees have worked the pay period the organization designates.

2.6 Job Descriptions

The job description is reviewed during the hiring process and may be referenced throughout employment. It is intended to describe the general nature of the position and does not include every duty or responsibility.

Employees are expected to perform both essential and secondary duties and may be assigned additional responsibilities or special projects as needed. Job descriptions may be modified at any time, in whole or in part, to meet organizational needs.

Employees should discuss significant changes in duties or responsibilities with their supervisor. Supervisors may request that People Services formalize updates to job descriptions. All changes to job descriptions must be approved by People Services.

The organization reserves the right to modify job duties, transfer employees, or assign additional responsibilities at any time.

2.7 Employee Development and Performance Management

The organization is committed to supporting employee development through training, professional growth, and

advancement opportunities. Employees are encouraged to work with their supervisor to identify and pursue development opportunities.
Employee performance is an important component of organizational success. Supervisors may conduct performance observations, assessments, or evaluations during employment. Written evaluations, when conducted, will be maintained in the employee's personnel file.

2.8 Employment Classifications

The organization defines employment classifications to clarify employee status and benefit eligibility. These classifications do not guarantee employment for any specific duration, and all employment remains at-will.
Employees will not change classification status unless notified in writing or electronically.

Regular Full-Time
Employees regularly scheduled to work at least thirty (30) hours per week, unless otherwise specified in the offer of employment. Full-time status for benefits eligibility is defined as working at least thirty (30) hours per week.

Regular Part-Time
Employees regularly scheduled to work less than thirty (30) hours per week. Part-time employees are subject to all applicable organization policies.

Temporary
Employees hired for a limited duration to meet business needs, special projects, or temporary workloads. Temporary employment is at-will and generally may not exceed twelve (12) months. Upon completion, employment will end; however, individuals may apply for open positions. If hired into a regular position without a break in service, prior service may be credited in accordance with organization practices.

Seasonal
Employees hired for a defined period or specific project. Seasonal employment is at-will and ends at the conclusion of the assignment. Individuals may apply for open positions. If hired into a regular position within six (6) months, prior service may be credited in accordance with organization practices.

Inactive Status
Employees who are not working and not receiving pay, including those on approved leaves of absence, are considered inactive. Employees do not accrue benefits while in inactive status except where required by law or specifically provided in this Handbook.

2.9 Employee Classifications

Employees are classified as either exempt or non-exempt in accordance with applicable wage and hour laws for purposes of overtime eligibility.

Non-Exempt
Non-exempt employees are eligible for overtime pay in accordance with applicable law and may be paid on an hourly or salaried basis.

Exempt
Exempt employees are not eligible for overtime pay and are compensated on a salary basis in accordance with applicable law.
Employees with questions regarding classification should contact their supervisor or People Services.

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 7:30 a.m.–4:30 p.m., Monday through Friday. The regular workday schedule for non-exempt employees is five (5) to eight (8) hours, as specified in the 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.

Punctuality Expectation: Employees are expected to report to work on time each day and begin work at their scheduled start time.

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 as possible if a change to their primary work location is required to meet operational needs.

2.13 Flexible Work Arrangement: Telework, Hybrid, Remote

A flexible work arrangement includes telework, hybrid, or remote work, allowing employees to perform their duties outside of the organization's primary workplace. This policy outlines the conditions under which flexible work arrangement may be granted and the responsibilities of the employees. Employees working under the flexible arrangements are expected to maintain the same standards of professionalism, responsiveness, and work quality as if they were working onsite. While some roles may allow for working from home, others may require occasional onsite reporting, meetings, or training as determined by the organization.

Purpose

The organization recognizes that flexible work options may enhance operational efficiency support emergency operations, or address special circumstances, subject to approval by the supervisor, senior management, or designated authority.

Flexible work arrangements are a privilege, not a guaranteed right, and does not alter the fundamental terms and conditions of employment.

Employees working under a flexible work arrangement must continue to adhere to the organization's Employee Handbook and all other applicable policies irrespective of their work location.
The organization reserves the right to grant, modify, or terminate flexible work arrangements at its sole discretion, based on operational needs and other relevant factors.

Telework

Telework refers to working from a location other than the official workplace for a designated portion of the workweek on a scheduled, variable, and periodic basis. Employees in telework arrangements perform their duties offsite for part of their workweek while still periodically reporting onsite as needed. Reporting expectations are outlined by the employee's department, supervisor, or authorized leader and may include attending meetings, trainings, or other required in-person activities.

Hybrid

Hybrid work is a blend of onsite and offsite work arrangements. Under this model, employees divide their work time

between a company-provided workspace (e.g., the office) and a remote location. Employees in hybrid roles follow a specific schedule (e.g., certain days onsite and certain days offsite) determined by the role's requirements and supervisor/senior management or designated authority. This schedule outlines the required onsite days and the days designated for working from an approved remote location, consistent with the expectations of the position.

Remote
Remote work is a fully offsite arrangement in which employees perform all their job duties from a location outside the company's physical premises. Employees in remote roles are expected to work from a professional, distraction-free workspace, such as an approved home office and generally not required to report to a central office on a regular basis, though occasional onsite reporting for meetings, training sessions, or events may be required.

Flexible Work Employee
An employee who has received approval by their supervisor/senior management or designated authority to perform job duties under a flexible work arrangement.

2.14 Meal and Rest Periods

The organization provides meal and rest breaks in accordance with applicable law and operational needs.

Meal Periods
Eligible employees may take an unpaid meal period of at least thirty (30) minutes during their workday, as scheduled by their supervisor. Employees are relieved of all duties during meal periods and are not permitted to perform work.

Meal periods should be taken away from the employee's work area and at their scheduled time unless otherwise approved by a supervisor. Employees may not skip or shorten a meal period to alter their work schedule without prior approval.

The organization may utilize a timekeeping system that prepopulates scheduled meal periods. Employees are responsible for accurately reporting any missed, shortened, or interrupted meal periods and must notify their supervisor or make appropriate corrections in the timekeeping system. Employees will be compensated for any meal periods during which they are not fully relieved of duty or do not receive a compliant break, in accordance with applicable law.

Rest Periods
Non-exempt employees may be provided rest periods based on the length of the workday and operational needs. Rest periods, when provided, are paid and must be taken as scheduled. Employees are not permitted to combine rest periods with meal periods or use them to arrive late or leave early.

2.15 Lactation Accommodation

The organization is committed to maintaining an inclusive and supportive workplace by providing reasonable accommodations to employees affected by pregnancy, childbirth, or related medical conditions, including lactation, in accordance with the Pregnancy Workers Fairness Act (PWFA) and the Fair Labor Standards Act (FLSA), as amended by the Providing Urgent Maternal Protections for Nursing Mothers (PUMP) Act. Discrimination or retaliation related to pregnancy, childbirth, or lactation is strictly prohibited.

Employees who need to express breast milk will be provided reasonable break time each time they have a need to express milk, for up to one year following the child's birth. To the extent practicable, lactation break time will run concurrently with any regularly scheduled paid break time. Any lactation break time that does not run concurrently with paid break time will be unpaid.

The organization will provide access to a private location, other than a bathroom, that is shielded from view and

free from intrusion for the purpose of expressing breast milk. The space may include the employee's regular work area, provided it meets privacy and intrusion-free requirements.

Employees who require lactation breaks during work hours, including while working remotely or under a flexible work arrangement, will be provided reasonable flexibility. Employees are encouraged to coordinate with their supervisor to ensure appropriate coverage and manage meeting or scheduling logistics, where feasible.

Employees needing lactation accommodations following a return from pregnancy-related leave should notify People Services/Leave of Absence and their supervisor so that reasonable arrangements may be made.

2.16 Timekeeping Requirements

All employees, including exempt and non-exempt employees, are required to accurately record time worked using the organization's timekeeping system. Time records are maintained in accordance with applicable law and are used to ensure employees are properly compensated.

Non-exempt employees must record their own time at the beginning and end of each work period, including meal periods. Time entries must be recorded contemporaneously and must accurately reflect all hours worked.

Non-exempt employees are strictly prohibited from working off-the-clock. All work performed must be recorded, including work performed before or after scheduled hours. Employees must report all hours worked and will be compensated in accordance with applicable law.

Non-exempt employees must obtain supervisor approval before working outside their regularly scheduled hours; however, all hours worked must still be reported, whether or not advance approval was obtained.

Employees must accurately record time when leaving the workplace for non-work-related reasons. Any errors or discrepancies in time records must be promptly reported to a supervisor and corrected through the established timekeeping process.

Falsification of time records, including altering time entries or recording time for another employee, is prohibited and may result in disciplinary action, up to and including termination.

Employees must also accurately record all time off in the timekeeping system, including vacation, sick leave, and other applicable leave. Requests for time off without available accruals will be unpaid, unless otherwise required by law. Employees requesting a leave of absence should contact the Leave of Absence team at leaveofabsence@llac.org.

2.17 Blackout Dates

The Organization strives to maintain optimal productivity and meet critical business needs, so the organization has established specific blackout dates during which time off will not be permitted. Blackout dates are designated periods during which employees are not allowed to take time off, except in cases of emergency or other exceptional circumstances approved by the employee's supervisor.

Blackout periods may include days immediately preceding or following designated holidays, school breaks, testing periods, student events, or other dates identified by the organization as critical operational periods.

Time off restrictions during blackout periods do not apply to legally protected leave, including any leave that employees are entitled to under applicable federal, state, or local law.

The blackout dates are identified based on peak business periods, critical project deadlines, or other significant events that require full team availability and focus. Any requests for time off during blackout dates must be submitted in writing and will only be considered under exceptional circumstances. Approval is at the sole discretion of the Principal and/or School Leader, unless the leave is otherwise protected by applicable law.

2.18 Overtime Work Hours

When operational needs require, non-exempt employees may be scheduled to work overtime. All overtime work should be approved in advance by the employee's supervisor.
Failure to obtain prior approval for overtime may result in disciplinary action; however, all overtime hours worked must be accurately reported and will be compensated in accordance with applicable law.
Overtime opportunities may be distributed among qualified employees based on organizational needs and business considerations.

2.19 Overtime Pay

Overtime compensation is paid to non-exempt employees in accordance with applicable wage and hour laws. Overtime is calculated based on actual hours worked.

Non-exempt employees will be paid one and one-half (1.5) times their regular rate of pay for all hours worked over forty (40) in a workweek.

Paid leave, such as vacation, sick leave, or other approved absences, is not counted as hours worked for purposes of calculating overtime unless otherwise required by law.

Exempt employees are not eligible for overtime compensation and are paid on a salary basis in accordance with applicable law.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

2.20 Double Time Work Hours and Pay

The organization may, in its discretion, provide premium pay for certain extended work hours where approved by management. Any such pay practices are subject to change and do not create a guaranteed entitlement.
Non-exempt employees are required to obtain advance approval by their School Principal before working overtime.
All overtime hours worked will be compensated in accordance with applicable law. However, failure to obtain prior approval may result in corrective or disciplinary action in accordance with organization policy.

2.21 Payment of Wages

The organization pays employees twice per month, on the 10th and the 25th.

- The **10th paycheck** covers wages earned from the 16th through the last day of the previous month.
- The **25th paycheck** covers wages earned from the 1st through the 15th of the current month.

If a scheduled payday falls on a weekend or holiday, employees will be paid on the preceding workday.
The organization utilizes an electronic payroll system to process wages in accordance with established payroll schedules.
The organization reserves the right to modify payroll schedules or pay dates as necessary due to changes in payroll systems or business operations.
The organization complies with all applicable federal and state wage and hour laws, including minimum wage requirements.

Employees are responsible for reviewing pay statements and reporting discrepancies promptly.

2.22 Payroll Direct Deposit

Direct deposit is the preferred method of payment, allowing employees' wages to be electronically deposited into a designated account(s) on scheduled paydays.

Employees will receive an electronic, non-negotiable pay statement in accordance with applicable law. Employees may enroll in direct deposit by completing the required information in the payroll system.

2.23 Payroll Withholdings

Payroll deductions are detailed on each employee's pay statement. Required deductions may include, but are not limited to:

- Federal, state, and local income taxes
- Social Security and Medicare
- Unemployment contributions, where applicable
- Court-ordered garnishments
- Employee contributions to organization-sponsored benefit or retirement plans

Employees may update their federal withholding elections by completing a new Form W-4 through the payroll system. Employees are responsible for ensuring their withholding information is current.

The organization may correct payroll errors, including overpayments, in accordance with applicable law. In the event of an overpayment or other amounts owed to the organization, the organization reserves the right to recover such amounts in accordance with applicable law.
Recovery of overpayments may be made through payroll deductions, repayment arrangements, or other lawful means of recovery, in accordance with applicable law. Employees will be provided advance notice of any deduction, including the nature and amount of the overpayment, as required by applicable law.

Upon separation of employment, any outstanding overpayment or amounts owed to the organization may be deducted from final wages to the extent permitted by applicable law. The organization reserves the right to pursue additional lawful means of recovery if necessary.

At the end of each calendar year, employees will receive a Form W-2 summarizing wages earned and taxes withheld.

2.24 Wage Garnishments

The organization complies with all applicable laws regarding wage garnishments and will process court-ordered deductions as required.
Employees will be notified of any wage garnishment orders impacting their pay. Garnishments may include, but are not limited to, child support, tax levies, creditor judgments, and other legal obligations.

2.25 Expense Reimbursement

Employees must complete a detailed record of all expenses for which they seek reimbursement and promptly submit 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 not be processed 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	$27.00

The daily per diem is fixed at $52. 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 changes 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.

2.26 Personal Information Changes

Employees are responsible for promptly notifying their Principal/School Leader and/or People Services of any changes to personal information, including name, address, marital status, and tax withholding information. Maintaining accurate information is necessary for payroll processing, tax reporting, and other administrative purposes.
Employees must submit updates in writing or through the payroll system, as applicable. Updated tax withholding information must be submitted by completing a new Form W-4 through the payroll system.
The organization will not discriminate, retaliate, or take adverse action against an employee for updating or attempting to update personal information based on a lawful change of name, Social Security number, or employment authorization documentation.

2.27 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.

2.28 Personnel Files and Record Keeping Protocols

A personnel file is established for each employee at the time of hire. Employees are responsible for notifying People Services of any changes that should be reflected in their personnel file, including contact information, emergency contacts, and other relevant updates.
Employees may review their personnel file and obtain copies of records in accordance with applicable law and organizational procedures. Reviews will occur at a mutually convenient time in the presence of an organization representative.
The organization maintains personnel records with appropriate confidentiality and limits access to authorized individuals. Requests for records must be submitted to People Services.
The organization will comply with lawful requests for information, including those from authorized government agencies, as required by law. Only People Services or a designated representative is authorized to release employment-related information.
Records related to substantiated misconduct or disciplinary actions will be maintained in personnel files in accordance with applicable law and organization policy.

2.29 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.

2.30 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.

2.31 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.

2.32 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.

2.33 Outside Employment

There may engage in outside employment, provided that it does not interfere with their responsibilities with the organization.

The following types of outside employment are prohibited:

- Employment that conflicts with an employee's work schedule, duties, or responsibilities
- Employment that creates a conflict of interest or is incompatible with the employee's position
- Employment that adversely affects the employee's performance
- Employment that involves performing outside work during scheduled work hours or using organization property, equipment, or resources
- Employment that directly or indirectly competes with the organization

Employees must disclose outside employment that may present an actual or potential conflict of interest. The organization reserves the right to request additional information and to determine whether such employment is permissible.

Employees may be required to obtain approval for outside employment where a conflict of interest or operational impact is identified.

Approval of outside employment may be revoked at any time. The organization assumes no liability or responsibility for outside employment.

2.34 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/ Email Recap
- Written warning/Confirmation of Conversation
- Suspension without Pay
- Administrative Leave
- Additional training
- Performance Improvement Plan

Any corrective action taken in no way alters or impacts the at-will nature of employment with the organization.

2.35 Notice of Resignation

Employees who choose to resign are requested to provide advance written notice to their supervisor, specifying their intended last day of work. The stated date will be considered the employee's effective date of resignation.

2.36 Voluntary Separation of Employment

Voluntary separation occurs when an employee resigns employment with the organization.
Upon separation, all organization property, including but not limited to vehicles, keys, identification badges, equipment, and other materials, must be returned promptly.
An employee who is absent for three (3) consecutive workdays without notifying their supervisor may be considered to have voluntarily resigned employment.

2.37 Involuntary Separation of Employment

Involuntary separation occurs when the organization terminates employment for any reason.
The organization will administer separations in a professional and respectful manner, consistent with applicable policies and procedures.

2.38 Reduction in Force

Under certain circumstances, the organization may need to reorganize operations, reduce working hours, or reduce its workforce.
When feasible, the organization will provide advance notice of a reduction in force. Employees affected may be informed of the nature of the reduction and, if known, its expected duration.

2.39 Final Pay

Final wages will be issued in accordance with applicable South Carolina law upon separation from employment.

Employees are entitled to receive all earned wages through their last day worked. Final pay includes all compensation earned but not yet paid, including regular wages, overtime, and any applicable stipend payments.

Unused vacation, if applicable under organization policy, will be paid out upon separation of employment.
Unused sick leave is not paid out.

Any earned wages not yet paid will be issued.

Final wages will be paid within forty-eight (48) hours of separation or on or before the next regularly scheduled payday, and in no event later than thirty (30) days following separation of employment.
Final pay will be issued using the employee's existing method of payment on file, including direct deposit where authorized.

Any outstanding business expenses will be processed and reimbursed in the normal course of business in accordance with reimbursement procedures. Employees are expected to submit all outstanding expenses in a timely manner.

The organization may make lawful deductions from final wages, including previously authorized benefit premiums, payroll corrections, overpayments, or other amounts owed to the organization, in accordance with applicable law.
Final pay may reflect adjustments for any payroll corrections, overpayments, or other amounts owed to the organization, as permitted by applicable law.
Upon separation of employment, any outstanding overpayment or amounts owed to the organization may be deducted from final wages to the extent permitted by applicable law. The organization reserves the right to pursue additional lawful means of recovery if necessary.

Separation Type

- **Voluntary Resignation and Involuntary Termination:** Final wages will be paid in accordance with the timing requirements described above and applicable law.

Benefits Upon Separation

Employees who separate from employment after the first day of the month are responsible for the full month's benefit premiums, and coverage will continue through the end of that month.
For employees who qualify for a PEBA Academic Transfer, benefits coverage will continue until the effective date of benefits with the new employer. During this transition, applicable premiums will be shared in accordance with plan requirements.

2.40 Re-Employment

If an employee leaves the organization and is 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, respectful, and productive work environment. Employees are expected to behave in a professional manner and interact respectfully with students, parents/guardians, coworkers, service providers, and other stakeholders.

These expectations apply while working on organization premises, while working remotely, while using organization systems or equipment, and at any time an employee is representing the organization in an official capacity.

Certain conduct, on or off duty, may subject an employee to corrective action if it impacts student safety, workplace operations, or the organization's reputation. This policy is not intended to list every possible violation.

The organization prohibits retaliation against any individual who, in good faith, reports suspected misconduct, policy violations, or unethical behavior.

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 another employee to record your work time, or falsifying any time record;
- Theft, or deliberate or careless damage or destruction of organization property, or the property of any employee or stakeholder;
- Removing or borrowing organization property without authorization;
- Unauthorized use of organization equipment, time, materials, or facilities;
- Provoking a fight, fighting, or threatening violence during working hours or on organization property;
- Participating in horseplay or practical jokes during working hours or on organization premises;
- Carrying firearms or other dangerous weapons on organization premises in violation of applicable law or organization policy;
- Engaging in criminal conduct, whether or not related to job performance, that impacts or has the potential to impact student safety, workplace operations, or the organization's reputation;
- Causing or participating in workplace disruptions;
- Insubordination, including refusal to follow lawful instructions or the use of abusive or threatening language toward supervisors, coworkers, students, or stakeholders;
- Using threatening or abusive language 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 during scheduled work hours;
- Failing to observe work schedules, including meal and rest periods;
- Failing to provide documentation, such as a physician's certification, when required and permitted by law;
- Non-compliance with telework or flexible work arrangement requirements;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three (3) minutes in duration during working hours, except in cases of emergency, or otherwise engaging in excessive or inappropriate use of electronic devices during working time;
- Working overtime without authorization or refusing assigned overtime in accordance with policy;
- Violating any safety, health, or security policy or procedure;
- Committing a fraudulent act or a breach of trust;
- Unprofessional, immoral, or indecent conduct;

- Engaging in unlawful harassment, discrimination, or retaliation;
- Inefficiency, including neglect of duties or misuse of time or resources;
- Unauthorized solicitation or distribution of materials in violation of policy;
- Posting notices without approval except in designated areas;
- Violating the drug and alcohol policy;
- Failing to cooperate in an investigation or obstructing an investigation;
- Misuse of organization funds;
- Gambling on organization premises;
- Releasing confidential information without authorization;
- Refusal to communicate with supervisors or other employees, except where legally protected;
- Dishonesty;
- Failing to maintain required credentials for the position; and
- Any other conduct detrimental to the organization's operations, employees, or stakeholders.

Violations of this policy may result in corrective action, up to and including termination. This policy does not alter the at-will nature of employment.

3.2 Professional Boundaries Policy: Employees and Employee-Students Interaction

The organization recognizes its 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. The Organization strictly prohibits any form of retaliation against any individual who reports concerns in good faith, and any such behavior will be subject to disciplinary action.

Employees of 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. Professional boundary standards apply to all workplace relationships, including interactions between employees. Inappropriate boundary crossings with colleagues may be addressed through corrective action in accordance with organizational policy. 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 recognizes that social media can be a valuable way to communicate and share information. However, its use also carries certain responsibilities and risks. This policy provides guidelines for the appropriate use of electronic media and social media and applies to all employees.

Employees may use social media in a personal capacity; however, such use must not interfere with job performance, violate organization policy, or adversely affect the organization, its employees, students, or stakeholders. Use of organization technology and systems must be limited to organization business, except for reasonable incidental personal use consistent with organization policy.

Guidelines

"Social media" includes all forms of online communication or content sharing, including blogs, personal websites, social networking platforms, forums, and other electronic communication channels, whether or not affiliated with the organization.

Employees are responsible for content they post or share online. Online conduct that adversely affects job performance, the workplace, or the organization's legitimate business interests may result in corrective action, up to and including termination.

Employees must ensure that postings are consistent with organization policies, including those related to workplace conduct, confidentiality, discrimination, harassment, and retaliation. Inappropriate postings, including those that contain discriminatory remarks, harassment, threats of violence, or other unlawful or unprofessional conduct, are prohibited.

Professional Conduct Online

Employees should be respectful and professional in online communications involving coworkers, students, stakeholders, or individuals associated with the organization. Concerns regarding the workplace should be addressed through appropriate internal channels, including supervisors, People Services, or the Open-Door policy. Employees should avoid posting content that may be considered malicious, obscene, threatening, intimidating, or otherwise harmful to the organization or individuals associated with it.

Accuracy and Integrity

Employees must be honest and accurate when posting information. False statements, rumors, or misrepresentations about the organization, employees, students, or stakeholders are prohibited.

Confidentiality and Organization Information

Employees must maintain the confidentiality of organization information, including employee information, student information, and internal business operations. Employees may not post internal reports, policies, procedures, or other confidential information without authorization.

Employees must not represent themselves as spokespersons for the organization. If discussing work-related topics, employees must clearly state that their opinions are their own and do not reflect the views of the organization.

Nothing in this policy is intended to interfere with or restrict employees' legal rights to discuss wages, benefits, or other terms and conditions of employment as protected by law.

Use During Work Time

Employees should not use social media during work time or on organization equipment for personal purposes except for reasonable, incidental use or as authorized. Organization email addresses should not be used to register for personal accounts on external platforms.

3.4 Electronic Communications

All employees are expected to maintain professional and appropriate communications with fellow employees, students, and other individuals in all forms of communication.

With advances in communication technology, employees may engage in both work-related and non-work-related communications through various electronic platforms. Employees are responsible for ensuring that all communications are appropriate, respectful, and comply with applicable law and organization policy.

Employees must be courteous and professional in all communications and should consider the appropriateness of content before sending messages. Employees are responsible for the content they transmit.

Inappropriate communications, including those containing discriminatory remarks, harassment, threats of violence, or lewd or sexually explicit content, will not be tolerated and may result in corrective action, up to and including termination.

3.5 Employee and Job Applicant Rights

The organization will not request or require employees or job applicants to disclose personal social media usernames or passwords, nor will it require individuals to access their personal social media accounts in the presence of the organization.

The organization will not request or require employees or job applicants to disclose personal social media content, except where the organization reasonably believes the information is relevant to an investigation of misconduct, violation of law, or violation of organization policy. Any such access will be limited to the specific purpose of the investigation.

This policy does not limit the organization's right to request or require access to organization-issued technology, systems, or accounts.

3.6 Complaint Procedures

The organization is committed to maintaining an open and responsive work environment. Supervisors are expected to be available to hear employee concerns and to address suggestions or complaints related to workplace practices and procedures.

Employees are encouraged to raise concerns as soon as possible after an issue arises. In most cases, concerns should first be discussed with the employee's supervisor. Supervisors are expected to respond in a timely manner. If the concern is not resolved, or if the employee is not comfortable addressing the issue with their supervisor, the employee may elevate the complaint to the next level of management or to People Services.

Formal complaints should be submitted in writing and clearly describe the nature of the concern. (See **Appendix G**, **Form 2** for the Internal Complaint Form.) The organization will review the complaint and communicate a response within a reasonable time.

The organization may conduct an investigation of complaints as appropriate. Investigations will be handled in as confidential a manner as possible; however, complete confidentiality cannot be guaranteed.

Employees who raise concerns in good faith or participate in an investigation will not be subject to retaliation.

3.7 Whistleblower Policy

The organization is committed to integrity and ethical conduct. Employees and affiliated individuals are encouraged to report, in good faith, any suspected violations of law, regulation, or organization policy.

This policy is intended to complement, and not replace, other organization complaint or reporting procedures.

Reporting in Good Faith

The organization prohibits retaliation against any individual who, in good faith, reports suspected violations or participates in an investigation.

Reports should be made honestly and based on a reasonable belief that violation of law, regulation, organization policy, or other improper conduct occurred or may have occurred. Knowingly false or malicious reports may result in corrective action.

No Retaliation

The organization will not retaliate against any individual who discloses or intends to disclose information regarding a suspected violation to:

- A supervisor or manager
- People Services
- An individual with authority to investigate or address the concern
- A law enforcement or government agency

Any employee who engages in retaliation will be subject to disciplinary action, up to and including termination.

Reporting Procedure

Employees are encouraged to report concerns internally to their supervisor, People Services, or another appropriate leader.

Employees may also report concerns directly to the Board of Directors, particularly if the concern involves senior leadership or if the employee is not comfortable using internal reporting channels.

If the concern involves a member or members of the Board of Directors, the report should be directed to the Corporate General Counsel at the Corporate Administration Office.

Reports may be made verbally or in writing and should include sufficient detail to allow for review and investigation. Reports may be made anonymously, where permitted.

Board Reporting Contact

Reports may be submitted in writing to the Board of Directors in a sealed envelope marked “Confidential” at the following address:

177 Holston Drive, Lancaster, California 93535

Investigation and Confidentiality

The organization will review reports promptly and take appropriate action as necessary. Investigations will be conducted in as confidential a manner as possible, consistent with the need to conduct a thorough investigation and comply with applicable law.

Corrective action will be taken where warranted.

Additional Guidance

Employees should be aware that certain violations of organization policies or applicable laws may result in civil or criminal consequences for the organization and/or the individuals involved. Employees are encouraged to report concerns promptly so that they may be addressed before they escalate.

The organization encourages employees to raise concerns internally through the designated reporting channels whenever appropriate, while recognizing that individuals may also report concerns to external authorities as permitted by law.

3.8 Violence-Free Workplace

The organization is committed to providing a safe workplace and will not tolerate abusive or violent behavior, including but not limited to threatening remarks, physical intimidation, or assault.
Carrying firearms or other dangerous weapons on organization premises or at organization-sponsored events is prohibited, except as permitted by applicable law. For purposes of this section, a dangerous weapon includes, but is not limited to, firearms, knives, tasers, or other items capable of causing serious harm.

Employees involved in physical altercations or violent conduct of any kind may be subject to immediate corrective action, up to and including termination.

3.9 Reporting Violent Behavior

Employees who believe they are being threatened, intimidated, verbally abused, or physically harmed must immediately notify their supervisor. If the behavior involves a supervisor, employees must notify People Services.

The organization will not tolerate retaliation against any employee who makes a good faith report under this policy.

Employees who witness violent or threatening behavior, or who become aware of a credible threat of harm to any individual, must immediately notify a supervisor, People Services, and, where appropriate, law enforcement.

3.10 Drug and Alcohol-Free Workplace

The organization is committed to maintaining a safe, healthy, and productive work environment. The use of alcohol, illegal drugs, or controlled substances can impair an employee’s ability to perform work safely and effectively and may pose a risk to others.

An employee who is using or under the influence of any substance that impairs the employee's ability to perform job duties safely or effectively, or that affects the safety or well-being of others, must notify their supervisor immediately before starting or resuming work.
Employees must notify a supervisor if they are taking medication that may affect their ability to safely perform job duties, where appropriate.

The organization prohibits the use, possession, sale, transfer, or manufacture of illegal drugs, alcohol, or the misuse of prescription drugs when an employee is:

- On organization premises
- Performing organization business, regardless of location
- Operating or responsible for organization equipment or vehicles
- Driving on organization business while impaired
- Responsible for the safety of others

The organization reserves the right to conduct searches of organization property and, where permitted by applicable law, to require drug and/or alcohol testing where there is a reasonable suspicion of impairment. The results of such testing may be used as a basis for corrective action. Failure to cooperate in any such search or test may result in disciplinary action, up to and including termination.

Employees may be subject to disciplinary action if convicted of illegal drug-related activity that affects their ability to perform their job or the organization's operations.

The organization will reasonably accommodate employees who seek assistance through a treatment or rehabilitation program, consistent with applicable law. However, the organization retains the right to take corrective action where substance use affects job performance or workplace safety.

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

3.11 Alcohol at Organization-Sponsored Events and on organization Premises

On occasion, alcohol may be available at organization-sponsored events held off premises or at community events held on organization premises. Employees may choose to purchase alcohol at such events; the organization will not purchase alcohol for employees unless otherwise authorized.

Employees who choose to consume alcohol at organization-sponsored events or community events are responsible for their own behavior and must remain professional at all times.

Employees must comply with all applicable laws regarding alcohol consumption and driving. The organization strongly encourages employees to have a designated driver available when alcohol is consumed.

Participation in voluntary, off-duty recreational, social, or community activities is not considered part of an employee's work-related duties. Eligibility for workers' compensation benefits for any injury arising from such activities will be determined in accordance with South Carolina law.

3.12 Reasonable Suspicion

The organization reserves the right to require drug or alcohol testing when there is a reasonable belief that substance use may be affecting an employee's safety, productivity, or work performance.

An employee who is suspected of being under the influence of alcohol, illegal drugs, or the misuse of prescription medication may be evaluated by a supervisor or manager based on observable physical or behavioral indicators.

If reasonable suspicion is established, the employee may be required to undergo a drug and/or alcohol test. The employee may be placed on paid administrative leave pending the outcome of the test.

If test results indicate no prohibited substance use, the employee will be compensated for any work time missed during the leave. Refusal to participate in testing may result in disciplinary action, up to and including termination. A positive test result may also result in disciplinary action, up to and including termination.

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 and the absence is not approved in advance.

Unscheduled absences place a burden on coworkers and may disrupt operations and should be avoided when possible. Frequent unscheduled absences, including late arrivals, early departures, or failure to report to work, may result in corrective action, up to and including termination.

Requests for scheduled time off immediately before or after holidays or organizational breaks must be approved in advance by the Supervisor or Principal. Approval will be based on operational needs, and such requests may be denied.

The organization reserves the right to request documentation, such as a physician’s statement, for absences due to illness or injury.

An employee who is absent for three (3) consecutive scheduled workdays without notification will be considered to have voluntarily resigned employment.

3.16 Tardiness

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

Although voicemail may be available, employees are expected to speak directly with their supervisor when they will be late for work. Employees must notify their supervisor as soon as possible.

An employee will be considered tardy if they are not signed in or clocked in and/or are not ready to begin work at the start of their scheduled work period.

Repeated or excessive tardiness may result in disciplinary action, up to and including termination. Tardiness may be considered excessive if it occurs frequently, is unnecessary, or demonstrates a pattern.

3.17 Excessive Absenteeism and Tardiness

Frequent or excessive absenteeism or tardiness affects the efficiency and effectiveness of the organization and may result in corrective action, up to and including termination.

Employees are expected to comply with all attendance and reporting requirements outlined in this Handbook, including timely notification of absences and adherence to scheduled work hours.

In situations involving absences due to uncontrollable factors, such as personal health, consideration will be given to the employee's circumstances. However, the organization must also consider its operational needs and may not be able to accommodate extended or ongoing absences.

Excessive absences, including failure to report absences in accordance with policy, may result in corrective action, up to and including termination.

Unscheduled absences may be considered excessive if they occur frequently (for example, six (6) or more occasions in a rolling calendar year) or if they demonstrate a pattern. Recurrent absences immediately before or after holidays or weekends may also result in corrective action.

3.18 Grooming and Attire

The organization is committed to not discriminating against employees on the basis of religion, cultural beliefs, or other protected characteristics, including religious or cultural dress and grooming practices, in accordance with applicable law. The organization will engage in a good faith, interactive process to evaluate requests for reasonable accommodation. Employees who require an accommodation should contact People Services.
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 in proper attire. Employees will not be compensated for time away from work due to dress code violations.
The organization expects employees to project a professional and businesslike image when interacting with employees, stakeholders, volunteers, and the public. Proper grooming and attire must not interfere with safety or the employee's ability to perform the essential functions of the position.
Listed below is a general overview of acceptable and unacceptable grooming and attire. These lists are not 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 coworkers, vendors, or others in the workplace based on protected characteristics
    - Does not detract from a professional appearance
    - Does not pose safety concerns

If management determines that jewelry or tattoos present a concern, the employee may be directed to remove,

cover, or modify them as appropriate.

Unacceptable

- Low-cut tops or dresses
- Midriff-baring clothing
- Shorts (except as approved by management)
- Industrial coveralls, sweatpants
- Clothing with inappropriate or offensive logos, slogans, or images
- Clothing with large lettering, logos, or slogans
- Beach clothing
- See-through or mesh clothing (without appropriate covering)
- Sports headgear (except as approved by management)
- Mini-skirts or other attire above the knee
- Halter tops, tank tops, and spaghetti straps
- Hiking boots, open-toe/open-heel sandals, flip-flops, or slippers

If you are unsure whether an item is appropriate, choose an alternative or consult your supervisor or People Services.
In work areas that allow “dress down” or “casual” days, management will determine appropriate attire standards for those days.
Employees approved for telework or remote work must maintain a business casual appearance when participating in virtual meetings with students, parents, vendors, leadership, or other organization stakeholders.
Violation of this policy may result in corrective action.

3.19 Stakeholder Relations

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 a situation they do not feel capable of handling, the employee must notify their supervisor immediately.

Stakeholders are to be treated courteously and given proper attention. Employees must respond to stakeholder inquiries, whether in person or by telephone, promptly and professionally.

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 Electronic Devices and Communications, Privacy, Social Media and Artificial Intelligence Policy

The Electronic Devices and Communications, Privacy, Social Media and Artificial Intelligence Policy applies to work performed on any device on the Organization's behalf during working and nonworking hours, on and off of the Organization's premises, including telework. It sets forth the Organization's policies and procedures concerning (1) workplace privacy; (2) electronic media, email, and social media; (3) monitoring of telephone calls; (4) use of the Organization's property; and (5) artificial intelligence. It provides that audio and video recordings are only permitted with the express permission of the COO except as otherwise permitted by applicable law, to ensure that individual privacy rights and the Organization's trade secrets, among other things, are protected. It also reinforces that the use of electronic devices, social media, and artificial intelligence may not violate the Organization's policies prohibiting discrimination, harassment, retaliation, bullying and abusive conduct, and disclosure of trade secrets or confidential or proprietary information. The Policy further advises that there should be no expectation of privacy in communications sent on a work device, subject to applicable law, and that all such communications are subject to monitoring and or search. In addition, the Policy addresses the use of artificial intelligence, prohibiting employees from inputting private or confidential information into an AI Tool or using an AI Tool in a manner that is unlawful or violates Organization policy. (Refer to the Appendix I: Electronic Devices and Communication, Privacy, Social Media and Artificial Intelligence Policy Acknowledgement). Employees should be aware and recognize that electronic communications of all types conducted on behalf of the Organization may be considered public records subject to the South Carolina Freedom of Information Act.

Workplace Privacy

Employees may not use any audio or video recording devices while on working time, without the express written

permission of the Organization's Chief Operating Officer ("COO"), except where such recording is protected by law. This includes, but is not limited to, recording virtual meetings held on Microsoft Teams, Zoom, or other similar platforms. Failure to abide by this policy may result in the imposition of discipline, including termination. Employees also may not make audio or video recordings in work areas, unless the employee is engaged in protected activity related to improving the terms and conditions of his/her employment, such as documenting health and safety issues. Audio and video recordings may not be made in restrooms, locker rooms, changing areas, and similar locations. The company uses or may use video surveillance in public areas (not in restrooms, locker rooms or changing areas). The video surveillance will not include sound recording.

Employees are not required to provide personal, non-work related, internet accounts login information.

Email Policy

All employees will have access to email. Employees are required to abide by the Organization's policies and procedures concerning electronic media, email, social media, privacy, and telework when performing work on any device on the Organization's behalf. Use of Organization-provided electronic media, including email, should primarily be for business purposes; limited personal use may be permitted provided it does not interfere with work responsibilities or violate Organization policy. No personal use of any electronic media on any Organization device during working and nonworking hours, including email shall be allowed. Employees are asked to refrain from personal use of any electronic media on any personal device during working hours, including cellular phones and email. Employees should also be aware that they should not expect any level of privacy as emails may be monitored.

Electronica Media Policy Key Definitions Include:

Electronic Devices: Desktop computers, laptop computers, handheld devices, tablets, cellular phones, cellular watches, software/hardware, servers, storage drives, fax machines, pagers, and any other electronic communication device.

Electronic Communication: Emails, text messages, online posts, online messages, faxes, pages, and any other communication sent electronically.

Electronic Information: Any data created by an employee through electronic means.

General Policies:

Organization Property: Electronic Devices, Electronic Communications, and data transmitted through the Organization's servers are owned by the Organization. Electronic Communications created by an employee on behalf of the Organization belongs to the Organization.

Purpose: Electronic Communications on behalf of the Organization during working hours and non-working hours, on and off the Organization's premises, including telework, must comply with all policies of the Organization. Electronic Communications during working hours, on and off of the Organization's premises, including telework, must comply with all policies of the Organization and should be for the purpose of conducting business on behalf of the Organization.

Care and Authorization: Electronic Devices must be maintained, kept clean, and not removed from premises without prior authorization.

Confidentiality: Information stored on Electronic Devices, such as student, parent, financial, employee, and contractual information, is property of the Organization and cannot be distributed without the express written permission of the Organization's COO unless required for legitimate business purposes or as required by law. Employees are prohibited from disclosing the Organization's trade secrets and proprietary or confidential information.

Disciplinary Action: Violations, intentional or not, may result in disciplinary action, including termination.

Prohibited Use

All existing policies of the Organization apply to employee use of Electronic Devices, Electronic Communications, electronic information, and the Internet. This includes policies that deal with misuse of the Organization's assets or resources. It is a violation of the Organization's policy to use Electronic Devices, Electronic Communications,

electronic information, or the Internet, in a manner that is discriminatory, harassing, retaliatory, abusive, or obscene; constitutes copyright or trademark infringement; violates software-licensing rules; is illegal; or is against any other policy of the Organization. It is also a violation of policy to use Electronic Devices, Electronic Communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Organization Electronic Device is a violation of the Organization's policy against sexual harassment. This description of prohibited usage is not exhaustive, and it is within the discretion of the Organization to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Electronic Devices and Internet Use

The Organization provides Electronic Devices, Electronic Communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job.

The Organization's resources and property should be used only for business related purposes; however, there are a few exceptions:

- To send and receive necessary and occasional personal communications.
- To use the telephone system, cell phones or smart phones for brief and necessary personal calls or messages; and
- Accessing the Internet for brief personal searches and inquiries during mealtimes or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.
- Any personal usage of the Organization's property must not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, or tie up printers or other shared resources, or violate any policy of the Organization, including policies against harassment, discrimination, retaliation and disclosure of confidential or trade secret information. All policies relating to monitoring usage of the Organization's property and regarding telework apply.

Social Media

The Organization employs social media for specific business purposes. Internet-based programs like Facebook, LinkedIn, Instagram, TikTok and X (formerly Twitter) may be used for the Organization's goals. Only authorized individuals with the prior express written permission of the Organization's COO may represent the Organization through social media tools, the Organization's website, recruitment sites, and LinkedIn account. Users granted such permission must adhere to honest, accurate, and complete representation, following all policies of the Organization.

Personal use of the Organization's social media tools is prohibited and may result in disciplinary action, including termination.

Usage of personal devices during non-working times is allowed, but all applicable policies of the Organization, including those against discrimination, harassment, retaliation, bullying and abusive conduct, and protection of confidential information, still apply.

Employee-Owned Devices

Employees are asked to refrain from the use of their own personal communication devices, such as cellular phones, while on duty.

Personal calls on the employee's own equipment are considered the same as personal calls on the Organization's lines and is discouraged during working hours except for emergency phone calls.

Personal calls on cellular phones should be made on breaks in a break room or in a location that does not disrupt or distract employees, students, or others associated with the Organization. Incoming cellular phone calls should only be answered on breaks away from work areas. The Organization asks that employees who carry cellular phones on the premises please put their phone on silent/vibrate mode or off during working hours so as not to disrupt the facility if an incoming call is received. For compliance reasons cellular phones with cameras are not to be used in any student areas or private areas (including restrooms, locker rooms and changing areas).

Telephone Monitoring

The Organization may monitor calls to enhance student and parent satisfaction and provide employee training. Employees are prohibited from recording conversations without express consent of all persons present, participating, or listening to the conversation, except where otherwise permitted by law. Violation of this policy may lead to disciplinary action determined by management.

Employer Property

Use of all property of the Organization, including cabinets, furniture, Electronic Devices, must adhere to all policies and procedures of the Organization.
Inspection rights are reserved, to the extent permitted by applicable law, and prior authorization is needed for removal.

For security, valuable personal items should not be left in the workplace. Terminated employees must retrieve personal items promptly, as unclaimed items may be disposed of.

Artificial Intelligence

Generative Artificial Intelligence ("gAI") and public generative AI tools (e.g., ChatGPT, Google's Bard, Microsoft's Bing, and Meta's LlaMA (Large Language Model Meta AI)) ("AI Tools") (gAI and AI Tools are collectively referred to as "AI") are now widely available to produce text, images, and other media. They are not and should not be a substitute for employee-generated work. The Organization seeks to ensure that if and when AI is used, they are employed safely, responsibly, professionally, and effectively.
Information input into public AI and information produced by AI are subject to the Organization's anti-discrimination, anti-harassment, and anti-retaliation policies. Employees may be subject to discipline for content input or content produced by AI.

It is important that users of AI verify AI-generated content to ensure accuracy before relying on or publishing the content, including documenting AI use, when appropriate. AI-generated information may be inaccurate or may contain copyrighted material. Users of AI must adhere to all other policies of the Organization, including those regarding Electronic Devices, Electronic Communications, information security, privacy, confidential and proprietary information, and trade secrets. Information that is private, confidential, or proprietary, or that contains the Organization's trade secrets may not be input into AI Tools. Information entered into AI Tools could expose sensitive information to the public.

Employees should also be aware of and make efforts to guard against AI-based phishing and scamming. AI has

made it easier to generate scam emails. Please report suspicious email messages to the Organization's IT Department.

Employees who are concerned that sensitive information has been input into AI or who are concerned about information generated by AI, should contact their Director, Manager, or Supervisor immediately or report it to Organization's IT Department.

Failure to abide by the policies set forth in this section may result in the imposition of discipline, including termination.

3.22 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 are expected to act in a way that will merit the continued trust and confidence of the public.

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/Human Resources 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.

3.23 Service Animals

Employees with disabilities have a right to bring service animals into businesses or public spaces, provided the service animal does not pose a direct threat to others. That right only applies to services animals but not to emotional support animals. When a person brings an animal to the Organization, an employee can ask only two questions to determine whether the animal qualifies as a service animal. First, is the animal required because of the handler's disability; and second, what work, or task has the animal been trained to perform? The responses should be self-evident as to the qualifications of the animal. A service animal must always be under the care and control of its handler.

Employees who wish to bring service animals into Organization premises must speak to their supervisor and contact People Services Accommodation Team at accommodations@llac.org. Employees are responsible for participating in the accommodation process, following the Service Animal Guidelines and Acknowledgement, and employees must obtain approval prior to bringing their Service Animal to Work to facilitate the accommodation process and address workplace safety considerations.

SECTION FOUR – WORKPLACE SAFETY AND OPERATIONS

4.1 Workplace Safety and Violence Prevention

The organization adheres to applicable workplace safety laws and safety practices. Compliance with workplace safety policies and procedures is a condition of employment. Violations of safety policies may result in corrective action.

In accordance with applicable health and safety laws, the organization maintains safety programs and procedures. Employees should be aware of and follow all safety plans and procedures at their worksite.

All employees are responsible for their own safety, as well as that of others in the workplace. Employees must remain safety conscious at all times and must report all work-related injuries or illnesses immediately to their supervisor and People Services.

The organization may implement or modify workplace safety procedures in response to federal, state, or local public health guidance or emergencies. Updated safety protocols will be communicated to employees as necessary.

If a communicable disease becomes widespread, the organization may conduct medical inquiries, examinations, or symptom screening in accordance with applicable law. The organization may also implement infection control measures such as cleaning protocols, hygiene practices, or workplace entry requirements. All medical information will be handled in accordance with applicable confidentiality requirements.

The organization will comply with applicable government reporting and notification requirements related to workplace safety and public health.

The organization requires that all equipment be maintained in good working condition. Employees must not use unsafe equipment and must report equipment issues immediately to their supervisor. Employees must not attempt to repair equipment unless authorized.

4.2 Workplace Violence Prevention Training

The organization conducts safety training, which may include workplace violence prevention, hazard awareness, and reporting procedures.
Employees will be provided information on how to report incidents, respond to potential safety risks, and avoid harm in the workplace.
Employee attendance at required safety training sessions is mandatory. The organization may provide additional information through postings, written communications, or other channels.

4.3 Workplace Safety Training

The organization provides safety training as appropriate to job duties and workplace risks, including training related to workplace violence prevention, hazard awareness, and reporting procedures.
Employee attendance at required safety training sessions is mandatory. The organization may provide additional information through postings, written communications, or other communication methods.

4.4 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 or earphones while performing job duties where doing so would prevent you from hearing alerts or emergency notifications, except for approved uses or required Personal Protective Equipment (PPE). 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.

4.5 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.

4.6 Safety Equipment

If required, the organization will provide employees with appropriate Personal Protective Equipment (PPE). Employees must use required PPE in accordance with safety guidelines when performing job duties.
Each employee is expected to follow safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, create hazardous or dangerous situations, or 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 must immediately notify People Services and their supervisor. Such reports are necessary to comply with applicable laws and to initiate insurance and workers' compensation procedures.

4.7 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.

4.8 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 are 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 a direct supervisor. Employees who take a leave of absence must turn in any keys prior to beginning their leave.

4.9 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.

4.10 Ergonomics

The organization is committed to minimizing workplace ergonomic risks and preventing repetitive motion injuries. The organization will make reasonable adjustments to reduce exposure to ergonomic hazards through modifications to equipment, processes, and employee training.

The organization encourages safe and proper work procedures and requires all employees to follow applicable safety instructions and guidelines.

The organization believes that reducing ergonomic risk is important to maintaining a safe and healthy workplace and will provide appropriate resources where feasible to support this goal. Employees who have questions regarding ergonomics should contact the Safety Manager.

4.11 On-The-Job Injuries

Every employee is responsible for their own safety, as well as that of others in the workplace. Employees are expected to remain safety conscious at all times.

Employees must immediately notify a supervisor if they are injured on the job. Workers' compensation benefits may be available for work-related injuries or illnesses in accordance with applicable law. If necessary, emergency medical services may be contacted.

Employees should not transport injured individuals unless necessary in an emergency situation. A supervisor may contact the employee's emergency contact, if appropriate.

For non-emergency injuries, the employee and supervisor should contact People Services to assess the situation and coordinate next steps.

Employees may be referred to an organization-designated medical provider for treatment, in accordance with applicable workers' compensation laws.

The organization may investigate workplace illness or exposure events and implement appropriate safety measures consistent with applicable public health guidance.

All employees will receive information regarding workers' compensation and reporting procedures upon hire. For additional information, employees should contact People Services.

4.12 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.

4.13 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, movement, appearance, behavior, speech, or breath odor; information provided to management by employees, law enforcement officials, security services, or other reliable sources; or suspicion based on 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 the extent permitted by applicable law, to conduct a routine inspection or search at any time for organization property on organization premises.

In addition, the organization reserves the right, in accordance with applicable law, to access information and communications, including email stored in organization computer files, on organization disk drives, or other storage devices, and in employee voicemail systems.

Routine searches or inspections of organization property may include an employee's office, desk, file cabinet, closet, computer files, voicemail, 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 workplace any personal items they do not wish to be subject to inspection.

Inspections or searches for prohibited materials on organization premises may be conducted whenever the organization has reasonable suspicion to believe that an employee may be in possession of such materials in violation of this Policy.

In cases involving inspection or search of personal property (such as pockets, purses, briefcases, or other items worn or carried by the employee), the employee will be asked to conduct a self-search in the presence of an observer. Employees who refuse to cooperate will not be forcibly searched; however, the organization may make employment decisions based on the information available, including the refusal to cooperate.

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 of organization telephones, computer networks, and electronic mail systems, in accordance with applicable law. Monitoring may be conducted for business, security, training, or quality control purposes, or when there is reasonable suspicion of improper use.

Monitoring may take place on a regular or random basis and may be conducted through observation or electronic means.

All inspections or searches will be conducted as necessary and will be approved in advance by People Services, who will inform appropriate leadership prior to the inspection.

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

Any prohibited materials or items suspected to be prohibited that are found during a search may be collected and secured by the organization. The employee will be provided a receipt for collected items where appropriate.

If it is determined that collected materials are not prohibited, they will be returned to the employee. If materials are suspected to be illegal or hazardous, the organization may coordinate disposition with appropriate authorities as required by law.

Supervisors should limit communication regarding inspections or investigations to individuals who have a legitimate business need to know.

4.14 Restraining Orders and Domestic Violence

One Domestic violence incident can impact the workplace and employee safety. If you are being threatened at work, immediately notify your supervisor, People Services, or law enforcement.

If an employee has a civil protective order (such as an Emergency Protective Order, Stay-Away Order, or Temporary Restraining Order) involving a third party, the employee must notify their supervisor and People Services. Such information will be kept confidential to the extent permitted by law, and the organization will work with the employee to develop a workplace safety plan.

Employees are encouraged to take reasonable safety precautions when arriving at or leaving work. This may include coordinating with coworkers when leaving at similar times or remaining alert in parking areas.

If you believe you are being followed or are in immediate danger, contact 911 or proceed to the nearest law enforcement facility. Employees should report any incidents to their supervisor as soon as it is safe to do so.

To promote the safety of employees and visitors, the organization may use video surveillance in appropriate areas of its facilities. Cameras will not be placed in private areas such as restrooms or lactation spaces. Questions regarding workplace security measures should be directed to the Security Coordinator.

4.15 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 report to work and/or contact their immediate supervisor for possible remote work approval if the position and duties accommodate remote 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.

4.16 Public Emergency and Natural Disaster

The organization maintains safety and emergency operations plans to support employees during incident management activities and to help ensure business continuity in the event of a public emergency, catastrophic event, or natural disaster.

The organization prioritizes the safety and health of employees and will provide resources and communication during emergency situations. If the organization closes operations due to a natural disaster or public emergency, employees are encouraged to utilize designated communication channels to receive updates regarding operations, resources, and work expectations.

Employees may be assigned additional responsibilities to assist with recovery efforts. Employees will be compensated for work performed for the benefit of the organization in accordance with applicable law.

Exempt Employees

Exempt employees will be paid on a salary basis in accordance with applicable wage and hour laws. If an exempt employee performs any work during a workweek, they will generally receive their full salary for that week. If no work is performed during a full workweek, compensation will be handled in accordance with applicable law and organization policy.

Non-Exempt Employees

Non-exempt employees are paid for hours actually worked. Non-exempt employees will receive pay for all hours worked, including work performed during emergency or remote operations, in accordance with applicable law.

Employees may be required to remain on-call during emergency situations and will be compensated in accordance with applicable law.

Teleworking or Alternate Work Location

Employees may be requested to work remotely or assigned to an alternate work location on a temporary basis. Employees must accurately record all time worked using the organization's timekeeping system.

In emergency situations, employees may be required to take organization-issued equipment to facilitate remote work.

Emergency-Related Leave and Time Off

Employees may request time off or a leave of absence following a disaster or emergency. Employees must coordinate time off with their supervisor and record absences in accordance with organization policy.

The organization may provide flexibility regarding documentation requirements in emergency situations, consistent with applicable law.

Non-Employees and Volunteers

The organization may receive offers from non-employees or volunteers to assist in recovery efforts. Employees should consult with site leadership or People Services before allowing such individuals to assist.

The organization may engage professional services for disaster recovery as appropriate.

4.17 Communicable Illness

The organization regards employee health and wellness as a priority. Employees are expected to follow basic health and hygiene practices, including proper hand washing and respiratory etiquette. Employees are advised to stay home when experiencing symptoms of a communicable illness and must notify their supervisor in accordance with attendance policies.

The organization will make decisions regarding communicable illness based on current medical guidance, public health recommendations, the nature of the illness, and workplace considerations.

Employee medical information will be maintained in confidential medical records separate from personnel files, in accordance with applicable law.

The organization will comply with applicable public health reporting, recording, and notification requirements related to communicable illness exposure or outbreaks in the workplace.

During a public health emergency or communicable disease event, the organization may implement safety protocols based on guidance from public health authorities. These may include workplace safety measures, sanitation practices, or operational adjustments.

Employees will be compensated for time spent completing required workplace screenings or tests, and compensation for time away from work will be provided in accordance with applicable law and organization policy.

The organization may require employees to follow precautionary measures, including temporary work restrictions or self-quarantine, when appropriate and consistent with applicable law.

Return to Work

The organization may require a medical release confirming an employee is fit to perform the essential functions of their position before returning to work, in accordance with applicable law.

Work Accommodation

The organization will engage in an interactive process to evaluate requests for reasonable accommodation related to medical conditions or disabilities. This process may include obtaining medical documentation as permitted by law.

The need for accommodations may be reassessed as conditions change based on public health guidance and operational needs.

The organization will not discriminate against employees based on a communicable illness, consistent with applicable law.

Management may require employees who appear to exhibit symptoms to leave the workplace and return only when cleared, in accordance with applicable law.

The organization will comply with all applicable laws protecting the confidentiality of employee medical information.

4.18 Organization Property

Lockers, desks, vehicles, computers, internet access, and other organization property are owned by the organization and must be maintained in accordance with organization rules and procedures. Employees do not have a reasonable expectation of privacy in their use of or access to organization property, both physical and electronic, to the extent permitted by applicable law.

Organization property should be used primarily for work-related purposes, unless otherwise permitted in this Handbook. The organization reserves the right, to the extent permitted by applicable law, to inspect organization property to ensure compliance with its policies, with or without notice and in the employee's absence.

Telephones, voicemail, email, and internet access are intended for business use; however, limited personal use may be permitted as outlined in this Handbook. Misuse of organization property, including accessing or transmitting material that is offensive, discriminatory, defamatory, or inappropriate, is prohibited.

The organization reserves the right, in accordance with applicable law, to monitor and access telephone communications, voicemail messages, electronic files, email, and internet usage to ensure compliance with this policy.

Usernames, passwords, and access credentials assigned for organization systems remain the property of the organization. The organization may maintain access to such systems and may override or reset credentials as necessary.

Violations of this policy may result in corrective action.

4.19 Organization Equipment and Technology

The organization retains all rights related to the use of its equipment and technology. All organization equipment, including desks, computer systems, software, devices, and related tools, is intended for business use and must be used in accordance with organization policies.

Organization resources, including electronic networks, email, voicemail, video conferencing systems, and all data residing on organization systems, are intended for business purposes, unless otherwise permitted in this Handbook.

Electronic mail is provided to support business communications. Use of email is a privilege and may be revoked for misuse. Employees should not use personal devices or personal email accounts for organization business unless authorized. In certain situations, including telework arrangements, employees may be required to use personal devices temporarily, subject to applicable guidelines.

Employees must use electronic communications in a professional and appropriate manner. Employees should not send or access content that is discriminatory, offensive, or otherwise inappropriate, and violations may result in corrective action.

Employee Privacy

Employees should not expect privacy when using organization equipment or systems. Any information created, stored, or transmitted using organization systems may be accessed or monitored by the organization to the extent permitted by applicable law.

Employees are encouraged to use personal devices for personal matters outside of working time.

Organization Access to Information

The organization reserves the right, in accordance with applicable law, to access, review, and monitor files, records, email, voicemail, and other electronic communications maintained on organization systems, whether

during or after employment.
Employees must comply with all software licensing requirements. Unauthorized copying or duplication of software is prohibited.

Monitoring of Organization Equipment
The organization may monitor use of its systems and equipment through various means. Monitoring may occur on a regular or random basis and may be conducted for business, security, training, or compliance purposes.

Appropriate Use
Employees are expected to present a professional and businesslike image when using organization technology. Use of organization technology for inappropriate, discriminatory, or unauthorized purposes is prohibited and may result in corrective action.

Passwords and Access Credentials
Employees are responsible for maintaining the confidentiality of passwords and access credentials. Employees must not access systems or information without authorization.
Upon separation from employment, employees must provide access credentials for organization systems upon request.
Employees who become aware of violations of this policy must report them to their supervisor or People Services.

4.20 Organization Vehicles and Business Travel

The organization maintains a separate policy governing business travel and the use of organization vehicles. This policy is administered by the Travel and Risk Management Departments. Employees must comply with all applicable requirements before engaging in organization business travel or operating an organization vehicle. (**See Appendix E**: Business Travel and Use of Organization Vehicles Acknowledgement.)

Employees who drive an organization vehicle (owned, rented, or leased by the organization) must maintain a valid driver's license. Employees who use a non-organization vehicle for organization business must maintain a valid driver's license and carry at least the state minimum auto insurance coverage. With employee consent, the organization may participate in a system that monitors driving records.

Auto liability coverage follows the vehicle being driven. When an employee operates an organization vehicle, the organization's auto insurance is primary. When an employee operates a non-organization vehicle for organization business, the employee's personal auto insurance is primary and the organization's coverage is excess. The organization does not provide collision or comprehensive coverage for non-organization vehicles.
Before engaging in business travel or operating an organization vehicle, employees must receive approval through Risk Management. Employees are prohibited from conducting organization business travel or driving organization vehicles until clearance is provided. Employees approved for business travel must promptly report to Risk Management any license suspension or revocation, reckless driving citation, or conviction for driving while impaired.

Employees using personal vehicles for organization business must maintain required insurance and licensure. Mileage reimbursement for approved business travel is payable at the Internal Revenue Service standard mileage rate in effect at the time of travel. Employees will not be reimbursed for travel to and from their regular work location.

Only hands-free mobile phone use is permitted while driving on organization business or while operating an organization vehicle. Employees involved in a motor vehicle accident while on organization business or while operating an organization vehicle must not admit fault, must cooperate with law enforcement, and must promptly report the incident to Risk Management. Employees should seek immediate medical attention if

injured.

Excluded Drivers

Employees determined by Risk Management to have an unsatisfactory driving record may be designated as Excluded Drivers under the organization's commercial auto insurance policy. Excluded Drivers are not permitted to operate organization vehicles or drive on organization business using any vehicle, including personal vehicles. If driving is an essential function of the employee's position, failure to comply with these restrictions may result in corrective action, up to and including termination.

All employees operating vehicles on organization business must comply with all applicable traffic, safety, and seat-belt laws. Business travel may be temporarily suspended when necessary to support public safety measures during a federal, state, or local emergency. Employees will be notified when such restrictions are implemented and lifted.

4.21 Organization Provided Equipment

Some employees may use organization-provided equipment outside the standard work environment. Employees issued such equipment are responsible for properly using and safeguarding it.

Employees must ensure that organization equipment is used only for authorized business purposes and that only organization-authorized personnel perform maintenance or repairs. Employees are responsible for taking reasonable measures to prevent loss, damage, or theft and must immediately report any such incidents to their supervisor, including providing a written account and filing a police report when required.

Employees may be subject to corrective action and may be held financially responsible, as permitted by South Carolina law, for loss or damage resulting from gross negligence, willful misconduct, or dishonesty.

All organization-provided equipment must be returned immediately upon transfer, reassignment, or separation from employment.

4.22 Organization Provided Cell Phone

The organization provides cellular telephones to some employees as a business tool. These devices are intended to support communication with management, coworkers, stakeholders, and others for business purposes.
Cell phones are primarily for business use; however, limited personal use may be permitted for emergencies or occasional, brief use within reasonable limits. Usage, including downloads and text messaging, should be primarily business-related. Cell phone usage and billing may be monitored.
Employees who use cell phones while driving must prioritize safety and comply with all applicable laws. Use of mobile devices while driving on organization business is prohibited unless using hands-free technology.
Employees are expected to maintain professional communication standards when using organization-provided cell phones.

4.23 Return of Organization Property

All organization property issued to employees, including keys, tools, cell phones, equipment, or other items, must be returned upon separation of employment.
Regardless of whether employment ends voluntarily or involuntarily, employees are responsible for returning all organization-issued property, including equipment, computers, telephones, passwords or access credentials, tools, keys, and any other assigned items.
Employees may be held financially responsible for property that is lost or damaged due to gross negligence, willful misconduct, or dishonesty.

4.24 Internet Usage

Internet access is provided by the organization to support job-related duties and business operations. While internet usage is intended primarily for business purposes, limited and incidental personal use is permitted within reasonable limits, provided it does not interfere with work duties or violate organization policy.

All data composed, transmitted, accessed, or received using the organization's internet systems constitutes organization records and may be subject to monitoring, review, or disclosure to the extent permitted by applicable law. The equipment, services, and technology used to access the internet remain at all times the property of the organization. Employees should not expect privacy in their use of organization systems to the extent permitted by applicable law.

Internet usage must comply with all organization policies and applicable laws. Employees may not use organization systems to access, transmit, download, store, or distribute content that is discriminatory, harassing, threatening, abusive, obscene, or otherwise inappropriate. Employees are also prohibited from using organization systems to violate privacy laws, disclose confidential or proprietary information, infringe copyrights or licenses, or engage in unlawful activity.

The unauthorized installation, copying, or distribution of software or files is prohibited. Files may not be downloaded without appropriate authorization, and executable programs or tools that alter system configurations or bypass security or filtering controls may not be installed except by organization-authorized personnel.

The organization reserves the right to monitor internet traffic and inspect, retrieve, review, or disclose any information transmitted or stored on organization systems in accordance with applicable law to ensure compliance with policy, protect security, and support business operations.

Employees are required to comply with this policy and all other applicable policies in this Handbook, including the Social Media Policy. Violations of this policy may result in corrective action, up to and including termination, and employees may be held personally responsible for unlawful misuse.

4.25 Employee Emails

Routine emails generated by employees will automatically be deleted from Inbox, Sent, and Deleted folders after ninety (90) days. Employees are responsible for moving any emails that must be retained beyond this period to an appropriate designated folder outside of these locations.

4.26 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.

4.27 Media Relations

The organization strives to manage communications effectively and maintain its reputation. To support these objectives, all media inquiries must be directed to authorized spokespersons.

Only officers of the organization are authorized to speak on behalf of the organization. Employees must refer all media inquiries to the Principal/School Leader, the Board of Directors, or People Services.

If approached by a member of the media, employees should respond:

"I am not authorized to comment on behalf of the organization. Please contact our designated representative."

Employees must protect the confidentiality of the organization, its employees, and stakeholders, and must not disclose confidential student, employee, or proprietary information.

4.28 Publicity

The organization may use employee photographs, likenesses, or voice recordings for organizational purposes, including marketing or promotional materials, without compensation, unless otherwise required by law. Employees who wish to opt out should notify the designated communications representative.

4.29 Organization-Sponsored Social and Recreational Activities

The organization may sponsor social or recreational activities for employees from time to time. Participation in such activities is voluntary and not considered part of an employee's regular job duties.
The organization is not responsible for injuries arising from voluntary participation in such activities, except as required by applicable workers' compensation laws.
Employees may be required to sign a liability waiver prior to participating in organization-sponsored activities.

4.30 Personal Use of Organization Telephones

Personal telephone calls should generally not be made during work time, except in emergency situations. Calls should be limited and made during breaks or meal periods whenever possible.
Organization telephones are intended for business use. If personal calls must be made using organization telephones, employees are expected to use discretion and avoid doing so in the presence of stakeholders, vendors, or visitors.
If long-distance calls are necessary, employees should use a personal calling method or obtain supervisor approval before placing the call.
Excessive personal use of telephones or use for personal business may result in corrective action and may require reimbursement for associated costs.

4.31 Personal Use of Cell Phones

Personal use during work hours should be limited and should not interfere with job duties. Personal cell phones should be set to silent or vibrate mode during working time.
Use of personal cell phones should generally occur during breaks or meal periods, except for emergency situations.
The organization may request employees to use personal devices for work purposes under certain circumstances. When required, the organization will provide reimbursement in accordance with applicable expense reimbursement policies.

4.32 Personal Property/Employee Property

The organization is not responsible for personal belongings that are lost or stolen. Employees should avoid bringing or storing items of value in the workplace.
Employees must remove all personal items at the time of separation from employment. In limited circumstances, employees may arrange an alternate time with management to retrieve belongings.
Personal items left in the workplace after separation may be disposed of if not timely claimed.

4.33 Solicitations

The organization recognizes the importance of community outreach and may approve certain fundraising activities for qualified nonprofit organizations, such as 501(c)(3) organizations, subject to management approval.
Employee participation in such activities is voluntary and must not interfere with work duties or operations.
Solicitation and distribution of materials are not permitted during working time or in working areas. "Working time" refers to periods when employees are expected to be performing job duties. "Working areas" refers to areas where work is performed, as opposed to non-working areas such as break rooms or parking areas.
This policy is intended to maintain a productive work environment while respecting employees' rights.

4.34 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 offers insurance benefits to eligible employees, including benefits administered through the South Carolina Public Employee Benefit Authority (PEBA), in accordance with applicable law and plan requirements.

Eligibility for benefits depends on employee classification and the applicable benefit plans. Benefits may include medical, dental, vision, life insurance, disability coverage, retirement plans, and other ancillary benefits available through PEBA or the organization.

Benefit plans, coverage options, and employer contributions are subject to change at any time in accordance with applicable law and plan provisions. Detailed information regarding coverage, eligibility, enrollment, and plan requirements is available through People Services/Benefits or directly through PEBA.

Employees may be required to provide documentation to verify dependent eligibility. Failure to provide required verification within applicable timeframes may result in removal of dependents from coverage.

During approved leave, eligible employees may continue certain benefits provided required employee contributions are maintained, in accordance with plan terms. Benefits that accrue based on hours worked do not accrue during periods of unpaid leave unless otherwise required by law.

During a public emergency, benefit plans may be adjusted to comply with legal requirements or to provide additional support. Any changes will be communicated to employees.

For additional information regarding benefit plans and eligibility, employees should contact the Benefits Department or refer to PEBA resources.

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

5.2 Life Events and Benefits Enrollment

Employees may make changes to benefit elections outside of the annual enrollment period when a qualifying life event occurs, in accordance with applicable law and plan requirements.

Employees must submit benefit changes and required documentation within applicable timeframes following the qualifying event. Changes will be effective in accordance with plan terms.

For complete information regarding qualifying events, documentation requirements, and enrollment procedures, employees should contact the Benefits Department or refer to applicable benefit plan materials.

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

5.3 Retirement Savings Plan

The Organization provides a retirement savings plan in which eligible regular full-time and part-time employees may participate. Employees may make pre-tax and/or post-tax contributions to the plan, and the Organization may make matching contributions in accordance with the terms of the plan. Employees will receive periodic statements regarding their retirement account and plan participation.

For additional information regarding eligibility, contributions, investment options, and plan provisions, employees should contact the Benefits Department or refer to the plan materials. Benefits@llac.org.

5.4 Workers' Compensation Insurance

The organization provides workers' compensation insurance coverage in accordance with the South Carolina Workers' Compensation Act for work-related injuries, illnesses, or exposures.

Employees must immediately notify their supervisor of any workplace injury, illness, or exposure. Failure to report promptly may result in corrective action.

Employees may be placed on a workers' compensation leave in accordance with applicable law. Such leave may

run concurrently with other applicable leave programs where permitted.
Employees may be required to provide medical certification and clearance to return to work, consistent with applicable law. Work restrictions and accommodations will be evaluated through the interactive process.
For additional information regarding workers' compensation benefits and procedures, employees should contact People Services.

For more information, please contact our Benefits Department at Benefits@llac.org.

5.5 Employee Assistance Program

The organization provides an Employee Assistance Program (EAP) offering confidential and voluntary support services to employees and, where applicable, eligible family members.
Services may include counseling, referral services, and other support resources. Use of the EAP is confidential to the extent permitted by law and provided at no cost for covered services under the program.
Participation in the EAP does not affect employment status; however, employees are still expected to meet performance and conduct standards.
For more information, employees should contact the Benefits Department at Benefits@llac.org.

5.6 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; these are physical and recreational activities to support the health and well-being of its employees.

5.7 Consolidated Omnibus Budget Reconciliation Act (COBRA)

The organization provides continuation of health coverage in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) and applicable state requirements.
Eligible employees and their covered dependents may elect to continue health coverage following certain qualifying events that would otherwise result in a loss of coverage.
Continuation coverage is provided at the employee's expense, as required by law. The duration and terms of coverage are governed by applicable plan provisions and regulatory requirements.
Employees are responsible for notifying the appropriate plan administrator or benefits provider of qualifying events, as required. The South Carolina Public Employee Benefit Authority (PEBA) serves as the benefits administrator for applicable continuation coverage.
For additional information regarding COBRA coverage and eligibility, employees should refer to PEBA resources or contact the Benefits Department.

For more information about COBRA and (HIPAA) Health Insurance Portability and Accountability Act benefits, please contact the visit peba.sc.gov.

SECTION SIX – TIME OFF AND LEAVE OF ABSENCE

All leave policies will be administered in accordance with applicable federal, state, and local law. Where required, legally protected leave will take precedence over organization policies.

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 pre-approval 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.
- Regular part-time employees will be paid holiday pay only if the holiday falls within a 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.

Observed Holidays

New Year's Day	Wednesday before Thanksgiving
President's Day	Thanksgiving
Martin Luther King, Jr. Birthday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth (Year-round employees only)	Christmas Day
July 4th	Day After Christmas
Labor Day	

6.2 Vacation Time

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

- Regular, full-time employees working at least 30 hours per week are eligible for vacation benefits. ("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 receive seven (7) vacation days.
- Employees who work **less than** 220 days in the school calendar year receive five (5) vacation days.
- Temporary, seasonal, and regular part-time employees are **not** eligible for vacation benefits.

Vacation Grant

- Vacation days are granted at the beginning of the school year.
- Employees hired after the start of the school year will receive a prorated vacation allotment based on their hire date.
- Employees must be actively employed to receive vacation benefits.

Employees are encouraged to use available vacation time on a timely basis. Vacation benefits are granted annually and are intended to be used within the applicable school year. Vacation time may not be taken in advance of being granted, and employees may not carry a negative vacation balance. The organization reserves the right to modify vacation benefits in accordance with applicable law and organizational needs.

Use

Vacation time must be scheduled in advance and approved by a supervisor based on operational needs.
Employees are encouraged to plan vacation time in a way that minimizes disruption to organizational operations, including consideration of peak work periods and staffing needs.
When feasible, employees should provide at least ten (10) days' advance notice when requesting vacation time.
Requests will be reviewed based on business needs, staffing requirements, and other relevant factors.
Vacation requests immediately before or after a designated holiday, school break, or other critical operational period are generally discouraged and require advance approval from the School Principal. Approval is not guaranteed and will be based on operational needs, staffing requirements, and the circumstances of the request. Exceptions may be approved at the Principal's discretion for emergency or special circumstances.
Vacation time may be used for personal reasons, including the observance of religious holidays not otherwise recognized by the organization.

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 vacation time will be paid out when an employee's employment classification changes from full-time to part-time, when an employee is reassigned within the organization/learn4life network, or upon separation of employment, in accordance with applicable law and organization policy.

6.3 Sick Time

The organization provides paid sick time to eligible employees to support time away from work due to illness, injury, preventive care, or other qualifying reasons.

Sick time may also be used for absences related to domestic violence, sexual assault, or stalking, in accordance with applicable law.

Employees may use sick time to care for an immediate family member, including:
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, first cousin, or a designated individual whose relationship with the employee is equivalent to that of a family relationship.

Eligibility

- Regular, full-time employees working at least thirty (30) hours per week are eligible for sick time.
- Eligible employees receive five (5) sick days per calendar year.

- Employees hired after the beginning of the calendar year will receive a prorated amount of sick time based on their hire date.
- Employees working fewer than thirty (30) hours per week are **not** eligible for sick time.

Sick Time Grant

- Sick time is granted at the beginning of each calendar year.
- Employees must be actively employed to receive sick time benefits.

Sick Time Availability and Carryover

Employees may review their available sick time balance through the organization's payroll or HR systems.

Sick time is provided annually and is intended for use within the applicable calendar year. However, the organization may, at its discretion, allow unused sick time to carry over from year to year.

Any carryover of sick time is subject to the organization's policy and may be modified or discontinued at any time in accordance with applicable law and organizational needs.

The organization maintains records of sick time usage in accordance with its internal practices and applicable law.

Use of Sick Time

Sick time may be used for qualifying purposes under this policy.
Employees who anticipate an extended absence should contact People Services regarding available leave options.
The organization may require reasonable verification of the need for sick time, consistent with applicable law.

Payment

Sick time is paid at the employee's regular rate of pay and is not considered hours worked for purposes of overtime.

Unused Sick Time

Unused sick time is not paid out upon separation of employment. The organization does not provide payment for unused sick time at any time. If an employee's employment ends and the employee is later reemployed by the organization, eligibility for sick time and any prior balances will be determined in accordance with organization policy in effect at the time of reemployment. Employees may contact People Services for additional information.

Government Supplemental Sick Leave

Additional needs for extended time off due to medical or qualifying reasons may require employees to explore other available leave options, including but not limited to FMLA, short-term disability (STD), or other applicable leave programs. Employees should contact People Services for further information regarding available leave benefits.

6.4 Sick Leave Bank Policy

The organization maintains a Sick Leave Bank to provide eligible employees with additional paid leave in the event of a qualifying serious health condition or other approved circumstances. Participation in the Sick Leave Bank is voluntary and is intended to support employees who have exhausted their available sick leave. Sick Leave Bank benefits are intended for serious or extended medical conditions that result in an employee's inability to work, as determined by the organization.

The Sick Leave Bank consists of a pooled reserve of donated sick leave contributed by participating employees. Eligible employees may apply to receive leave from the Sick Leave Bank, subject to approval and availability.

Voluntary Participation and Donations

Employees may voluntarily donate a portion of their available unused sick time to the Sick Leave Bank, subject to the following:

- Donations must be made from available but unused sick time
- Vacation or other forms of leave may not be donated
- All donations are voluntary and irrevocable once made
- The organization may establish minimum retained balances and reasonable contribution limits

Eligibility to Receive Leave

To be eligible to receive leave from the Sick Leave Bank, an employee must:

- Be actively employed and in good standing
- Have exhausted all available sick time
- Have a qualifying condition, such as a serious health condition affecting the employee or an eligible family member
- Provide required documentation supporting the leave request

Documentation may include certification from a healthcare provider verifying the need for leave and, where applicable, the expected duration of the absence, in accordance with applicable law.

Receipt of leave from the Sick Leave Bank is not guaranteed and is subject to administrative review, applicable limits, and available bank resources.

Use of Donated Leave
Approved Sick Leave Bank leave may be used only for qualifying purposes under this policy. Use for the care of a family member may be considered on a case-by-case basis, subject to organization approval.

Use of donated leave is limited to approved durations and may be subject to periodic review.

Unused Sick Leave Bank leave has no cash value and does not convert to any other form of leave.

Administration
The organization will administer the Sick Leave Bank, including review of donation and request eligibility, determination of available leave, and oversight of program use. The organization reserves the right to interpret, modify, or discontinue the program in accordance with applicable law.

The organization may establish additional administrative guidelines for participation in the Sick Leave Bank, as needed.

Interaction with Other Leave Policies
Participation in the Sick Leave Bank does not alter or replace the organization's Sick Time, leave of absence, or Vacation policies.

- Sick time and vacation are separate and distinct benefits
- Leave may not be converted, transferred, or reclassified between categories
- Only available sick time may be donated to or received from the Sick Leave Bank

Nothing in this policy permits the use or conversion of vacation leave for Sick Leave Bank purposes.

No Vested Rights
Participation in the Sick Leave Bank does not create a contractual right or guarantee of benefits. The organization retains full discretion to administer and interpret the program in accordance with this policy and applicable law.

6.5 Leave of Absence

Sometimes Employees may request a leave of absence (LOA) for qualifying reasons in accordance with applicable law and organization policy.

Intermittent Leave
In certain circumstances, leave may be taken on an intermittent or reduced schedule basis when medically necessary or otherwise permitted by law. Employees are expected to coordinate scheduling with the organization when feasible to minimize disruption to operations.

Request and Notification
Employees must notify their supervisor and People Services when a leave of absence is needed. When the need for leave is foreseeable, employees are expected to provide advance notice. When leave is not foreseeable, notice should be provided as soon as practicable.
Additional information and documentation may be required in accordance with applicable law and organization procedures.

Compensation During Leave
Leaves of absence are generally unpaid unless otherwise required by law or provided under applicable benefit programs or organization policy.
Employees may be eligible for pay during leave through available benefits, including accrued sick leave, vacation time, workers' compensation, or other applicable programs.

Use of Accrued Time
Employees may be required to use available sick leave or other accrued benefits at the beginning of certain types of leave, in accordance with applicable law and organization policy.
Use of accrued time does not extend the duration of the leave.

Return to Work
Employees are expected to return to work at the end of an approved leave of absence. If additional leave is needed, employees must notify People Services as soon as practicable.
Employees returning from a medical leave may be required to provide a fitness-for-duty certification, consistent with applicable law. Any work restrictions or accommodations will be evaluated through the interactive process.

Reinstatement
Reinstatement following a leave of absence will be handled in accordance with applicable law. Where required by law, employees will be returned to the same or an equivalent position. In other circumstances, reinstatement is not guaranteed, but the organization will make reasonable efforts to place the employee in a comparable position when available.

Benefits During Leave
Benefit continuation during a leave of absence will be provided in accordance with applicable law and plan provisions, including those administered through the South Carolina Public Employee Benefit Authority (PEBA).
Employees are responsible for any required employee contributions to maintain coverage during leave.
Additional information regarding benefit continuation during leave is available through People Services or PEBA.

Policy Administration
The organization will administer all leaves of absence in accordance with applicable federal and state laws.

Employees should contact People Services for additional information regarding leave eligibility and requirements.

6.6 Family and Medical Leave Act

The organization complies with the federal Family and Medical Leave Act (FMLA). Eligible employees may take unpaid, job-protected leave for qualifying family and medical reasons in accordance with applicable law.

Eligible employees may take up to twelve (12) weeks of FMLA leave in a rolling 12-month period for qualifying reasons, including the employee's own serious health condition, care for a qualifying family member with a serious health condition, bonding with a child following birth or placement, qualifying military exigencies, or other reasons permitted by law. Eligible family members of covered service members may be entitled to up to twenty-six (26) weeks of leave in a single 12-month period, as provided by the FMLA.

FMLA leave may be taken on a continuous or intermittent basis, as permitted by law.

Paid leave, such as accrued sick leave or vacation time, may run concurrently with FMLA leave in accordance with applicable law and organization policy.

During FMLA leave, the organization will maintain group health insurance coverage on the same terms as if the employee had continued to work, provided the employee continues to make any required premium contributions.

Upon return from FMLA leave, eligible employees will be reinstated to the same or an equivalent position in accordance with applicable law.

Employees taking FMLA leave for their own serious health condition may be required to provide a fitness-for-duty certification prior to returning to work, consistent with applicable law.

Employees are protected from interference with or retaliation for exercising rights under the FMLA. Nothing in this policy is intended to limit any rights provided under applicable law.

Employees with questions regarding FMLA eligibility or leave requests should contact People Services.

6.7 Pregnancy Accommodation

In accordance with the South Carolina Pregnancy Accommodations Act and other applicable law, the organization provides reasonable accommodations to employees for medical needs arising from pregnancy, childbirth, or related medical conditions, unless such accommodation would impose an undue hardship on business operations. Employees are not required to take leave if another reasonable accommodation can be provided. Requests for accommodations should be directed to the employee's supervisor or People Services. Employees are encouraged to initiate the process as early as possible so the organization can respond in a timely manner.
The organization prohibits discrimination or retaliation against employees who request pregnancy-related accommodations or who otherwise exercise their rights under applicable law.

Employee Eligibility

Employees requesting leave or accommodation related to pregnancy, childbirth, or related medical conditions may be eligible for leave in accordance with applicable law and the organization's leave of absence policies.
Medical certification may be required where appropriate, consistent with applicable law.

6.8 Company Parental Leave

The organization provides eligible employees with unpaid leave in connection with the birth of a child, recovery from childbirth, or bonding with a new child, in accordance with applicable law and organization policy.

Leave Entitlement
Eligible employees may receive:

- Up to six (6) weeks of unpaid leave related to pregnancy, childbirth, or bonding with a new child
- Up to eight (8) weeks of unpaid leave in cases involving a cesarean section or similar medical circumstances

Relationship to Other Leave
Company Parental Leave will run concurrently with any applicable leave under the Family and Medical Leave Act (FMLA) or other applicable leave of absence policies, to the extent permitted by law.
Employees are required to use available sick leave during medically related portions of the leave. After sick leave is exhausted, available vacation time may be used in accordance with organization policy.

Eligibility
Eligibility for this leave is based on employee status and applicable law. Employees should contact People Services for information regarding eligibility and available leave options.

Job Protection
Reinstatement rights will be determined in accordance with applicable law, including FMLA where applicable.

6.9 Bereavement Leave

Employees who have worked for the organization for at least thirty (30) days are eligible to take up to five (5) paid days of bereavement leave due to the death of a covered family member.

Employees who require additional time to attend to the affairs of the deceased or for personal reasons may request to use accrued vacation or sick time or may take time off without pay.

Verification of the need for bereavement leave is required and must be submitted with the employee's timesheet.

The Organization understands the significant impact that the death of a family member or loved one may have on an employee. Accordingly, special circumstances related to bereavement will be considered on a case-by-case basis, consistent with the intent of this policy.

A covered family member includes a spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, grandparent, great-grandparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, half-sibling, step-sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, first cousin (a child of an aunt or uncle), or a designated person, meaning an individual related to the employee by blood or affinity whose close association with the employee is the equivalent of a family relationship.

6.10 Jury Duty/Witness Leave

The Organization provides up to five (5) paid workdays of leave for regular, full-time exempt and non-exempt employees called to serve as a juror or witness in a trial, unless otherwise approved by Senior Management.

Notification Requirements
Employees must notify their supervisor within forty-eight (48) hours of receiving a jury summons or subpoena.

Attendance and Documentation
Employees are required to provide documentation verifying the required dates of attendance.

Partial-Day Release
If released from court service after serving a partial day, employees are expected to report to work to complete the remainder of their workday unless alternative arrangements are made with their supervisor.

6.11 Military and Military Spousal Leave of Absence

The organization provides military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable state law.
Employees requesting military leave should provide advance notice of the need for leave when possible, unless such notice is precluded by military necessity or is otherwise impossible or unreasonable.

Benefits During Military Leave

For military leave of thirty (30) days or fewer, the organization will maintain group health benefits in accordance with applicable law. For leave exceeding thirty (30) days, employees may elect to continue coverage at their own expense, as permitted by law.
Employees may elect to use available vacation benefits during periods of military leave.

Reemployment Rights

Employees returning from military service will be reinstated in accordance with USERRA and applicable state law.
Employees must apply for reemployment within the timeframes required by law following release from service.
Reinstatement will be to the same position or an equivalent position with comparable pay, benefits, and status, as required by law.
Employees will receive credit for service as required by law.

Military Spousal Leave

Eligible employees who work more than twenty (20) hours per week may take up to ten (10) days of unpaid leave if their spouse is on leave from military deployment during a time of military conflict, in accordance with applicable state law.
Employees requesting military spousal leave must provide notice and supporting documentation as required by law.

6.12 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.

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give their supervisor at least two days' notice.

6.13 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.

6.14 Make-Up Days

In accordance with applicable law, including South Carolina Code § 59-1-425, the organization may designate make-up days in the school calendar to address closures due to weather or other emergencies.
Employees are expected to remain available to work on designated make-up days unless otherwise notified by

the organization.
Approved time off scheduled during designated make-up days may be modified based on operational needs. Employees will be notified of any schedule changes as necessary.

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 Board of Directors or its Designee. 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, S.C. Code Ann. §§ 26-6-10 et seq.) 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 Date Signed

_____

Printed Name of the Employee

_____ _____

Signature of the Employer Representative 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 Employee	**Date Signed**
Employee Printed Name	
Signature of the Organization Representative	**Date Received**

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 or relating to the employee's employment, compensation, employee benefits or health plans, termination of employment, or this Mandatory Arbitration Policy and Agreement (Agreement) 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 workers' compensation 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 under 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 is governed by the Federal Arbitration Act (FAA) and, where applicable, the laws of the State of South Carolina. This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina. 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 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 the 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