



YPI CHARTER SCHOOLS

June 24, 2024

TO: YPI Charter Schools
Board of Directors

FROM: Yesenia Marchell
Coordinator of Human Resources

SUBJECT: Recommendation to approve proposed updates to the employee handbook for FY24/25

BACKGROUND

Annually YPICS updates its handbook for consistency with policies, procedures, practices and with regards to new legislation. The executive team and legal counsel review the current handbook and make suggestions and/or legal updates.

ANALYSIS

The following updates have been suggested or added due to changes in legislation:

- Criminal Background Checks: language updated by legal counsel to reflect best practices regarding criminal background checks
- Use of Charter School Technology and Other School Property: update proposed to include software such as SLACK
- Dress Code: Update proposed to permit visibility of body art
- Telework Policy: Updates proposed to no longer be COVID-19 specific
- COVID-19 Mandatory Vaccination Policy: Update to remove the policy that is now void
- Payroll Withholdings: Legal update in regards to overpayments and recouping wages
- Sick Leave: Legal updates to reflect the latest updates to CA Paid Sick Leave law; update proposed to allow certificated staff to rollover excess sick leave for STRS retirement credit; updates proposed to increase teacher and 12 month staff employees' sick hours to 88, originally 80 hours
- Reproductive Loss Leave: Legal update to add new leave law

RECOMMENDATION

It is recommended that the Board of Directors approve the following updates to the FY24/25 employee handbook.