



# Amethod Public Schools

## Regular Meeting of the AMPS Board of Directors

Published on September 10, 2021 at 3:12 PM PDT

Amended on September 15, 2021 at 6:25 PM PDT

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### Date and Time

Wednesday September 15, 2021 at 6:00 PM PDT

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This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors (Board) and employees of Amethod Public Schools shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

<https://us02web.zoom.us/j/84854298981>

**Participating by Telephone:** 669-900-9128 Meeting ID: 84854298981

**Public Comment:** Members of the public who wish to comment about an agenda item please send an email to [lromo@amethodschools.org](mailto:lromo@amethodschools.org) with your name, email address, and your zoom name (if different) and the item under which you would like to comment before the item begins. The Board Chair will call on you. Please note that comments are limited to two minutes. The Board Chair may increase or decrease the time allowed for public comment, depending upon the topic and number of persons wishing to be heard.

**Access to Board Materials:** A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on the Amethod Public School's website at [www.amethodschools.org](http://www.amethodschools.org) along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

**Disability Access:** Requests for disability-related modifications or accommodations to participate in this public meeting should be made 72 hours prior to the meeting by calling (510) 701 -2415. All efforts will be made for

reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

## ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
<b>A.</b>	Call the Meeting to Order	Gilbert Lopez Jr.	1 m
<b>B.</b>	Roll Call	Luis Romo	3 m
<b>C.</b>	Announcements	Gilbert Lopez Jr.	6 m
<b>D.</b>	Public/Board Comments		
<b>II. Disclosure of Items to be Discussed in Closed Session (Government Code 5457.7)</b>			
<b>III. Recess to Closed Session</b>			
<b>IV. Reconvene from Closed Session</b>			<b>6:10 PM</b>
<b>A.</b>	CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Two cases)		30 m
<b>V. General Public/Board Comments (2min per speaker)</b>			
<b>VI. Nomination of Members to the Finance Committee</b>			
<b>VII. Consent Agenda</b>			<b>6:40 PM</b>
<b>A.</b>	Approval of Consent Agenda	Vote	5 m
	1. Approval of Compliance Monitoring and Certification of Governing Board Compliance Review Form 2021-22		

	Purpose	Presenter	Time
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## 2. Approval of 1450 Change Order for Lab

<b>B.</b> Approval of Board Minutes 08/27/2021	Approve Minutes	Luis Romo	
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## VIII. Business 6:45 PM

<b>A.</b> CEO Report	Discuss		10 m
<b>B.</b> Approval of 2021-2022 AMPS Employee Handbook	Vote	Mike Barr & Sylvia Flores	15 m
<b>C.</b> Approval of Amended 2021-2022 Oakland Charter Academy Academic Calendar	Vote	Sylvia Flores and Phillip Ellingberg	10 m
<b>D.</b> Approval of AMPS 2021 Unaudited Actuals	Vote	Mike Bar & Andrew Wang	15 m
<b>E.</b> Finance Update	Discuss	Mike Barr & Andrew Wang	15 m

## IX. Closing Items 7:50 PM

<b>A.</b> Adjourn Meeting			
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**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE.** Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. **REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY.** The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed. **SPECIAL PRESENTATIONS MAY BE MADE.** Notice is hereby given that; consistent with the requirements of the Ralph Brown Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only. **REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY.** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting the Amethod Public School Inc., 2101 Livingston Street Second Floor. Oakland, CA 94606; telephone, (510) 434-7017 ext.117 info@amethodschools.org. **FOR MORE INFORMATION.** For more information concerning this agenda, please contact Amethod Public Schools Main Administration, 2101 Livingston St. Second Floor. Oakland, CA 94606; telephone, (510) 436-0172 ext. 106; Email: lromo@amethodschools.org

# Coversheet

## Approval of Consent Agenda

<b>Section:</b>	VII. Consent Agenda
<b>Item:</b>	A. Approval of Consent Agenda
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Briefing Sheet 091521 - Lab Change Order.pdf Change Order 20 LAB.pdf Compliance Requirements 2021-22.pdf Instructions and Examples Compliance Requirements 2021-2022.pdf



 <b>AMPS</b> <hr style="border: 2px solid red;"/> HONOR HARD WORK	<b>Amethod Public Schools</b> <b>Board Item Overview</b>  Date: 9/15/21	
<b>Subject: V.G.</b>	<b><u>VII.A.2</u></b> Approval of 1450 Change Order for Lab	
<b>Action:</b> <input checked="" type="checkbox"/> <b>Information:</b> <input type="checkbox"/> <b>Committee:</b> <input type="checkbox"/>		
<b>RECOMMENDATIONS:</b>	Approval	
<b>SUMMARY OF PREVIOUS BOARD DISCUSSION AND ACTION:</b>	None	
<b>SUMMARY OF KEYS ISSUES:</b>	While the site at 1450 Marina Way South was ready for occupation and students began attending on 9/7/21. However, for some time the plan has been to hold off on the build out of the Science Lab until Thanksgiving break due to the time required to order the materials and to have time for the contractors to due the work while students are not present.	
<b>FISCAL ANALYSIS:</b>	This change order is in the amount of \$233k, and including this, the overall \$7.5m project will come in between \$150k and \$300k under budget, depending on some final purchases of furnishings.	
<b>ATTACHMENT (S):</b>	Change_Order_20_LAB	

**CHANGE  
ORDER**
 OWNER [X]  
 ARCHITECT [ ]  
 CONTRACTOR [X]  
 OTHER [ ]

AIA Document G701

PROJECT:	AMPS MIDDLE SCHOOL	CHANGE ORDER NUMBER:	PCO #20
(name, address)	1450 Marina Way South	DATE:	7/28/2021
	Richmond, CA 94804	ARCHITECT'S PROJECT NO:	
TO CONTRACTOR:	Westgate Construction	CONTRACT DATE:	3/15/2021
(name, address)	5045 Fulton Drive Unit D	CONTRACT FOR:	Tenant Improvement
	Fairfield, CA 94534		

The Contract is changed as follows:

1.	Construction of new lab. (See attached documents.)	\$201,457.00
2.		\$ -
3.		\$ -
4.		\$ -
5.		\$ -

Subtotal		\$201,457.00
Overhead/Profit	9.00%	\$ 18,131.00
Insurance	1.50%	\$ 3,294.00
<b>Total</b>		<b>\$222,882.00</b>

Not valid until signed by the Owner and Contractor.

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was	\$	0.00
Net change by previously authorized Change Order	\$	0.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was	\$	0.00
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> )		
( <del>unchanged</del> ) by this Change Order in the amount of	\$	222,882.00
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be	\$	222,882.00

The Contract Time will be (increased) (~~decreased~~) (~~unchanged~~) by [35] days  
 The date of Substantial Completion as of the date of this Change Order therefore is:

NOTE: This summary does not reflect changes in the Contract Sum, contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

_____	Westgate Construction	_____
_____	CONTRACTOR	OWNER
_____	5045 Fulton Drive Unit D	_____
_____	Fairfield, CA 94534	_____
BY _____	BY _____	BY _____
DATE _____	DATE 7/28/2021	DATE _____

# Westgate Construction Maintenance Inc.

## Bid Sheet

Date: 7/28/2021

Job Name: AMPS PCO # - LAB BREAKDOWN

Job Number: 2104

ALLOWANCE

Code	Description	Man Hours	Rate	Labor	Material	Sub	Other	Budget
<b>1</b>	<b>GENERAL REQUIREMENTS</b>							\$ -
1310	PROJECT MGMT	16	\$ 90.00	\$ 1,440.00				\$ 1,440.00
1315	FIELD SUPERVISION	200	\$ 90.00	\$18,000.00				\$ 18,000.00
1325	BLUE PRINTS		\$ -					\$ -
1525	GENERAL CONSTRUCTION		\$ -	\$ -				\$ -
1560	TEMP BARRIERS & ENCL		\$ -	\$ -				\$ -
1725	MISC CONTINGENCY		\$ -	\$ -				\$ -
1731	RENTAL EQUIPMENT		\$ -	\$ -			\$ 2,700.00	\$ 2,700.00
1740	DAILY CLEANING	40	\$ 55.00	\$ 2,200.00				\$ 2,200.00
1745	DEBRIS BOXES/REFUSE		\$ -	\$ -			\$ 1,500.00	\$ 1,500.00
1370	TRAVEL/MILEAGE		\$ -	\$ -			\$ 1,200.00	\$ 1,200.00
			\$ -	\$ -				\$ -
	<b>DIVISION COST TOTALS</b>			<b>\$21,640.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,400.00</b>	<b>\$ 27,040.00</b>
								\$ -
<b>2</b>	<b>SITE WORK</b>							\$ -
2220	SITE DEMOLITION		\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -
	<b>DIVISION COST TOTALS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
								\$ -
<b>6</b>	<b>WOODS &amp; PLASTICS</b>							\$ -
6220	MILLWORK		\$ -	\$ -		\$ 69,017.00		\$ 69,017.00
	SHELVING		\$ -	\$ -		\$ 7,500.00		\$ 7,500.00
			\$ -	\$ -				\$ -
	<b>DIVISION COST TOTALS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 76,517.00</b>	<b>\$ -</b>	<b>\$ 76,517.00</b>
								\$ -
<b>8</b>	<b>DOORS &amp; WINDOWS</b>							\$ -
8100	METAL DOORS & FRAM		\$ -	\$ -				\$ -
8210	WOOD DOORS		\$ -	\$ -				\$ -
8310	ACCESS DRS & PANEL		\$ -	\$ -				\$ -
8700	HARDWARE		\$ -	\$ -				\$ -
8710	DOOR HARDWARE		\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -
	<b>DIVISION COST TOTALS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
								\$ -
<b>9</b>	<b>FINISHES</b>							\$ -
9110	NON-LOAD B WALL FR		\$ -	\$ -				\$ -
9120	BACKING		\$ -	\$ -				\$ -
9250	GYPBOARD		\$ -	\$ -		\$ 4,150.00		\$ 4,150.00
9270	GYP BD FINISH/TAPE		\$ -	\$ -				\$ -
9510	ACOUSTICAL CEILING		\$ -	\$ -				\$ -
9910	PAINT		\$ -	\$ -		\$ 3,500.00		\$ 3,500.00
	FLOORING		\$ -	\$ -				\$ -
	FRP		\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -
	<b>DIVISION COST TOTALS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,650.00</b>	<b>\$ -</b>	<b>\$ 7,650.00</b>
								\$ -
<b>10</b>	<b>SPECIALTIES</b>							\$ -
10160	TOILET PARTITIONS		\$ -	\$ -				\$ -
10810	TOILET ACCESSORIES		\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -
	<b>DIVISION COST TOTALS</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
								\$ -
<b>16</b>	<b>ELECTRICAL</b>							\$ -
			\$ -	\$ -		\$ 25,000.00		\$ 25,000.00
			\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -

## Westgate Construction Maintenance Inc. Bid Sheet

Date: 7/28/2021

Job Name: AMPS PCO # - LAB BREAKDOWN

Job Number: 2104

ALLOWANCE

Code	Description	Man Hours	Rate	Labor	Material	Sub	Other	Budget
	<b>DIVISION COST TOTALS</b>			\$ -	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00
								\$ -
	<b>MISC.</b>		\$ -	\$ -				\$ -
	PLUMBING		\$ -	\$ -		\$ 18,550.00	\$ -	\$ 18,550.00
	FUME HOOD		\$ -	\$ -		\$ 46,700.00	\$ -	\$ 46,700.00
			\$ -	\$ -			\$ -	\$ -
			\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -
			\$ -	\$ -				\$ -
	<b>TOTAL MISC.</b>			\$ -	\$ -	\$ 65,250.00	\$ -	\$ 65,250.00
	<b>TOTAL JOB COST</b>			\$21,640.00	\$ -	\$ 174,417.00	\$ 5,400.00	\$ 201,457.00
	<b>INSURANCE</b>							\$ -
	<b>SUB TOTAL</b>							\$ 201,457.00
	<b>OVERHEAD/PROFIT</b>							\$ -
	<b>SUB TOTAL</b>							\$ 201,457.00
								\$ -
	<b>TOTAL BID</b>							\$ 201,457.00





404 7th Street  
Oakley, CA 94561  
(925) 625-9423 phone  
(925) 625-9426 fax  
License # 783316

## Change Order

Date	Change Order #
7/15/2021	21-1216XW6A

<b>Name / Address</b>					
Westgate Construction Hilton Ham 5045 Fulton Drive, Unit D Fairfield, CA 94534					
<b>Job #</b>	<b>Terms</b>	<b>Due Date</b>	<b>Rep</b>	<b>Project</b>	<b>Contract #</b>
21-1216	Net 30	7/8/2021	JD	Fume Hood at Classroom 2061	Project 2104
<b>Item</b>	<b>Description</b>				<b>Qty</b>
Hood Class 2	<p>Labconco 6' Protector Premier Laboratory Hood with 2 service fixtures and 1 electrical duplex 6' Protector Premier Laboratory Hood with 2 service fixtures and 1 electrical duplex View online: <a href="https://www.labconco.com/product/6-protector-premier-laboratory-hood-with-2-service-fixtures-and-1-electr/3723C">https://www.labconco.com/product/6-protector-premier-laboratory-hood-with-2-service-fixtures-and-1-electr/3723C</a> atalog Number: 100600002 Overview Protector Premier Laboratory Hoods incorporate a sleek interior with a molded one-piece fiberglass liner, the signature feature of Labconco's leading line of fume hoods since 1961. The one-piece liner of specially-formulated, fiberglass-reinforced polyester offers corrosion and fire resistance and easy clean up. Without seams, the interior has fewer points of deterioration for longer life. These hoods are suitable for providing personal protection needed for general chemistry applications involving fumes and vapors. They meet the SEFA-1 standard of a low velocity, high performance hood and may be safely operated as low as 60 fpm. Choose from hoods designed to be used with a remotely-located blower or hoods that include a built-in blower—the only high performance hood with built-in blower available anywhere. Explosion-proof hoods with built-in blower are available for laboratories with potentially explosive/flammable atmospheres (Class 1 Div I or II). SEE OUR GREEN INITIATIVES • Two pre-plumbed service fixtures with forged brass valves, lower right side with brass tubing for gas and lower left side with copper tubing for cold water. Components for converting either or both fixtures to air and vacuum are provided. Inlet tubing is not provided. • One pre-wired GFCI electrical duplex receptacle on lower right side. Specifications Weight: 485.0 lbs Weight metric: 220.0 kg Dimensions: 72.0" w x 31.7" d x 59.0" h Dimensions metric: 182.9 x 80.5 x 149.9 cm Electrical: 100-115 volts, 50/60Hz, 10 amps Product Subcategory: General Chemistry Nominal Width: 6' Region: International, U.S. and Canada Blower Requirements: Remote blower required Conformance: ANSI Z9.5, ASHRAE 110, ASTM E84, CAN/CSA C22.2, NFPA 45, SEFA 1, UL Electrical Duplexes: 1 Enclosure Height: 59.0" Lighting: LED Service Fixtures: 2S</p>				1
Exhaust Fan	<p>Labconco Fiberglass Blower View online: <a href="https://www.labconco.com/product/fiberglass-blowers-9/3501">https://www.labconco.com/product/fiberglass-blowers-9/3501</a> Catalog Number: 7181400 Overview Labconco Fiberglass Blowers are ideal for fume hood exhaust systems in moderate to highly corrosive conditions. The molded fiberglass reinforced polyester housing provides superior corrosion resistance. Fiberglass Blowers are available that deliver as little as 300 CFM at .12" static pressure or up to 2050 CFM at 4.0" static pressure. Fiberglass Blowers are not recommended for use with Perchloric Acid. Specifications Weight: 100.0 lbs Weight metric: 45.0 kg Electrical: 115V, 11.6 amps/230V, 5.8 amps/60Hz/1A &amp; #152; Product Subcategory: Fiberglass Blowers Motor Type: Traditional Belt Driven Motor CFM: Between 1000 and 2000 Explosion-Proof: No Hood Application: Moderate to highly corrosive HP: 3/4 Inlet/Outlet: 12.38" Inlet, 12.75" Outlet RPM Range Available: 920-1303</p>				1
The Change Order only includes that which is listed above. Any other work would be an additional cost					<b>Total</b>

Signature



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(925) 625-9423 phone  
(925) 625-9426 fax  
License # 783316

## Change Order

Date	Change Order #
7/15/2021	21-1216XW6A

<b>Name / Address</b>					
Westgate Construction Hilton Ham 5045 Fulton Drive, Unit D Fairfield, CA 94534					
<b>Job #</b>	<b>Terms</b>	<b>Due Date</b>	<b>Rep</b>	<b>Project</b>	<b>Contract #</b>
21-1216	Net 30	7/8/2021	JD	Fume Hood at Classroom 2061	Project 2104
<b>Item</b>	<b>Description</b>				<b>Qty</b>
Supply Fan	Captive Aire A1 15D Supply fan with a 1 hp, 120 volts, and 1 phase ECM motor. Sized to provide 675 CFM @ .5" sp. Includes a flat roof curb.				1
Duct Type 2	Lot of Type 2 ducting needed to complete the venting of the Type 2 hood and also the ducting for the supply fan.				2
Misc. Materials	PVC Ducting				
Misc. Materials	Misc. Items from Labconco: Manual Duct damper, Zero Pressure Weathercap, Gaurdian Airflow Monitor, 6' Spill Stopper Work Surface 30" Deep.				1
Misc. Materials	Misc. materials needed to complete installation.				1
Overhead	Company overhead expenses.				1
<b>LABOR LISTED BELOW:</b>					
Layout Labor	Labor necessary to measure and layout project (equipment, ducting, etc).				1
Material Handling	Labor necessary for receiving, delivery and moving of materials.				1
Install Labor	Labor necessary to install the new Type 2 hood, exhaust fan, supply fan and curbs.				1
Start-up Labor	Labor necessary to start-up and check the new equipment for proper operation and air balance system.				1
Inspection Time	Time necessary to wait for inspectors for all necessary inspections				1
Coordination	Labor necessary to coordinate with other trades.				1
Exclusion	The following items are excluded and not part of our Change Order; Permits, drawings and/or specifications, California Title 24, roofing, structural engineering and/or supports, roof/wall/ceiling cut patch or repair, concrete scanning/X-Ray, cutting and/or coring, framing, access doors for drywall ceilings, electrical wiring and/or conduits, plumbing, certified air balance, HERS testing, fire/fire smoke dampers, crane permits, global shut down of rooftop equipment, any special inspection or inspectors for the application of fire wrapping, CO2 Sensors, asbestos removal, demolition of any existing equipment and/or ducting (unless specified in Estimate), any special requirements for insurance coverage above and beyond our current coverage, or any other items not mentioned in this Estimate.				
The Change Order only includes that which is listed above. Any other work would be an additional cost					<b>Total</b>

Signature



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## Change Order

Date	Change Order #
7/15/2021	21-1216XW6A

<b>Name / Address</b>					
Westgate Construction Hilton Ham 5045 Fulton Drive, Unit D Fairfield, CA 94534					
<b>Job #</b>	<b>Terms</b>	<b>Due Date</b>	<b>Rep</b>	<b>Project</b>	<b>Contract #</b>
21-1216	Net 30	7/8/2021	JD	Fume Hood at Classroom 2061	Project 2104
<b>Item</b>	<b>Description</b>				<b>Qty</b>
Change	By signing this Change Order you are agreeing that the above/below prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in the original contract unless otherwise stipulated. This Change Order becomes part of and in conformance with the existing contract.				
	Stevenson Mechanical, Inc. hereby agrees to make the change/s specified above at the following cost:				
	CHANGE COST:.....\$14,265.00				
	PREVIOUS CONTRACT AMOUNT...\$1,724,917.50				
	REVISED CONTRACT AMOUNT.....\$1,739,182.50				
Acceptance	This Change Order can be withdrawn if not accepted within 10 days from date of Bid. *DUE TO THE VOLATILITY OF RAW MATERIAL PRICES, THIS PROPOSAL IS VALID FOR 10 CALENDAR DAYS ONLY & IS SUBJECT TO REVIEW AFTER THAT TIME FRAME PRIOR TO ACCEPTANCE.				
The Change Order only includes that which is listed above. Any other work would be an additional cost					<b>Total</b> \$46,700.00

Signature \_\_\_\_\_



A.M Plumbing

1640 Mabury Rd.  
Suite B  
San Jose, CA 95133

LIC.  
CA 911485  
DIR PW-LR-1000571078 EXP 6/30/22

**Estimate**

Date

6/4/2021

**Contractor Name**

Westgate Construction  
77 Solano Square  
Suite 286  
Benicia, CA. 94510

**Project Location**

Amethod Public Charter School  
1450 Marina Way South  
Richmond, CA

Terms

Net 30

Due Date

7/4/2021

Item	Description	Qty
	BUDGET 2nd Floor NORTH	
Concrete Core	Concrete Core: Supply machinery to core holes and safety equipment to catch remove and dispose of cores.	7
Sink	Furnish and install complete rough plumbing to fixture and provide complete installation.	7
	GC to open up ceiling sections to access drain lines coming down from 2nd floor.	

All work to be done according to Architect and Mechanical Engineer Specifications.

Subject to the following conditions.

Signature \_\_\_\_\_

1) This proposal unless sooner accepted, automatically expires 30 days or at option of bidder.

2) This proposal will become a contract between

**Total** \$18,550.00

the contractor and the customer, when approved by the customer and thereafter accepted in writing by the contractor.



DelNero Wood Products  
2211 E St.  
Rio Linda, CA 95673  
CSLB# 466888

July 20, 2021

Contract for Westgate Construction; Amethod School TI.

1. Plastic laminate cabinetry. Footage includes uppers and lowers in rooms described below. Interiors are to be white melamine. Exterior is to be a Wilsonart "Designer White D354-60". Door style is to be flat laminate doors with a white back. Door edging is to be plastic laminate; square. All doors are to utilize Salice brand fully concealed European hinges. Doors and drawers will utilize a 4" wire pull. All drawers are to be melamine. Drawers are to use a Hettich Quadro soft close full extension undermount guide. ADA sink compliance where noted in the plans.
2. Counters are Corian. Color is to be Carbon Aggregate. Counters will have a 4" coved backsplash. Sink cutouts are for a self rimming sink.

**SCIENCE LAB:**

124 linear feet of cabinetry.	<b>\$43,400</b>
Corian Counters	<b>\$22,517</b>

2. Delivery & Installation. Price includes delivery, installation, and all necessary touchup of the above cabinetry. Countertop pricing includes installation.

**\$3,100**

**Grand Total for all cabinets and Corian tops: \$69,017**

Terms: Payment schedule is 50% deposit, with the remainder due upon completion. Proposal can be retracted if not accepted within 30 days.

Thanks,

*Wayne DelNero*

Wayne DelNero  
DelNero Wood Products  
(916)-991-3120

Accepted: \_\_\_\_\_

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

# Phil Johnson's Counter Fitters

6845 34<sup>th</sup> Street, Suite E, North Highlands, CA 95660 (Shop)  
 1951 Quartz Creek Lane, Placerville, CA 95667 (Mailing Address)  
 (916) 489-9509 Office  
 (916) 837-6407 Cell  
 California Business License #800293  
[pjcounterfitters@sbcglobal.net](mailto:pjcounterfitters@sbcglobal.net)  
[PhilJohnsonsCounterFitters.com](http://PhilJohnsonsCounterFitters.com)

## PROPOSAL

DATE: JULY 20, 2021

Proposal Submitted To <b>DELNERO WOOD PRODUCTS RYAN AND WAYNE DELNERO</b>	Telephone Number (916) 991-3120 (916) 715-0072 RYAN
Street 2211 E STREET	Email <a href="mailto:ryandelnero@aol.com">ryandelnero@aol.com</a>
City, State and Zip Code  RIO LINDA, CA 95673	Job Name/Location <b>WESTGATE AMETHOD SCHOOL RICHMOND, CA</b>

**DESCRIPTION OF JOB: THREE (3) CUSTOM CORIAN CARBON AGGREGATE SOLID SURFACE COUNTERTOPS FABRICATED AND INSTALLED WITH 1.5" STANDARD EDGE DETAIL AND 4" BUTT BACKSPLASH PER ORIGINAL EMAILED DRAWING DATED JULY 15, 2021.**

BASE COST	\$18,177
CUSTOM SEAMLESS COVERED BACKSPLASH	\$ 2,940
EIGHT (8) SINK HOLES	<u>\$ 1,400 (\$175 EACH)</u>
<b>TOTAL JOB</b>	<b>\$22,517</b>

ACCEPTED

PHIL JOHNSON'S COUNTER FITTERS

Signature

Date

Phil Johnson

JULY 20, 2021

Signature

Date

### PLEASE NOTE:

- This proposal shall remain in effect for thirty calendar days following the date indicated above unless modified in writing.
- Quoted cost does not include plumbing, electrical, cabinet, drywall or framing work of any kind.
- Quoted cost does not include demolition unless expressly stated.
- All costs are subject to re-evaluation upon final template.
- A 50% deposit is due upon acceptance of this proposal.
- Balance to be paid upon completion.

***"Business Built By Referrals"***



- **Demolition**
- **Drywall**
- **Painting**
- **Acoustical**

**June 4, 2021**

**Westgate Construction**  
5045 Fulton Drive, Unit D  
Fairfield, CA 94534

**Project: Change Order Request - AMPS – New furred wall at window wall**  
1450 Marina Way S.  
Richmond, Ca

**Attn: Hilton Ham**

This is to confirm our pricing for Change Order request work for new furred wall, and then skim them to prep for paint or finishes by others for the above-mentioned project performed during normal business hours, as requested, and according to all building and PDCA standards:

**Drywall: Change Order work request – AMPS – furred wall at window wall (area where materials were lifted from lot to 2<sup>nd</sup> floor, as requested per H. Ham**

- Includes (n) 20 gauge, 3-5/8" MTL STD for furred wall at window wall, with 5/8" gyp, level 4 finish (+/- 35 LF).
- Includes utilizing materials on-site.
- Includes labor only **\$4,150.00** \_\_\_\_\_

Excludes anything not mentioned as included above.

Thank you for the opportunity to work on this project. Your signature below and your initials above and on page 2, with one copy returned to our office, would initiate ordering of materials and scheduling. If you have any questions, or we can be of further assistance, please do not hesitate to contact us.

Respectfully,

*Robert Caputo*

Robert Caputo, Estimator  
rcaputo@rosincorporated.com

Accepted: \_\_\_\_\_

Printed Name \_\_\_\_\_

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



## Contract Terms and Conditions

- 1. Prices.** This Proposal is based upon prices and availability of labor and material as of this date, and Owner/Contractor agrees to pay in full any increases in the price of labor or material beyond the control of Rain Or Shine General Construction, Inc. (hereafter referred to as ROS) which shall occur prior to the completion of the work.
- 2. Contingencies.** ROS shall not be liable for any failure or delay caused by storms, accidents, floods, fires, labor disputes, wars, riots, embargoes, government regulations or restrictions of any kind, inability to obtain materials and supplies, acts of God, or other causes beyond the control of ROS.
- 3. Time.** Owner/Contractor shall provide ROS with not less than 3 days written notice to commence work and shall permit ROS to complete the work without interruption, unless otherwise agreed to in writing.
- 4. Storage and Service.** For projects which ROS deems necessary, Owner/Contractor shall furnish, at his sole cost and expense, (1) a reasonably convenient room at the jobsite which can be locked and utilized solely by ROS for the storage of all materials and equipment, and (2) all necessary heat, light, electricity, elevator or hoist service, water and other utilities at the job site. Should the provision of this storage room not be possible, the Owner/Contractor shall provide a parking lot area reasonably close to the jobsite work area for a steel storage shed to be placed. The cost of the steel storage shed shall be invoiced by ROS monthly and shall be fully paid by the Owner/Contractor.
- 5. Scaffolding.** If scaffolding or swing staging is required for this work, it will be furnished by ROS and included in the bid at no further cost to the Owner/Contractor, unless agreed to otherwise in writing. Any necessary permission or permits to work off of scaffolding or swing staging shall be obtained by the Owner/Contractor in a timely manner and at no cost to ROS.
- 6. Payment.** Standard receipt of payment shall be ten (10) days from the date of the invoice, no retention withheld, unless modified on the face side hereof. Invoicing shall occur the 25<sup>th</sup> of each month for work projected to complete through the end of that month. Payments shall not be contingent upon the acceptance of work done by others. ROS shall not be required to proceed with currently scheduled work if past payments have not been made as specified in this proposal and contract. All delinquent payments shall bear interest at a 1% straight rate every 15 days the payment is past due (2% straight rate per 30-day month) from the date payment is due. Owner/Contractor shall pay all expenses, including reasonable arbitration, court and attorney's fees, incurred by ROS in enforcing this contract.
- 7. Additions and Deductions.** Any expenses incurred by ROS in connection with repairs to or replacement of any part of this work due to the damage caused by the failure, repair or replacement of the work of others, or by the written or verbal request for additional work beyond the contracted scope, shall be paid by the Owner/Contractor and added to the amount of this contract and be considered a part thereof. This addition or deletion shall be either quoted in writing as a Firm Bid Lump Sum 'Add' or 'Deduct', in which case a Change Order or a Letter of Authorization shall be written by the Owner/Contractor for this amount, or in the case of additional work, this 'Add' shall be completed as "Time and Material" work on our standard 'Work Order' form, to be authorized by the Owner/Contractor or a duly appointed agent or representative BEFORE the T & M work commences and then made part of the contract when submitted at the completion of the additional work.
- 8. Claims.** Claims for defects in ROS's work shall be made not later than two (2) weeks after completion of the work (after the last day which ROS worked on the defective item).
- 9. Unforeseen Conditions.** For existing structures, this proposal is based upon a visual inspection of the job site by ROS. Should unforeseen conditions arise that could not reasonably be determined by the visual inspection prior to starting work, such additional work as may be required shall be performed by ROS on a Time and Material or Firm Bid Lump Sum basis, after the Owner/Contractor or his agent has been notified. (See *PDCA Standard P1-92* for further reference and clarification)
- 10. Acceptance of Surfaces.** Other contractors installing items which receive paint shall be solely responsible for the readiness and quality control of these items. Our application of finish does not imply approval or acceptance of surface. (See *PDCA Standard P4-94* for further reference and clarification)
- 11. Sandblasting.** If sandblasting is to be performed by ROS, ROS shall use reasonable diligence and care to protect underlying and adjoining surfaces and the Owner/Contractor will not be liable for any damage to said surfaces.
- 12. Overspray.** During spray applications, ROS will post signs warning of overspray and, where applicable, block access by pedestrians or vehicles where appropriate. Temperature, wind conditions, materials used and location may all affect whether overspray of property occurs, and many times these factors change and are beyond the control of ROS. If overspray of property does occur, ROS must be notified within 24 hours of the occurrence by the owner of the property having the damage, and ROS must be allowed to inspect the property and concur with the claim. ROS must be given the opportunity at our discretion to either remove the overspray or to pay for its removal by others. Should the overspray result from warning signs being ignored or blocked access being violated, ROS will not be responsible for correction of said property damage.
- 13. Signs.** ROS will use reasonable care and diligence in working around signs on buildings but will not be responsible for damage to same.
- 14. Job Sequencing.** Unless agreed to otherwise in writing in our bid proposal, all pricing is based upon normal scheduling and sequencing of painting and wallcovering work as referenced in *PDCA Standard P7-99*. This includes, among other things, giving ROS the proper 'window' of time to reasonably perform our scope of work, sequencing this 'window' in a proper order before prefinished materials, new furnishings, etc. are installed, and allowing our personnel to be free from the interference of other trades while completing their work.
- 15. Repaint and Repapering.** On all applications of paint or wallcovering over surfaces formerly painted or papered, ROS shall make such tests of the old surfaces as are recommended by the manufacturer of the new materials and shall report the condition found to the owner together with a statement on the possibility that the new materials may not adhere to the old surface. Thereafter, if the new work shall fail in any way at any time after completion and ROS is required to re-do any portion of the work, ROS shall be reimbursed for such rework on the same basis as the new work provided for herein. (See *PDCA Standards P1-92 and P4-94* for further reference and clarification)
- 16. Designation of Paint Colors and Color Submittals.** The number of paint colors selected and their intensity shall be governed by *PDCA Standard P3-93* and shall be selected in advance of the paint estimate in accordance with these standards. When bids are submitted without paint color selections being provided first by the Owner/Contractor, ROS may submit additional costs at the time of selection should the selected number and intensities do not meet these standards. At no time shall ROS be held responsible for the selection of these colors, their placement, or their decorative appeal, even if advice or opinions from ROS were sought and given.
- 17. Standards.** ROS adheres to the national standards of the *PDCA (Painting and Decorating Contractors of America)*. These standards are found at [www.pdca.org](http://www.pdca.org). In our bid proposals, scheduling, inspections, disputes, arbitration, and court judgments or decisions, the current PDCA standards shall apply as the rule of practice without change or qualification.
- 18. Arbitration.** Disputes of whatever nature arising from this contract shall be settled by arbitration in the City of San Jose, State of California, in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. The award of the arbitrators shall be final and binding upon the Owner and/or Contractor and judgment on any award may be entered in any court having jurisdiction. In any arbitration proceeding the provisions of Section 1283.05 of the California Code of Civil Procedure shall be applicable. Nothing contained in this paragraph shall preclude ROS from filing and foreclosing a mechanics lien.
- 19. Acceptance.** This proposal (both sides) along with any attachments, when accepted, shall constitute the entire agreement between ROS and the signing Owner or Contractor (or as represented by his delegated agent or representative) and there shall be no understandings, representations, or other terms and conditions of any kind, express or implied, not set forth herein. This proposal when mutually accepted can be modified or rescinded only by a written addendum signed by an authorized representative of the Owner/Contractor and ROS. Additional work completed on ROS Work Orders (which must be signed by the Owner, Contractor or his delegated agent or representative BEFORE the additional work begins) becomes part of this contract with all the stated terms and conditions.

**These Terms and Conditions form part of the contract as stipulated on the front side of this sheet. Any modifications made will void this entire bid and contract unless mutually discussed, agreed to in advance and initialed by both parties hereon.**

Accepted as part of Bid Proposal and Contract: Initial: \_\_\_\_\_ Initial: \_\_\_\_\_ Revised 1-05

## COMPLIANCE MONITORING AND CERTIFICATION OF GOVERNING BOARD COMPLIANCE REVIEW 2021–2022

School Name: \_\_\_\_\_

(CDS Code Number): \_\_\_\_\_

<b>Compliance Requirements</b>
1. The charter school follows the credentialing requirements in California <i>Education Code (EC)</i> , Section 47605 (l)(1)(2) and that each teacher has satisfied the requirements for the Certificate of Clearance as outlined in <i>EC</i> , sections 44339, 44330, and 44341
2. The charter school maintains timely and current verification of tuberculosis clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). <i>EC</i> , sections 47605(b)(5)(F), 45122.1, 45125.1, and 49406.
3. The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2021–2022 Board meetings calendar.
4. The charter school complies with the pre- and post-lottery and enrollment forms guidelines.
<p>5. The charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures, and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Health, Safety and Emergency Preparedness Plan (School Safety Plan) <i>EC</i> 32280–32289</li> <li>• Child Abuse Mandated Reporter Training Assembly Bill (AB) 1432 (2014); <i>EC</i> 44691; <i>Penal Code</i> Section 11165.7 <ul style="list-style-type: none"> <li>▪ Blood borne Pathogens training <i>California Code of Regulations</i>, Title 8, Section 5193</li> <li>▪ Pupil Suicide Prevention Policy, AB 2246 (2016)</li> </ul> </li> </ul>

6. The charter school's school climate and student discipline systems and procedures align with best practices.
7. The charter school shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available upon request.
8. The charter school ensures that any and all school communications, including the Parent Student Handbook, are consistent with the provisions of the school's approved charter as well as applicable law (e.g., translated for 15 percent and above languages)
9. The charter school's occupancy and use of facilities shall follow applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act, <i>EC 47610</i>
<p>10. The charter school complies with all federal and state laws related to public entities, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Ralph M. Brown Act</li> <li>• Political Reform Act</li> <li>• Public Records Act</li> <li>• <i>Government Code</i>, Section 1090</li> </ul> <p><i>During the COVID-19 Pandemic the meeting location requirement was lifted through Senate Bill (SB) 98. This requirement is expected to be reinstated after the COVID-19 crisis has passed.</i></p>
11. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.
12. By-laws are current and consistent with the approved charter, Governing Board-approved, and signed by the Governing Board secretary.

13. The charter school implements its own Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school's website, that are compliant with federal and state requirements. Guidance provided at <a href="http://www.cde.ca.gov/re/cp/uc/">http://www.cde.ca.gov/re/cp/uc/</a> .
14. Due to the COVID-19 Pandemic, the Governing Board oversees the development of and approves/adopts the Learning and Continuity Plan for the 2021–2022 school year, in place of the annual Local Control Accountability Plan (EC 47606.5., SB 98).
15. The charter school ensures that it follows all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and EC 48850
16. The charter school has a form posted on their website for complaints pursuant to EC 47605(d)(4) to be filed with the charter authorizer.  The California Department of Education has provided a template form for use by charter schools. This template form must be modified before distributing to parents and posting on the charter school's website. The template form can be found at <a href="https://www.cde.ca.gov/sp/ch/documents/rescscomplaints.pdf">https://www.cde.ca.gov/sp/ch/documents/rescscomplaints.pdf</a> .
17. For schools serving grade nine only: The charter school complies with all applicable requirements of the California Mathematics Placement Act of 2015.
18. The charter school complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies.
19. For high schools only: The charter school has obtained or is in the process of obtaining, Western Association of Schools and Colleges accreditation and University of California Office of the President Doorways Course Approval.

Please attach the relevant Governing Board agenda(s) and approved minutes for the meeting(s) at which the Governing Board has reviewed the school's compliance with the items listed above.

California Department of Education reserves the right to request, at any time supporting documentation for the requirements listed below.



## CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW

*(by October 30, 2021)*

The undersigned hereby certifies that, on \_\_\_\_\_ the  
School Administrator of  
*Date(s)*

---

*Name of Charter School*

*reviewed the school's compliance related policies, systems, and procedures.*

<i>Printed Name of School Administrator</i>	<i>Signature of School Administrator</i>	<i>Date Signed</i>

## CERTIFICATION OF GOVERNING BOARD COMPLIANCE REVIEW

*(by October 30, 2021)*

The undersigned hereby certifies that, on \_\_\_\_\_ the  
Governing Board of  
*Date(s)*

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*Name of Charter School*

*reviewed the school's compliance related policies, systems, and procedures.*

<i>Printed Name of Governing Board Chair</i>	<i>Signature of Governing Board Chair</i>	<i>Date Signed</i>



# COMPLIANCE MONITORING AND CERTIFICATION OF GOVERNING BOARD COMPLIANCE REVIEW 2021–2022 Instructions and Examples

Compliance Requirements	Supporting Documentation Examples
<p>1. The charter school follows the credentialing requirements in California <i>Education Code (EC)</i>, Section 47605 (l)(1)(2) and that each teacher has satisfied the requirements for the Certificate of Clearance as outlined in <i>EC</i>, sections 44339, 44330, and 44341</p>	<ul style="list-style-type: none"> <li>• Completion of annual credential template submitted to the SBE Oversight mailbox.</li> <li>• Certificate of Clearance for each teacher posted on the California Commission for Teacher Credentialing website at <a href="http://www.ctc.org">www.ctc.org</a>.</li> </ul>
<p>2. The charter school maintains timely and current verification of tuberculosis (TB) clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). <i>EC</i>, sections 47605(b)(5)(F), 45122.1, 45125.1, and 49406.</p>	<ul style="list-style-type: none"> <li>• Certification of timely Department of Justice and TB clearances by all contracting entities;</li> <li>• Documentation of compliance with applicable volunteer clearance requirements, including TB risk assessment/clearance requirements under Assembly Bill 166</li> </ul>
<p>3. The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2021–2022 Board meetings calendar.</p>	<p>Documentation of:</p> <ul style="list-style-type: none"> <li>• Accurate and updated school contact information</li> <li>• Accurate and updated list/roster of Governing Board members and contact information</li> <li>• Calendar of Governing Board meeting dates and location(s)</li> </ul>
<p>4. The charter school complies with the pre- and post-lottery and enrollment forms guidelines.</p>	<ul style="list-style-type: none"> <li>• Lottery form and enrollment packet</li> </ul>
<p>5. The charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures, and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to:</p>	<ul style="list-style-type: none"> <li>• Certification of Comprehensive Health, Safety, and Emergency Plan;</li> <li>• Documentation of emergency drills and preparedness training;</li> </ul>

<ul style="list-style-type: none"> <li>• Health, Safety and Emergency Preparedness Plan (School Safety Plan), <i>EC 32280–32289</i></li> <li>• Child Abuse Mandated Reporter Training, AB 1432 (2014); <i>EC 44691; Penal Code (PC) 11165.7</i> <ul style="list-style-type: none"> <li>▪ Blood borne Pathogens training, <i>California Code of Regulations</i>, Title 8, Section 5193</li> <li>▪ Pupil Suicide Prevention Policy, AB 2246 (2016)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of timely and compliant Child Abuse Mandated Reporter training;</li> <li>• Documentation of Pupil Suicide Prevention Policy training</li> </ul>
<p>6. The charter school's school climate and student discipline systems and procedures align with best practices.</p>	<ul style="list-style-type: none"> <li>• Description of the school-wide student behavior and discipline system</li> <li>• Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides</li> </ul>
<p>7. The charter school shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available upon request.</p>	<ul style="list-style-type: none"> <li>• Monthly suspension and expulsion reports</li> </ul>
<p>8. The charter school ensures that any and all school communications, including the Parent Student Handbook, are consistent with the provisions of school's approved charter as well as applicable law (e.g., translated for 15 percent and above languages)</p>	<ul style="list-style-type: none"> <li>• Parent Student Handbook</li> </ul>
<p>9. The charter school's occupancy and use of facilities shall follow applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act, <i>EC 47610</i></p>	<ul style="list-style-type: none"> <li>• Current and appropriate Certificate of Occupancy or equivalent; documentation of compliance with fire-life-safety requirements</li> </ul>

<p>10. The charter school complies with all federal and state laws related to public entities, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Ralph M. Brown Act</li> <li>• Political Reform Act</li> <li>• Public Records Act</li> <li>• <i>Government Code</i>, Section 1090</li> </ul> <p><i>During the COVID-19 Pandemic the meeting location requirement was lifted through Senate Bill (SB) 98. This requirement is expected to be reinstated after the COVID-19 crisis has passed.</i></p>	<ul style="list-style-type: none"> <li>• Board meeting agendas and minutes for the past 12 months,</li> <li>• Verification of compliant public posting of Board agendas, including on the school website,</li> <li>• Evidence of Brown Act training,</li> <li>• Evidence of Form 700 compliance and filing,</li> <li>• School policy for responding to Public Records Act (PRA) requests,</li> <li>• Evidence of adopted Conflict of Interest policy,</li> <li>• Adopted bylaws referencing Conflict of Interest policy aligned to SB 126 requirements.</li> </ul>
<p>11. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.</p>	<ul style="list-style-type: none"> <li>• Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments)</li> </ul>
<p>12. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.</p>	<ul style="list-style-type: none"> <li>• Current and signed Board-approved bylaws</li> </ul>
<p>13. The charter school implements its own Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school's website, that are compliant with federal and state requirements. Guidance provided at <a href="http://www.cde.ca.gov/re/cp/uc/">http://www.cde.ca.gov/re/cp/uc/</a></p>	<ul style="list-style-type: none"> <li>• Assurance the Governing Board has reviewed the school's; <ul style="list-style-type: none"> <li>○ UCP policies</li> <li>○ UCP procedure</li> <li>○ UCP form</li> </ul> </li> </ul>
<p>14. Due to the COVID-19 Pandemic, the Governing Board oversees the development of and approves/adopts the</p>	<ul style="list-style-type: none"> <li>• Documentation of board meeting agendas, board Minutes, and approved Learning and Continuity Plan</li> </ul>

Learning and Continuity Plan for the 2021–2022 school year, in place of the annual Local Control Accountability Plan, <i>EC</i> 47606.5., SB 98	
15. The charter school ensures that it follows all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and <i>EC</i> 48850	<ul style="list-style-type: none"> <li>Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school's designee and the partial credit policy, if applicable</li> </ul>
<p>16. The charter school has a form posted on their website for complaints pursuant to <i>EC</i> 47605(d)(4) to be filed with the charter authorizer.</p> <p>The California Department of Education has provided a template form for use by charter schools. This template form must be modified before distributing to parents and posting on the charter school's website. The template form can be found at:  <a href="https://www.cde.ca.gov/sp/ch/documents/rescscomplaints.pdf">https://www.cde.ca.gov/sp/ch/documents/rescscomplaints.pdf</a></p>	<ul style="list-style-type: none"> <li>Documentation of complaint form posted on website.</li> </ul>
17. Schools serving grade nine only: The charter school complies with all applicable requirements of the California Mathematics Placement Act (CMPA) of 2015.	<ul style="list-style-type: none"> <li>Documentation of the adoption of the charter school's established policy in compliance with CMPA of 2015, including the Board Meeting Agendas and Board Minutes</li> </ul>
18. The charter school complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies.	<ul style="list-style-type: none"> <li>Documentation of the adoption of the charter school's policy established in compliance with the AB 2246, including the Board Meeting Agendas and Board Minutes</li> </ul>
19. For high schools only: The charter school has obtained or is in the process of obtaining, Western Association of Schools and Colleges (WASC) accreditation and University of California Office of the President (UCOP) Doorways Course Approval.	<ul style="list-style-type: none"> <li>Charter school approvals are listed on the WASC website and UCOP Doorways website</li> </ul>

# Coversheet

## Approval of Board Minutes 08/27/2021

**Section:** VII. Consent Agenda  
**Item:** B. Approval of Board Minutes 08/27/2021  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Special Meeting of the AMPS Board of Directors on August 27, 2021

APPROVED



# Amethod Public Schools

## Minutes

### Special Meeting of the AMPS Board of Directors

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#### Date and Time

Friday August 27, 2021 at 4:00 PM

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This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors (Board) and employees of Amethod Public Schools shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

<https://us02web.zoom.us/j/83023240015>

**Participating by Telephone:** 669-900-9128 Meeting ID: 83023240015

**Public Comment:** Members of the public who wish to comment about an agenda item please send an email to [lromo@amethodschools.org](mailto:lromo@amethodschools.org) with your name, email address, and your zoom name (if different) and the item under which you would like to comment before the item begins. The Board Chair will call on you. Please note that comments are limited to two minutes. The Board Chair may increase or decrease the time allowed for public comment, depending upon the topic and number of persons wishing to be heard.

**Access to Board Materials:** A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on the Amethod Public School's website at [www.amethodschools.org](http://www.amethodschools.org) along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

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**Disability Access:** Requests for disability-related modifications or accommodations to participate in this public meeting should be made 72 hours prior to the meeting by calling (510) 701 -2415. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

## ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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### Directors Present

E. Quiroz (remote), G. Lopez Jr. (remote), J. Azubuike (remote), N. Driver (remote)

### Directors Absent

D. Garcia, M. Gonzalez

### Guests Present

L. Romo

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## I. Opening Items

### A. Call the Meeting to Order

G. Lopez Jr. called a meeting of the board of directors of Amethod Public Schools to order on Friday Aug 27, 2021 at 4:02 PM.

### B. Roll Call

### C. Announcements

There were no announcements.

### D. Public/Board Comments

There were no public or Board comments.

## II. Consent Agenda

### A. Approval of Board Minutes 08/18/2021

J. Azubuike made a motion to approve the minutes from Regular Meeting of the AMPS Board of Directors on 08-18-21.

N. Driver seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

J. Azubuike Aye

G. Lopez Jr. Aye

#### Roll Call

E. Quiroz Abstain  
M. Gonzalez Absent  
N. Driver Aye  
D. Garcia Absent

### III. Business

#### A. Approval of Amended Academic Calendar 2021-2022: Richmond Charter Academy and Benito Juarez Elementary

Chief Executive Officer, Evelia Villa explains time constraints in the construction project that delays the start date for Benito Juarez Elementary and Richmond Charter Academy. JoAnn Koplin, Project Manager further explains details related to the project delay.

J. Azubuike made a motion to push start date at RCA and BJE to September 7, 2021.

E. Quiroz seconded the motion.

The board **VOTED** to approve the motion.

Mike Barr notices a member of the public join the meeting and allows for public comment.

The person does not identify themselves and no comment is made.

### IV. Closing Items

#### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:21 PM.

Respectfully Submitted,  
G. Lopez Jr.

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**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE.** Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. **REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY.** The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed. **SPECIAL PRESENTATIONS MAY BE MADE.** Notice is hereby given that; consistent with the requirements of the Ralph Brown Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only. **REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY.** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting the Amethod Public School Inc., 2101 Livingston Street Second Floor. Oakland, CA 94606; telephone, (510) 434-7017 ext.117 [info@amethodschools.org](mailto:info@amethodschools.org). **FOR MORE INFORMATION.** For more information concerning this agenda, please contact Amethod Public Schools Main Administration, 2101 Livingston St. Second



Floor. Oakland, CA 94606; telephone, (510) 436-0172 ext. 106; Email: [Iromo@amethodschools.org](mailto:Iromo@amethodschools.org)

# Coversheet

## CEO Report

<b>Section:</b>	VIII. Business
<b>Item:</b>	A. CEO Report
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	CEO REPORT SEPT. .pptx



# CEO Report

*AMPS Board Meeting  
September 15th, 2021*

# AMPS

HONOR HARD WORK

## Updates

- Director of Human Resources: 9/20
- Richmond Charter and Benito Juarez started 9/7
- Leadership Meeting: 9/17
- CPR Training
- Ribbon cutting – October 21
- Traffic Planning
  - Meeting with WCCUSD
  - Meeting with City of Richmond
- Family Event (Richmond)

# AMPS

HONOR HARD WORK

## Updates

- **Attendance Rates**

- DCA: 97%
- RCA: 94%
- OCA: 91.6%
- BJE: 93%
- OCHS: 96.7%
- JHHS: 85%

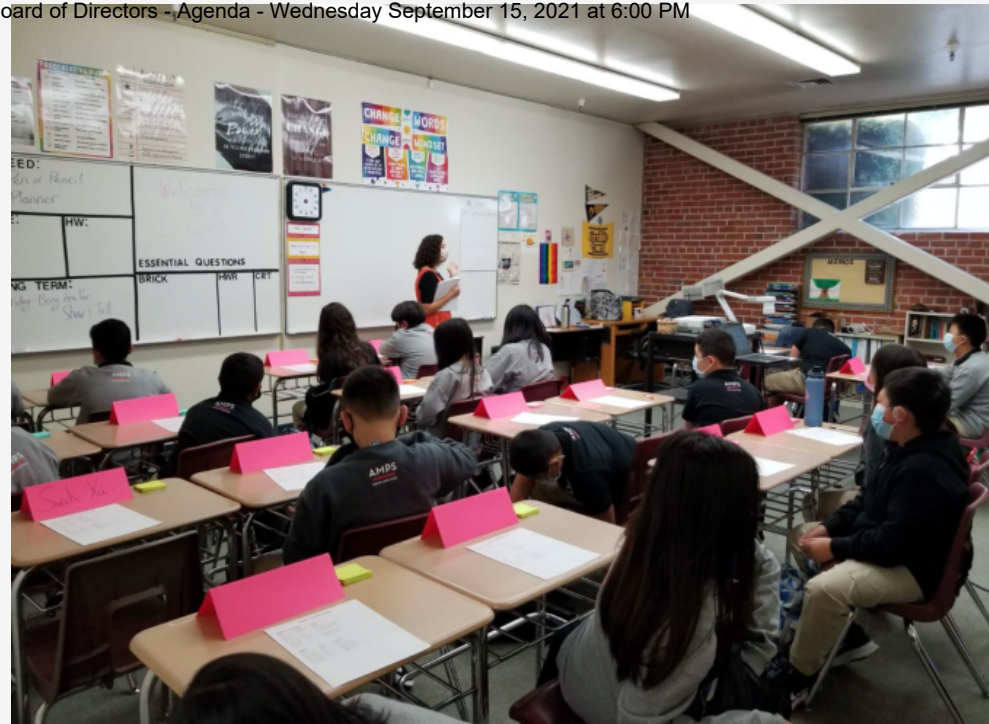
- **Enrollment**

- DCA: 271
- RCA : 289
- OCA : 246
- BJE: 497
- OCHS: 450
- JHHS: 337

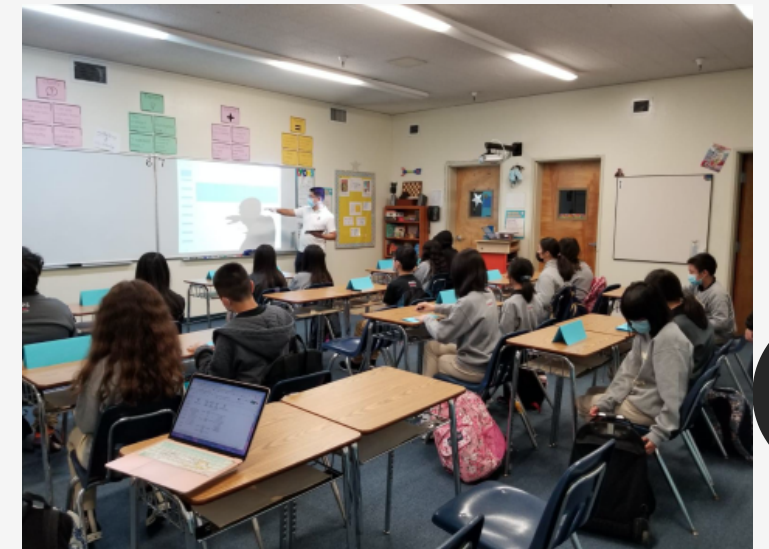
# AMPS

HONOR HARD WORK

## School updates



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## OCHS and JHHS:

Girls Volleyball, Boy's Soccer and  
Cross County

# AMPS

HONOR HARD WORK



# School updates



# Coversheet

## Approval of 2021-2022 AMPS Employee Handbook

<b>Section:</b>	VIII. Business
<b>Item:</b>	B. Approval of 2021-2022 AMPS Employee Handbook
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	AMPS EE Handbook Sep-21.pdf Briefing Sheet 091521 - 2021-22 Employee Handbook.pdf



# AMPS



*HONOR HARD WORK*

## **AMETHOD PUBLIC SCHOOLS**

### ***EMPLOYEE HANDBOOK***

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Revised September 2021

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## INTRODUCTION TO HANDBOOK

This Handbook is designed to help employees get acquainted with Amethod Public Schools ("AMPS"). It explains some of our philosophies and beliefs, and describes in general terms, some of our employment guidelines. Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at AMPS. It is not intended to create any expectations of continued employment, or an employment contract, express or implied. In no way does the Handbook replace or modify any official plan documents (e.g., health insurance, retirement plan, etc.) or insurance contracts.

This Handbook supersedes any previously issued handbooks and any policies or other written or verbal statements that are inconsistent with the policies described herein. Employees must sign the acknowledgment form at the end of this Handbook and return it to Human Resources. It is important that all employees read, understand, and follow the provisions of the Handbook. If you need further information, or if you wish to discuss any policy in this Handbook, please feel free to contact your supervisor, Human Resources or the CEO.

AMPS reserves full discretion to add, change, amend, supplement, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. No one other than the CEO or the Board of Directors has the authority to enter into any employment agreement or other agreement that modifies AMPS policy, the arbitration agreement, or the employee's at-will employment with AMPS, and any such modification *must* be in writing and approved by the Board of Directors in writing.

The failure to comply with this handbook may results in disciplinary action, up to and including termination.

## DIVERSITY AND INCLUSION

We believe diverse perspectives lead to stronger ideas, striking innovation, and effective practices, accelerating our progress toward our mission. AMPS prioritizes building diverse teams that reflect the experiences of our employees to ensure everyone shapes our approach. Additionally, we cultivate an inclusive environment and culture of belonging for our employees—a critical step in our pursuit of equity.

AMPS welcomes and reveres the spectrum of human diversity, and stands against bigotry, racism, sexism, heteronormativity, and other biases that seek to undermine the dignity of all people. The barriers our employees face are deeply entrenched in our society. Therefore, we regularly examine the impact of our policies, processes, and procedures and refine them to build a more equitable workplace.

**How We Define Diversity:** A wide range of intersecting identities, including people with different perspectives, abilities, and lived experiences. At AMPS, we value and seek the perspectives of people with proximity to our employees' identities and lived experiences.

**How We Define Inclusion:** A continuous effort to create an environment that reveres the spectrum of human diversity, where all employees feel a sense of belonging. At AMPS, we stand against all forms of bigotry—including racism, sexism, heteronormativity, and other biases that undermine human dignity.

**How We Define Equity:** A state wherein we disrupt the ways of bigotry, historic injustice, and systemic oppression manifest in our systems. At AMPS, we work to tailor our approach to achieve equity.

## **GENERAL POLICIES**

### **A. *Equal Employment Opportunity (Discrimination)***

#### *Covered Individuals*

This policy protects all employees of AMPS as well as interns, volunteers, and potential employees (applicants). All employees of AMPS are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers.

#### *Discrimination*

As used in this policy, "discrimination" means taking any adverse employment action against an employee or applicant in any aspect of employment, solely or in part based on the individual's protected category. Discrimination may include, but is not necessarily limited to, factoring an individual's protected category in hiring, promotion, compensation, or other terms and conditions of employment unless otherwise permitted by law.

#### *Adverse Employment Action*

As used in this policy, "adverse employment action" may include, but is not necessarily limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusal to promote or consider for promotion; denial of employment opportunities; change of an employee's work assignments; failure to provide a workplace accommodation when required (i.e., disability, pregnancy, religion, transgender); failure to provide a leave of absence when required (i.e., medical, pregnancy, workers' compensation, military, domestic violence); or any other unequal treatment based on the individual's protected category resulting in an adverse employment action.

#### *Protected Categories*

AMPS' policy prohibits discrimination based on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

For purposes of this policy, discrimination on the basis of "national origin" also includes discrimination against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States, as well

as discrimination based upon any of the following: an individual's or individual's ancestors' actual or perceived physical, cultural or linguistic characteristics associated with a national origin group; marriage to or association with individuals of a national origin group; tribal affiliation; membership in or association with an organization identified with or seeking to promote the interests of a national origin group; attendance or participation in schools, churches, temples, mosques or other religious institutions generally used by persons of a national origin group; or a name that is associated with a national origin group. An employee's or applicant for employment's immigration status will not be considered for any employment purpose except as necessary to comply with federal, state or local law.

AMPS allows employees to self-identify their gender, name and/or pronoun, including gender-neutral pronouns. AMPS will use an employee's gender or legal name as indicated on a government-issued identification document, only as necessary to meet an obligation mandated by law. Otherwise, AMPS will identify the employee in accordance with the employee's current gender identity and preferred name.

AMPS will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. AMPS also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee, including supervisors and co-workers.

#### *Scope of Policy*

AMPS is an equal employment opportunity employer and is committed to complying with all applicable laws providing equal employment opportunities. As such, AMPS makes employment decisions, including, but not limited to, hiring, recruiting, firing, promotion, demotion, training, compensation, qualifications/job requirements, on the basis of merit and/or business necessity. Employment decisions are based on an individual's qualifications as they relate to the job under consideration pursuant to legitimate business purposes.

If you believe you have been subjected to, witnessed, or have knowledge about discrimination, please follow the complaint procedure outlined below in Section D.

### **B. Unlawful Harassment**

#### *Covered Individuals*

This policy protects all employees of AMPS as well as interns, volunteers, and potential employees (applicants). All employees of AMPS are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers. In addition, this policy prohibits unlawful harassment by any third parties. AMPS will take all reasonable steps to prevent or eliminate unlawful harassment by non-employees, including students, parents, and anyone else who has workplace contact with our employees.

#### *Protected Categories*

AMPS' policy prohibits harassment based on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender

identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. For purposes of this policy, discrimination on the basis of "national origin" also includes harassment against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States and based on any of the following: an individual's or individual's ancestors' actual or perceived physical, cultural or linguistic characteristics associated with a national origin group; marriage to or association with individuals of a national origin group; tribal affiliation; membership in or association with an organization identified with or seeking to promote the interests of a national origin group; attendance or participation in schools, churches, temples, mosques or other religious institutions generally used by persons of a national origin group; or a name that is associated with a national origin group. All such harassment is prohibited.

#### *Unlawful Harassment*

Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to **any of the above protected categories**:

- **Verbal conduct** such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) ("hostile work environment" harassment).
- Disrespectful or unprofessional conduct based on any of the protected categories listed above ("hostile work environment" harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual ("hostile work environment" harassment).
- **Visual conduct** such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, social media, instant messages, e-mails, letters, pictures, or gifts ("hostile work environment" harassment).
- **Physical conduct** such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis ("hostile work environment" harassment).
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors ("quid pro quo" harassment).



- Sexually harassing conduct does need not to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

#### *Abusive Conduct Prevention*

It is expected that AMPS and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of management's expectations, during working times, and that they refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

#### *Scope of Policy*

AMPS is committed to providing a work environment free of unlawful harassment. This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. In addition, this policy extends to conduct with a connection to an employee's work, even when the conduct takes place away from AMPS' premises, such as a business trip, School-related social function, or social media activity (depending on the circumstances).

If you believe you have been subjected to, witnessed, or have knowledge about unlawful harassment, please follow the complaint procedure outlined below.

#### *Retaliation*

##### *Covered Individuals*

This policy protects all employees of AMPS as well as interns, volunteers, and potential employees (applicants). All employees of AMPS are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers.

As used in this policy, "retaliation" means taking any adverse employment action against an employee because he or she engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, the following: opposing a practice or conduct the employee reasonably believes to be unlawful; reporting or assisting in reporting suspected violations of AMPS' anti-discrimination, harassment, or retaliation policies; cooperating or participating in investigations or proceedings arising out of a violation of these policies; or engaging in any other activity protected by applicable law.

##### *Adverse Employment Action*

As used in this policy, "adverse employment action" means conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee's work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the "cold shoulder") when otherwise required by job

duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of protected activity may be unlawful and will not be tolerated. If you believe you have been subjected to, witnessed, or have knowledge about retaliation, please follow the complaint procedure outlined below.

### *Complaint Procedure—Discrimination, Unlawful Harassment, Retaliation*

#### Duty to Report

All employees who believe they have been subjected to discrimination, unlawful harassment, and/or retaliation are strongly encouraged to promptly report the alleged violation(s) in accordance with the procedures set forth below. All employees (particularly supervisors) who believe they have witnessed or have knowledge of discrimination, unlawful harassment, and/or retaliation are required to immediately report the alleged violation(s) in accordance with the procedures set forth below. Immediate reporting allows AMPS to quickly and fairly resolve any complaints in the workplace.

In addition to reporting, any employee who experiences or witnesses conduct that the individual believes is unlawful is encouraged to tell the offending individual that the behavior is inappropriate and must be stopped, if the employee is comfortable doing so.

#### Where to Report Complaint to AMPS

Submit a complaint to your supervisor, Human Resources ([hrsupport@amethodschools.org](mailto:hrsupport@amethodschools.org)), any other supervisor within AMPS, or the Board of Directors. There is no requirement to report your complaint to any designated supervisor within AMPS. Select the individual with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to the CEO, Talent and Human Resources Manager, Board of Directors, or other upper-level administrators, as appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

#### Contents of Complaint

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

#### Response to Complaint (Investigation)

Upon notice of conduct requiring an investigation, AMPS will look into the facts and circumstances of the alleged violation, as appropriate. AMPS will attempt to resolve the situation by promptly undertaking an effective, thorough, and objective investigation through the use of “qualified personnel” and using methods that provide all parties with “appropriate due process.” AMPS’ investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

AMPS may investigate conduct in the absence of a formal complaint if AMPS has reason to believe that an individual has engaged in conduct that violates School policies or applicable law. Further, AMPS may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

All employees are required to fully cooperate with AMPS' investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, AMPS will provide regular progress updates, as appropriate, to those directly involved. AMPS will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses. At the completion of its investigation, AMPS will inform the complainant(s) and the accused of its findings and decisions to the extent permitted by applicable law.

#### Corrective Action

If AMPS determines that violations have occurred, AMPS will take appropriate corrective action in accordance with the circumstances involved, including appropriate action to deter future conduct. Examples of potential corrective action include, but are not limited to, written or verbal disciplinary action, suspension, reassignment, demotion, or termination, among others. In addition, the offending individual may be legally liable for his or her conduct, depending on the circumstances. Due to privacy protections, AMPS is not able to fully disclose its entire decision regarding corrective action to the complainant.

#### No Retaliation

There will be no retaliation against any employee who brings a complaint in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. Please refer to AMPS' Retaliation Policy above for further information.

#### *How to Report Complaint to Government Agencies*

Employees who believe that they have experienced unlawful conduct under these policies may also file a complaint with the local office of the California Department of Fair Employment and Housing ("DFEH") or the Equal Employment Opportunity Commission ("EEOC"). The DFEH and the California Fair Employment and Housing Council ("FEHC") as well as the EEOC can also order an employer to hire, reinstate, or promote a victim of discrimination, unlawful harassment, and/or retaliation or make other changes in School policies. The address and phone number of the local DFEH and EEOC offices can be found online or dialing 800-FREE-411.

#### *Sexual Harassment Training Requirements*

AMPS requires all employees to abide by California's sexual harassment training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

### **C. Disability and Accommodations**

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, AMPS will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee,

unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact Human Resources to request such an accommodation. Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when AMPS receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. AMPS will evaluate information obtained from the employee, and possibly the employee's health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on AMPS and/or a direct threat to the health and/or safety of the individual or others, AMPS will generally make the accommodation, or it may propose another reasonable accommodation which may also be effective. Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation, and being willing to consider alternative accommodations when applicable.

AMPS will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

Employees who wish to request unpaid time away from work to accommodate a disability should speak to Human Resources.

#### ***D. AMPS Religious Accommodation***

AMPS will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to AMPS.

AMPS has developed an accommodation process to assist employees, management, and Human Resources. Through this process, AMPS establishes a system of open communication between employees and AMPS to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and request for accommodation to the attention of Human Resources to initiate the accommodation process. AMPS requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

#### ***E. Employment – "At-Will"***

It is the policy of AMPS that all employees are considered "at-will" employees of AMPS. Accordingly, either AMPS or the employee can terminate this employment relationship at any

time, for any reason or no reason at all, with or without cause, and with or without advance notice. Similarly, your status (for example, position, duties, salary, promotions, demotions, etc.) may be changed at-will, with or without cause, and with or without notice at any time.

Nothing contained in this Handbook, employment applications, AMPS memoranda or other materials provided to employees in connection with their employment shall require AMPS to have "cause" to terminate an employee or otherwise restrict AMPS' right to terminate an employee from his or her at-will employment with AMPS. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict AMPS' right to terminate at-will.

No representative of AMPS, other than the Board of Directors, is authorized to modify this at-will employment policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with AMPS that are not consistent with AMPS' policy regarding "at-will" employment. Any agreement that alters the "at-will" nature of employment must be approved by the Board of Directors and must be in writing and signed by the Board of Directors, and the affected employee. This policy shall not be modified by any statements contained in this Handbook or employee applications, School memoranda or other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices shall create neither an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

## ***F. Eligibility for Employment***

### ***Immigration Compliance***

AMPS will only employ individuals who are authorized to work in the United States. All new hires must provide proof of identity and work eligibility in accordance with applicable laws. Employees must complete and sign a Form I-9 and produce valid documents which establish both identity and employment eligibility within three (3) working days of hire. Failure to comply may result in termination from employment.

### ***Certification***

AMPS' teachers are required to hold a current California Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in public schools would be required to hold by law. If you are a credentialed staff member, you must provide copies of your credential, certificate of clearance, transcripts, and test scores prior to your first day of actual work and if already employed, prior to the start of the academic year if applicable. Failure to provide these documents may delay your ability to begin or continuation of work. Tuberculosis Testing

No person shall be employed by AMPS unless he or she provides proof of having submitted to a tuberculosis (TB) risk assessment within the past 60 days and that no risk factors have been identified. If TB risk factors are identified, or as an alternative to the assessment, the applicant must submit proof that a qualified professional has determined he or she is free of infectious TB following testing and examination. The examination, if required, shall consist of an approved intra-dermal tuberculin test that, if positive, shall be followed by an X-ray of the lungs. Each employee shall cause to be on file with AMPS a certificate from a qualified professional showing the employee was assessed or examined and found free of risk factors or of infectious TB (as applicable). A person who transfers employment from another school can meet these requirements by providing a certificate from a qualified professional, or a verification form from

the prior school employer, that shows he or she was found to be free of infectious TB within 60 days of initial hire.

An employee who has no identified risk factors or who tests negative for TB shall undergo the TB risk assessment and, if risk factors are identified, the examination, at least once every four years or more often if recommended by the local health officer.

The risk assessment, and examination if necessary, is a condition of initial employment, and the expense incident thereto shall be borne by the applicant. AMPS shall reimburse current employees for the cost, if any, of the tuberculosis risk assessment and the examination.

#### *Criminal Background Checks*

It is the policy of AMPS to require fingerprinting and background checks for its employees consistent with legal requirements. AMPS may determine, on a case-by-case basis whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

### **G. Employment Classifications**

For purposes of salary administration and eligibility for overtime payments and employee benefits, AMPS classifies its employees as defined below. Please direct any questions you may have regarding your employment classification or status to Human Resources or your direct supervisor.

#### *Nonexempt Employees*

Non-exempt employees are entitled to overtime pay for all hours worked in excess of 40 hours per week, in excess of 8 hours in a day, and for the first 8 hours worked on the seventh consecutive workday. Overtime compensation will be paid in accordance with federal and state wage and labor law. Non-exempt employees are required to take meal periods and are authorized and permitted to take rest periods in the manner described in this Handbook. Non-exempt employees may be scheduled for full-time or part-time shifts, as assigned by his or her supervisor or the CEO.

Employees who are classified as nonexempt must accurately record the time they work each day, including arrival, departure and meal break times.

When employees receive their paychecks, they should verify immediately that their working time was recorded accurately and that they were paid correctly for all hours worked.

Nonexempt employees must report all time worked and not work any time that is not authorized by their supervisors. This means nonexempt employees must not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless directed to do so. Employees who have questions about when or how many hours they are expected to work should contact their supervisor or Human Resources.

It is a violation of AMPS' policy for anyone to instruct or encourage another employee to work "off the clock," to incorrectly report hours worked, or to alter another employee's time records. If any employee is directed or encouraged to incorrectly report hours worked, or to alter another employee's time records, they should report the incident immediately to a supervisor.



### *Exempt Employees*

AMPS may choose to designate as exempt an employee whose job duties and salary qualify for exemption under applicable law. Exempt employees are not eligible to receive overtime pay.

Employees who are classified as exempt must record absences from work for reasons such as leaves of absence, sick leave or vacation.

Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive their salary for any week in which the employee performs any work, regardless of the number of days or hours worked. However, an exempt employee will not be paid for days not worked in the following circumstances:

- When an exempt employee takes one or more full days off for personal reasons other than sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available vacation to make up for the reduction in salary;
- When an exempt employee takes one or more full days off from work due to sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available sick time to make up for the reduction in salary;
- When an exempt employee works only part of the week during their first and last week with AMPS, the employee will be paid only for the days actually worked; and
- When an exempt employee takes unpaid leave under the Family and Medical Leave Act or corresponding laws, AMPS will not pay for such days/hours of absence.

AMPS may require an exempt employee to use available vacation or sick time, as a replacement for salary, when the employee takes less than a full-day off from work.

An exempt employee's salary will not be reduced when the employee works part of a week and misses part of a week due to service as a juror, witness or in the military or for lack of work, though deductions may be made to offset amounts an employee receives as jury or witness fees, or for military pay.

It is company policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. AMPS prohibits any deductions from pay that violate the FLSA or applicable state law.

If an exempt employee believes that an improper deduction has been made to their salary, the employee should immediately report this information to Human Resources or a supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

## H. **Employment Status**

### *Regular Full-time Employees*

Employees who work 40 hours or more per workweek on a regular basis. Such employees may be “exempt” or “nonexempt” and are eligible for employee benefits as described in this Handbook as well as those benefits required by law.

### *Regular Part-time Employees*

Employees who work fewer than 40 hours per workweek on a regular basis. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Such employees may be “exempt” or “nonexempt”. Part-time employees are not eligible for benefits except as required by law.

### *Temporary/Seasonal/Intern Employees*

Temporary employees are those employed on a temporary basis for short-term assignments. Short-term assignments will generally be periods of three months or less; however, such assignments may be extended. Temporary employees are not eligible for any benefits except where mandated by law. A temporary employee may be offered and may accept a new temporary assignment with AMPS and still retain temporary status.

Individuals assigned by temporary employment agencies are employees of the agency and not of AMPS.

AMPS has defined the work year calendar for school year staff positions as shown in the table below:

<b>Role</b>	<b>Days with Students</b>	<b>Pre-School Opening Days</b>	<b>Professional Development Days</b>	<b>Post-School Closing Days</b>	<b>Site-Based Summit</b>	<b>Total Work Days</b>
Teachers	180	0	3	2	5	190
Paraprofessionals	180	0	3	2	5	190
Teacher Assistants	180	0	3	2	5	190
College Advisors	180	5	3	5	5	198
School Counselors	180	5	3	5	5	198
ASES Coordinators	180	5	3	5	5	198

Additional work done beyond the work year calendar shown above must be pre-approved by your Site Director and will earn additional compensation. This includes work to conduct or support Summer School.

AMPS has defined the work year calendar for year-round staff positions as shown in the table below:

<b>Role</b>	<b>Total Possible Work Days in a Year*</b>	<b>Less: AMPS Holidays</b>	<b>Less: Thanks-giving Break</b>	<b>Less: Winter Break</b>	<b>Less: Spring Break</b>	<b>Less: Summer Break</b>	<b>Less: Vacation Days</b>	<b>Total Work Days</b>
School Admin Staff	260	(15)	0	0	0	(4)	(10)	231
Custodial Staff	260	(15)	0	0	0	(4)	(10)	231
Registrars	260	(15)	0	0	0	(4)	(10)	231
Lunch Support Staff	260	(15)	0	0	0	(4)	(10)	231
Site Directors	260	(15)	(3)	(6)	(4)	(4)	(10)	218
Vice Principals	260	(15)	(3)	(6)	(4)	(4)	(10)	218
Deans	260	(15)	(3)	(6)	(4)	(4)	(10)	218
Home Office Staff	260	(15)	0	0	0	0	(10)	235

\*52 weeks @ 5 days per week

### ***I. Job Duties***

Your supervisor(s) will explain your job responsibilities. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or AMPS. Your cooperation and assistance in performing such additional work is expected. AMPS reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions or assign additional job responsibilities.

### ***J. Work Location***

At the time an employee is hired, the employee is usually assigned to a work location. Some employees may be assigned to permanent remote work. However, even employees who are permanently remote do have a location that is their home base. Employees, including those assigned to a permanent location as well as those working remotely, are not permitted to complete their job duties outside of the state, or country, where they are assigned to work, without prior management authorization. AMPS reserves the right in its sole discretion to prohibit out of state work due to business necessity or for any other business reason. Work outside the state where an employee is hired to work has payroll tax, business license, benefit and legal compliance implications. Failure to receive advanced permission to work from another state, or country, may lead to disciplinary action, up to and including termination.

### ***K. Open Door Policy***

At some time or another, you may have a suggestion, complaint, or question about AMPS, your job, your working conditions, or the treatment you are receiving. We welcome your suggestions,

complaints, or questions. For issues other than prohibited harassment, discrimination, or retaliation, we ask that you take your concerns first to your supervisor, who will investigate and provide a solution or explanation. If the problem is still not resolved, you may present it to Human Resources, preferably in writing, who will address your concerns.

#### ***L. Workplace Anti-Violence Policy***

AMPS recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response. The costs of such violence are great, both in human and financial terms. We believe that the safety and security of employees and students is paramount. Therefore, AMPS has adopted this Zero Tolerance Policy regarding workplace violence to help maintain a secure workplace.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect AMPS, occur on School property, or occur in the conduct of School business off property will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in School operations, including, but not limited to, School students, parents, employees, independent contractors, temporary employees, vendors and anyone else on School property or conducting School business off property. Violations of this policy, by any individual, may result in disciplinary action, up to and including termination and/or legal action as appropriate.

Always ensure that all visitors have signed in the visitor log and are wearing appropriate visitor tags/badges. Suspicious persons or activities should be reported to Human Resources. Secure your desk or office at the end of the day.

#### ***Workplace Violence Defined***

Workplace violence includes, but is not limited to, threats of any kind; threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others; other behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage of School property; defacing School property or causing physical damage to the facilities; and bringing weapons or firearms of any kind on School premises or while conducting School business.

#### ***Weapons Prohibited in the Workplace***

AMPS strictly prohibits employees or any person providing services to AMPS, visiting AMPS, or located on AMPS' premises from possessing weapons of any kind at the workplace. The workplace includes any property owned or leased by AMPS or occupied by groups of Company employees or persons providing services to AMPS. Unless such prohibition is contrary to local law, this specifically includes Company parking areas and Company vehicles. Employees are not permitted to transport or store weapons in vehicles owned or leased by AMPS and used by the employee for work purposes, unless the employee is required to transport or store a weapon as part of the employee's duties and s/he has written permission from AMPS' CEO. This policy prohibits the possession of concealed weapons as well as weapons carried openly, regardless of whether the person has a legal permit to carry a weapon.

The prohibition explicitly includes guns, rifles and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to, knives, ammunition, bombs, bows and arrows, clubs, slingshot, black jack, metal knuckles and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.

### *Former Employees Prohibited on Premises*

Due to safety concerns, an employee who is no longer employed by AMPS may not enter the workplace or be on Company premises at any time. Therefore, no employee should hold doors open for former employees, or otherwise admit former employees into the workplace. Further, if an employee sees a former employee on Company premises or is contacted by a former employee seeking access to AMPS' premises, the employee should immediately alert Human Resources, the CEO, or any other member of AMPS' management team.

If an employee who no longer is employed by AMPS would like to visit, that person must first contact the Human Resources Department and request written permission to visit. A visit can be scheduled only if advance written permission is obtained. If written permission is granted, the former employee must, upon arrival to AMPS' premises on the scheduled date/time, report to the reception area, be greeted by the current employee s/he is visiting, and be escorted at all times while on Company premises.

### *Searches and Inspections*

An investigation into a report or threat of workplace violence may require, with or without notice, an inspection of an employee's work area and/or personal property located in the workplace, including without limitation a vehicle. As a condition of continued employment, all employees are expected to fully cooperate in any lawful inspection required as a result of a report or threat of workplace violence. Failure to cooperate with AMPS' investigation of a report or threat of workplace violence may result in disciplinary action, up to and including termination of employment.

### *Enforcement/Complaint Procedure*

Any person who violates this policy on School property may be removed from the premises as quickly and safely as possible, at AMPS' discretion, and may be required to remain off School premises pending the outcome of an investigation of the incident.

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, student, parent, visitor, or anyone else, he or she must immediately notify his or her supervisor, Human Resources, or the Site Director. Furthermore, employees should notify Human Resources or the Site Director if any restraining order is in effect or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, AMPS will inform the reporting individual of the results of the investigation. To the extent feasible, AMPS will maintain the confidentiality of the reporting employee. However, AMPS may need to disclose information in appropriate circumstances (for example, in order to protect individual safety). AMPS will not tolerate retaliation against any employee who in good faith reports workplace violence.

If AMPS determines that workplace violence has occurred, AMPS will take appropriate corrective action and may impose disciplinary action, up to and including termination.

In certain circumstances, AMPS may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

## **WAGES, ATTENDANCE, TIMEKEEPING AND RELATED PRACTICES**

### **A. *Payment of Wages***

Employees are paid on an established payroll schedule that will be provided by AMPS. If a regular payday falls on a Saturday, Sunday, or holiday, employees will generally be paid on the previous business day and if not, then the following business day. Paychecks are normally available by 12:00 p.m. and must be picked up from your supervisor or designee, unless you have authorized direct payroll deposit. If you observe an error on your check, please report it immediately to Human Resources.

AMPS will make authorized withholdings and deductions from each employee's pay. Every deduction from your paycheck is identified on your check voucher. If you do not understand the deductions, or to change the number of withholding allowances you wish to claim, consult with Human Resources.

### **B. *Overtime Pay***

When operating requirements or other needs cannot be met during regular working hours, nonexempt employees may be required to work overtime. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour law. Overtime pay is based on actual hours worked. AMPS provides compensation for all overtime worked by non-exempt employees in accordance with applicable law. All overtime work must be authorized in advance by the Site Director or immediate supervisor. Failure to obtain such approval may subject an employee to discipline, up to and including termination. No overtime compensation will be paid to exempt employees. Failure to work scheduled overtime, or working overtime without prior authorization from management may result in disciplinary action, up to and including termination of employment. The Company will never ask an employee to work off the clock. All nonexempt employees are to be paid for all hours worked. If you are asked to work off the clock, or if you are asked by anyone not to record your time working, you must notify Human Resources immediately.

### **C. *Expense Reimbursement***

Employees will be reimbursed for reasonable business expenses incurred while performing their duties or attending pre-approved workshops or other employment-related functions in accordance with AMPS' policy on expense reimbursements. Please follow the procedure set forth in the Finance and Operations Manual to submit expense requests for approval.

### **D. *Attendance and Tardiness***

All employees, whether exempt or non-exempt, are expected to arrive at work consistently, on time and prepared to start work. Absenteeism and tardiness negatively affects AMPS' ability to implement its educational program and disrupts consistency in students' learning.

If you will be absent or late, you are expected to telephone the Site Director or your direct supervisor as soon as possible but no later than two (2) hours before the start of your workday. Because voice mail messages may go unheard for significant periods of time, leaving a voice mail message is not a sufficient method of notification—you must personally contact your supervisor or the Site Director in a timely manner. If you are unable to reach your supervisor or the Site Director by phone, you may send an email, but you must attempt to reach the appropriate parties by phone first. If you are required to leave work early, you must also personally contact your



supervisor or the Site Director and obtain his or her permission. Employees are not allowed to relay messages to the direct supervisor or the Site Director through co-workers that they will be absent or tardy. If you are absent from work longer than one day, you are expected to keep your supervisor sufficiently informed of your situation and when you will return to work. You must get approval from your direct supervisor for any absence. Under certain circumstances, AMPS may require documentation from a healthcare provider verifying your need to be absent from work due to illness or other medical reasons if such absence lasts three or more consecutive work days. ***The Site Director will arrange for and make the final decision on whether to retain a substitute teacher for the day.***

Employees also are expected to remain at work for their entire work schedule, except for meal and rest periods when appropriate, when required to leave on authorized School business, or when otherwise permitted by AMPS. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. Employees also must inform their supervisor of the expected duration of any absence. Excessive or unexcused absences or tardiness may result in disciplinary action up to and including termination from employment with AMPS to the extent authorized by law.

Absences protected by local, state and federal law, including paid sick time, do not count as a violation of the punctuality and attendance policy. Except as otherwise provided by law, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three consecutively scheduled workdays, AMPS will, in most cases, consider that you have abandoned your employment and have voluntarily resigned.

#### ***E. School Social Activities***

Employees may attend school-sponsored events not required by their job duties on a voluntary basis unless otherwise directed by AMPS. An employee's attendance at such social and recreational activities is completely voluntary and at the employee's own risk and AMPS disclaims any and all liability arising out of the employee's participation in these activities. Because an employee who chooses to attend school events is doing so on a voluntary basis, such participation will not be compensated by AMPS.

#### ***F. Timekeeping Requirements***

It is AMPS' policy to pay its employees for all time worked. Accordingly, it is every nonexempt employee's responsibility to accurately record time worked, and to examine his or her paycheck and wage statement to ensure that he or she is being properly paid for all work time and that the paycheck and wage statement are accurate. If an employee believes he or she is not being properly paid for all of his or her work, the employee must immediately inform Human Resources.

Federal and state laws require the Company to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. To ensure compliance with all applicable laws, non-exempt employees must accurately record all hours worked using AMPS' timekeeping system. This means they must clock in and out whenever they begin, cease, or resume working during the course of a workday. Employees must clock out and in for their meal periods, but are not required to clock out and in for rest periods. Under no circumstances may one employee clock in or out for another employee. Exempt employees may also be expected to record their total time worked and report absences from work due to personal needs or illness.

Employees are prohibited from doing the following:

- Recording inaccurate hours worked.
- Recording hours worked on behalf of another employee.
- Working “off the clock.” This includes, but is not limited to, working before or after a shift without recording that time or conducting School business on personal cell phones after hours. Employees are prohibited from using their personal cell phones to conduct School business.
- Failing to record all hours worked.
- Falsifying any time record.

Violations of this policy may result in disciplinary action, up to and including termination.

### **G. Work Schedules**

Your work schedule depends, first, on AMPS site where you are located. AMPS Schools are generally open for business between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. Your supervisor will assign your individual work schedule. All employees are expected to be at their classrooms or workstations at the start of their scheduled shifts, ready to work. For purposes of calculating overtime, the workweek begins at 12:01 a.m. Monday and ends at midnight on Sunday. AMPS’ standard workday is 12:01 a.m. to 12:00 a.m. (midnight) each day. AMPS reserves the right to change work schedules and assign employees to special schedules as deemed necessary for effective operations. When a change in work schedule is necessary, every effort will be made to provide reasonable advance notice to the employees. Any request to change work hours must be approved in advance by the employee’s supervisor.

### **H. Rest Breaks and Meal Breaks**

AMPS provides all non-exempt employees with an opportunity to take an off-duty meal break as allowed by law and authorizes and permits non-exempt employees to take rest breaks in accordance with the law.

#### ***Rest Breaks***

All non-exempt employees are required to take an uninterrupted duty-free ten (10) minute rest break for every four hours of work or major fraction thereof. Rest breaks should be taken as close as possible to the middle of each four hour period of work. Non-exempt employees are required to take one uninterrupted ten (10) minute rest break if they work three and one-half hours in a day but less than six hours, two ten minute rest breaks if they work more than six hours up to ten hours, three ten minute rest breaks if they work more than ten hours up to fourteen hours, and four ten minute rest breaks if they work more than fourteen hours up to eighteen hours. Employees cannot combine rest breaks with meal breaks or other rest breaks. Employees may not perform work during rest breaks and are free to leave the premises provided they can return to the site in order to timely resume work. If an employee is asked to work during a rest break, the employee should report the incident to Human Resources. A rest break is non-work time and cannot be used to come to work late, to extend a meal break, or to leave early. Employees must resume work promptly after the end of the rest break.

You should check with your immediate supervisor to schedule your rest breaks. You do not need to record the beginning and end of rest breaks on your timesheet, unlike meal breaks. If you have any questions about taking your rest break(s), or if you are prevented or discouraged from taking

a rest break, you should contact your direct supervisor, the Site Director, or Human Resources Department. Failure to take rest breaks may be grounds for discipline up to and including termination.

### *Meal Breaks*

All non-exempt employees are provided and required to take an unpaid, uninterrupted duty-free meal break of thirty (30) minutes for every five hours of work. During the meal break, you are relieved of all duty and free to leave the premises, and go off-site. You may not perform work during your meal break. If someone asks you to work during your meal break, please report the incident to Human Resources. You should let your supervisor know when you will be leaving to take your meal break. Meal breaks should be taken as close to the midpoint of your workday as reasonably practical, but must not start later than the end of your fifth hour of work. In other words, you must start your meal break before the end of your fifth hour of work. Further, all non-exempt employees must take a second uninterrupted meal period of at least 30 minutes for each work period in excess of 10 hours in accordance with this policy. Meal breaks are not paid time, so you will need to record the beginning and end time of your meal break on your timesheet each workday.

An employee whose work period is 5 to 6 hours may waive, in writing, his or her right to a first meal period. Further, an employee may waive his or her right to a second meal period for a work period as long as the employee does not work more than 12 hours and did not waive his or her first meal period for that work period. AMPS offers written Meal Period Waiver Agreements that govern an employee's entire employment, which are voluntary and may be revoked at any time, to document the employee's waiver of first and second meal periods.

You should check with your immediate supervisor to schedule your meal breaks. If you have any questions about taking your meal breaks, you should contact your direct supervisor, the Site Director, or Human Resources Department. If you are prevented or discouraged from taking a meal break, you **must** inform your direct supervisor as soon as possible on the same workday. Failure to take meal breaks may be grounds for discipline up to and including termination.

It is mandatory that non-exempt employees take all required breaks. It is very important that your timesheets have an accurate record of when you took your meal break.

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to his or her supervisor and complete a Daily Meal Period and Rest Period Reporting Form. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to his or her supervisor and Human Resources on the same workday that he or she experienced the non-compliant meal or rest period. Any supervisor who knows or should reasonably know that a meal or rest period was not provided in accordance with this Policy should arrange for a premium to issue to the employee.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an "authorized" meal period at the time provided by AMPS), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a client call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period on the Daily Meal Period and Rest Period Form.

## Responsibilities

Non-exempt employees are required to take their meal and rest periods in accordance with this policy. If you encounter any challenges with taking meal or rest periods in accordance with this policy, please immediately contact your supervisor or the Human Resources.

## Discipline

Failure to comply with AMPS' policy regarding meal and/or rest periods can lead to discipline, up to and including termination.

### ***I. California Day of Rest***

In each workweek, AMPS will provide employees with at least one day of rest for every seven days within the workweek unless their total hours worked are 30 hours or less in the workweek and six hours or fewer every day of the workweek. If the nature of the employee's work reasonably requires that the employee work seven or more consecutive days, the day of rest requirement may be met by providing an average of one day's rest for every seven days on a monthly basis (e.g., four days of rest per calendar month). An employee may also independently and voluntarily choose and confirm in writing not to take a day of rest.

This policy does not apply in cases of emergency or to work performed in the protection of life or property from loss or destruction.

AMPS will reasonably accommodate the observance of a Sabbath or other religious holy day by employees, unless doing so would result in undue hardship to the conduct of Company business.

Employees will be paid for all hours worked in compliance with federal, state and local law.

### ***J. Lactation Breaks***

AMPS supports the needs of nursing mothers in the workplace and will comply with applicable law. AMPS encourages employees and management to have a positive, accepting attitude toward working women and breastfeeding. AMPS supports breastfeeding and the expression of breast milk by employees who are breastfeeding when they return to work.

AMPS will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has need to express milk. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, the lactation break time will be unpaid for nonexempt employees.

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, AMPS shall provide access to a sink with running water and a

refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, AMPS may provide another cooling device suitable for storing milk, such as a School-provided cooler.

To request the above, please contact Human Resources. AMPS will respond accordingly, generally within two business days.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office or visit a local office by finding the nearest one on our website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

## **STANDARDS OF CONDUCT**

### **A. *Employee-Student Relations Policy***

#### *Boundaries Defined*

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

#### *Unacceptable and Acceptable Behavior*

Some activities may seem innocent from an employee's perspective, but some of these can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose 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, misconduct.

Employees must understand their own responsibilities 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 any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities. Although sincere, professional interaction with students fosters the charter mission of academic excellence, employee-student interaction has Boundaries regarding the activities, locations, and intentions.

The following is an illustrative list of unacceptable behavior, which includes, but is not limited to:

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of any kind
- Massage (Note: massages are prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Massages are permitted in special education only as instructed under an IEP or 504 plan.)
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program

- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from AMPS
- Making, or participating in, sexually inappropriate comments
- Sexual jokes or jokes/comments with sexual double entendre
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- “Dating” or “going out with” a student
- Making remarks about physical attributes or physiological development of anyone. This includes comments such as “Looking fine!” or “Check out that [body part].”
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from School or School activities without parental permission
- Being alone in a room with a student at AMPS with the door closed
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Allowing students in your home without signed parent permission for a preplanned and precommunicated educational activity that must include the presence of another educator, parent, or other responsible adult
- Excessive attention toward a particular student
- Sending e-mails, text messages, instant messages, social media messages, or letters to students if the content is not about School activities and not in accordance with applicable School policies or in violation of AMPS’ Social Media Policy
- Being “friends” with a student on any personal or non-School social media website
- Communicating with students or parents/guardians in violation of AMPS’ Social Media Policy
- Engaging in inappropriate and/or unprofessional communications with students on School social media
- Using profanity with or to a student
- Involving students in non-educational or non-school related issues, including, but not limited to, the employee’s employment issues

The following is an illustrative list of acceptable and recommended behavior, which includes, but is not limited to:

- Obtaining parents’ written consent for any after-school activity on or off campus (exclusive of tutorials)
- Obtaining formal approval (School and parental) to take students off School property for activities such as field trips or competitions
- E-mails, text messages, phone conversations, and other communications to and with students must be professional and pertain to School activities or classes, and communication should be initiated via School-based technology and equipment
- Keeping the door open when alone with a student
- Keeping reasonable space between you and students



- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Asking for advice from senior staff or administrators (such as Human Resources or the CEO) if you find yourself in a difficult situation related to Boundaries
- Involving your supervisor if conflict arises with a student
- Informing Human Resources or the CEO about situations that have the potential to become more severe
- Making detailed notes about an incident that could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or coworkers
- Asking another employee to be present if you will be alone with any student who may have severe social or emotional challenges
- Asking another employee to be present, or within close supervisory distance, when you must be alone with a student after regular School hours
- Giving students praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high five's, and handshakes
- Keeping your professional conduct a high priority during all moments of student contact
- Asking yourself if any of your actions that go contrary to these provisions are worth sacrificing your job, your career, and the reputation of AMPS

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

### *Reporting Violations*

When an employee becomes aware of another employee having crossed the Boundaries specified in this policy, he or she must promptly report the suspicion to Human Resources or the Chief Academic Officer. All reports shall be kept as confidential as possible. Prompt reporting is essential to protect students, the suspected employee, any witnesses, and AMPS as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses Boundaries or any situation in which a student appears to be at risk for sexual abuse.

### *Child Abuse & Neglect Reporting*

California Penal Code section 11166 requires any mandated reporter (including teachers, instructional aides and "classified" employees of a public school) who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect to report the known or suspected instance of child abuse or neglect to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. Employees may, but are not required to report such incidents to Human Resources and the CEO. Reporting such incidents to Human Resources and the CEO does not relieve the employee of responsibility to also immediately report such incidents to the appropriate child protective agency

by telephone and to send a written report thereof within thirty-six (36) hours. However, employees may work cooperatively to report the incidents and to file one written report. Employees who have any questions about these reporting requirements should contact Human Resources.

“Child” is defined as a person under the age of 18 years. The term “child abuse or neglect” includes sexual abuse; neglect defined as the negligent treatment or the maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare including both acts and omissions on the part of the responsible person; willful cruelty or unjustifiable pain or suffering; unlawful corporal punishment or injury; and abuse or neglect in out-of-home care. Child abuse or neglect does not include a mutual affray between minors or an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer.

Employees shall not contact the child’s family or any other persons to determine or investigate the cause of the suspected abuse or neglect.

#### *Investigating*

AMPS will investigate any allegation of a violation of the Employee-Student Relations Policy, using such support staff or outside assistance as he or she deems necessary and appropriate under the circumstances, unless the allegation also constitutes a reportable allegation under California Penal Code section 11166. In the event the allegation also constitutes such a reportable allegation, AMPS shall comply with the legal requirements of immediately reporting the allegation to a child protective agency and shall follow up such report with a written report with thirty-six (36) hours.

If the allegation is only a violation of the Employee-Student Relations Policy, but not a violation of California Penal Code section 11166, AMPS shall conduct an investigation as set forth above. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, will protect the privacy interests of any affected student(s) and/or employee(s), including any potential witnesses, to the fullest extent possible.

#### *Violations*

Violations of this policy may result in disciplinary action, up to and including termination. When appropriate, violations of this policy may also be reported to authorities for potential legal action.

### **B. Confidential Information**

All information relating to students, including personal information, schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files.

It is important to AMPS to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, parent and student lists, lesson plans, techniques and concepts, marketing plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law. Personal, private information about other employees and personnel matters are also confidential, if learned as a part of the employee’s job performance. AMPS devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of AMPS you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by AMPS. An employee

shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of AMPS, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to AMPS during extended leaves of absence or upon termination of employment.

AMPS prohibits audio or video recordings in the workplace, during working hours, without authorization of AMPS due to privacy and confidentiality concerns and protections.

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

### **C. Rules of Conduct**

The following conduct is prohibited and will not be tolerated by AMPS. This list of prohibited conduct is illustrative only and applies to all employees of AMPS; other types of conduct that threaten security, student safety, personal safety, employee welfare and AMPS' operations are also prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of AMPS. If an employee is working under a contract with AMPS which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

*This list of prohibited conduct is illustrative only and not meant to be exhaustive:*

- *Insubordination* - refusing to perform a task or duty assigned or act in accordance with instructions and / or policies provided by an employee's supervisor, AMPS' policies, or proper authority.
- *Inefficiency* - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
- *Unauthorized soliciting*: collecting of contributions, distribution of literature, or written or printed material that is not directly related to AMPS is strictly prohibited in work areas during work times (see Solicitation and Distribution Policy, below) by both non-employees and by employees. However, nothing in this provision is intended to limit the rights of employees to organize, or otherwise engage in conduct expressly permitted under the National Labor Relations Act.
- Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of AMPS property.
- Fighting or instigating a fight on AMPS premises.
- Violations of the drug and alcohol policy.
- Using or possessing firearms, weapons or explosives of any kind on AMPS premises.
- Gambling on AMPS premises.
- Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, applications for employment, payroll information, timesheets, and time cards.
- Recording the timesheets of another employee or permitting or arranging for another employee to record your timesheet.
- Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
- Excessive absenteeism or tardiness excused or unexcused except to the extent permitted by law.
- Posting any notices on AMPS premises without prior written approval of management, unless posting is on an AMPS bulletin board designated for such employee postings.

- Engaging in sabotage or espionage (industrial or otherwise)
- Violations of the discrimination, harassment and retaliation prevention policy.
- Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
- Sleeping during work hours.
- Release of confidential information without authorization.
- Refusal to speak to supervisors or other employees.
- Unauthorized use of cameras or other recording devices on School premises.
- Intentionally supplying false information in order to obtain a leave of absence or other benefits from AMPS.
- Poor attendance, including, but not limited to, habitual tardiness and/or absenteeism, leaving early without permission, absence from work without permission, and abuse of time during work hours, to the extent permitted by law.
- Unsatisfactory work performance.

This statement of prohibited conduct does not alter AMPS' policy of at-will employment. AMPS and you retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

#### ***D. Employment References***

All requests for references must be directed to Human Resources. No other manager, supervisor, or employee is authorized to release references for current or former employees. AMPS' policy as to references for employees who have left AMPS is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, AMPS will also provide a prospective employer with the information on the amount of salary or wage you last earned.

### **OPERATIONAL CONSIDERATIONS**

#### ***A. Computer Usage and Privacy***

Every user who is provided access to AMPS' Communications Systems is responsible for using the Communications Systems in accordance with this policy. Any questions about this policy should be addressed to Human Resources.

##### ***Definitions***

AMPS' electronic communications systems ("Communications Systems") includes, but is not limited to, computers, laptops, e-mail, telephones, cellular phones, tablets, PDAs, text messaging, instant messaging, video conferencing, voice mail, facsimiles, and connections to the Internet and other internal or external networks.

##### ***Ownership and Conditions of Use***

The Communications Systems is the property of AMPS. It has been provided by AMPS for the sole purpose of conducting School-related business as well as other business that is approved by the CEO of AMPS. All communications and information transmitted by, received from, or stored in these systems are School records and the property of AMPS.

Electronic communications are a means of business communication. AMPS requires all users to conduct themselves in a professional manner. Users should conduct all electronic communications with the same care, judgment, and responsibility that they would use when sending letters or memoranda written on School letterhead. Special care must be taken when

posting any information on the Internet because of the potentially broad distribution of and access to such information.

To protect the integrity of AMPS' Communications Systems and the users thereof against unauthorized or improper use of these systems, AMPS reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of its Communications Systems upon authorization of the CEO or his or her designee. AMPS also reserves the right periodically to monitor the use of its Communications Systems and to access users' voice mail, Internet access, and e-mail for that purpose or any other business related purpose upon authorization of the CEO or his or her designee.

Erasing an e-mail message from a mailbox does not necessarily erase all copies of the message on the network. Archived copies may be stored for substantial periods of time and are subject to the provisions of this policy regarding content, review, access, and disclosure.

Users are required to comply with AMPS' Computer Usage and Privacy Policy and agree to be bound by this policy by using AMPS' Communications Systems.

#### *Confidentiality and Privileges*

Information stored on the Communications Systems is intended to be kept confidential within AMPS. AMPS has taken all reasonable steps to assure confidentiality and security. Like other means of communication, however, it is not possible to guarantee complete security of electronic communications either within or outside AMPS, and care should be exercised when sending or receiving sensitive, privileged, or confidential information electronically. For example, information sent through the Internet can be monitored by external systems en route to its final destination. All users must keep this in mind when forwarding sensitive, confidential, and/or privileged information. Where appropriate, this fact should be disclosed to outside contacts.

#### *Prohibited Use*

Users are prohibited from using the Communications Systems for any unauthorized or unlawful purpose, including, but not limited to, the following:

- Users of the Communications Systems are strictly prohibited from using the Communications Systems to deliver a message that is harassing or offensive on the basis of any characteristic protected by law as set forth in AMPS' policies against discrimination, harassment, and retaliation. Those policies apply to all aspects of employment, including the use of the Communications Systems.
- Users are prohibited from using the Communications Systems for transmitting or making accessible annoying, offensive, defamatory, or harassing material or intentionally damaging or violating the privacy of information of others.
- Users are prohibited from using the Communications Systems to transmit, display, store, publish, or purposely receive any pornographic, obscene, or sexually explicit material.
- Users must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through the Communications Systems without the prior written authorization of the CEO of AMPS.
- Users must not alter, copy, transmit, or remove School information, proprietary software, or other files without proper authorization from AMPS.
- Users are prohibited from reading, copying, recording, or listening to messages and information delivered to another person's e-mail and voice mail mailboxes without

proper authorization, based on legitimate business reasons, from the Board or CEO or his/her/its designee. Anyone who receives an electronic communication for which he or she is not the intended recipient must immediately inform the sender that the message was sent improperly and must delete the message from their e-mail and voice mail mailboxes.

#### *Access and Disclosure*

The Communications Systems is provided solely for the purpose of conducting AMPS business. Incidental and occasional personal use of the Communications Systems is permitted, but such communications must not disrupt School business, and users do not have any expectation of personal privacy in any matters stored in, created, received, or sent over the Communications Systems.

AMPS, as owner of the Communications Systems, to protect the integrity of its systems from unauthorized or improper use, reserves the right for legitimate business reasons, upon authorization of the Board or CEO or his/her/its designee, to monitor, access, retrieve, download, copy, listen to, or delete anything stored in, created, received, or sent over its Communications Systems without the permission of or prior notice to any user.

Although AMPS entrusts you with the use of voice mail, e-mail, computer files, software, or similar School property, you should keep in mind that these items have been installed and maintained at great expense to AMPS and are only intended for business purposes. At all times, they remain School property. Likewise, all records, files, software, and electronic communications contained in these systems also are School property. You are advised that electronic files, records, and communications on School computer systems, electronic communication systems, or through the use of School telecommunications equipment are not private. Although they are a confidential part of School property, you should not use this equipment or these systems for confidential messages. The use of passwords to limit access to these systems is only intended to prevent unauthorized access to voice mail, e-mail, and computer systems, files, and records. Additionally, these systems are subject to inspection, search, and/or monitoring by School personnel for any number of business reasons. As a result, employees do not have an expectation of privacy in this regard. Accordingly, these systems and equipment should not be used to transmit personal messages, except in necessary situations or when exceptions are specifically sanctioned by management. Voice mail messages and e-mail messages should be routinely deleted when no longer needed. AMPS is not responsible for costs incurred when employees use School telephones or e-mail systems for personal matters.

You should be advised to use voice mail and e-mail as cautiously as you would use any more permanent communication medium such as a memorandum or letter. You should realize that e-mail messages:

- May be saved and read by third parties.
- May be retrieved even after "deletion."
- May be accessed by authorized service personnel.
- May be examined by management without notice for business purposes.

There will be times when AMPS, in order to conduct business, will utilize its ability to access your e-mail, voice mail, computer files, software, or other School property. AMPS also may inspect the contents of your voice mail, e-mail, computers, computer files, or software to monitor job performance, for training or quality control purposes, or when AMPS suspects that School property is being used in an unauthorized manner.



AMPS reserves the right to use and disclose any electronic non-privileged communication on its Communications Systems without the permission of or any prior notice to any user, including disclosure to law enforcement officials.

*Retention in the Event of Litigation, Subpoena, or Regulatory Inquiry*

In the event of any subpoena, regulatory inquiry, or litigation, employees are prohibited from deleting, discarding, or destroying any emails or other Communications Systems relating in any way to the subpoena, regulatory inquiry, or litigation. Employees will be notified if this occurs.

*Discipline for Violations of Policy*

Any person who discovers misuse of the Internet access or any of AMPS' Communications Systems should immediately contact Human Resources or the CEO of AMPS. Any user who violates any part of this policy will be subject to discipline, up to and including immediate termination.

*Policy May Be Amended at Any Time*

The pace of technological change and growth in electronic communications is rapid. This policy applies to all present and future electronic communications systems and devices and to improvements and innovations to existing systems and devices and to completely new technologies, devices, and systems. AMPS reserves the right to amend this policy at any time through an authorized writing from an authorized School representative.

**B. Social Media Policy**

In light of the explosive growth and popularity of social media technology in today's society, AMPS has developed the following policy to establish rules and guidelines regarding the appropriate use of social media by employees. This policy applies to situations when you: (1) make a post to a social media platform that is related to AMPS; (2) engage in social media activities during working hours; (3) use School equipment or resources while engaging in social media activities; (4) use your School e-mail address to make a post to a social media platform; (5) post in a manner that reveals your affiliation with AMPS; or (6) interact with School students or parents/guardians of School students (regarding School-related business) on the Internet and on social media sites.

For the purposes of this policy, the phrase "social media" refers to the use of a website or other electronic application to connect with other people, including, but not limited to, Facebook, Instagram, Twitter, Pinterest, LinkedIn and YouTube, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums. Social media may be accessed through a variety of electronic devices, including computers, cell phones, smart phones, PDAs, tablets, and other similar devices.

This policy is intended to supplement, not replace, AMPS' other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with all School policies whenever your social media activities may involve or implicate AMPS in any way, including, but not limited to, the policies contained in this Handbook.

*Standards of Conduct*

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of AMPS' trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with AMPS.
- Do not post confidential information (as defined in this Handbook) about AMPS, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While it is acceptable to engage in limited and incidental social media activities at work, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with AMPS' background check procedures. Do not "research" job candidates on the Internet or social media websites without prior approval from Human Resources.
- Be knowledgeable about and comply with AMPS' reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from Human Resources.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of AMPS. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of AMPS, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about AMPS, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of AMPS, or competitors.
- Express only your personal opinions. Never represent yourself as a spokesperson for AMPS unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with AMPS, make it clear that you are not speaking on behalf of AMPS and that your views do not represent those of AMPS,

fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of AMPS. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of AMPS.”

- Never be false or misleading with respect to your professional credentials.

#### *Creating and Using School Social Media*

Employees are only permitted to communicate and connect with students on social media that is owned and operated by AMPS. Employees are only permitted to communicate and connect with students' parents or guardians regarding School-related matters on social media that is owned and operated by AMPS. All communications with parents or guardians regarding School-related matters on non-School or personal social media may result in disciplinary action, up to and including termination. Any communication whatsoever with students on non-School or personal social media may result in disciplinary action, up to and including termination.

The COO and IT Department, in addition to Human Resources and members of AMPS' administration, are responsible for approving requests for School social media, monitoring School social media for inappropriate and unprofessional content, and maintaining the social media account information (including, but not limited to, username and password). AMPS has final approval over all content and reserves the right to close the social media at any time, with or without notice. Any inappropriate or unprofessional communications may result in disciplinary action, up to and including termination.

To set up social media that is owned and operated by AMPS in compliance with this policy, employees must adhere to the following procedures:

- Request and obtain permission to create School social media from the COO.
- Contact the COO to set up the social media. Provide the COO with the username and password that you would like assigned to the account. If you change the username and/or password, you must immediately update this information with the COO and the IT Department. Failure to do so may result in disciplinary action, up to and including termination.

Any social media created and/or used in violation of this policy may result in disciplinary action, up to and including termination.

#### *Access*

Employees are reminded that AMPS' various electronic communications systems, including, but not limited to, its electronic devices, computers, telephones, e-mail accounts, video conferencing, voice mail, facsimiles, internal and external networks, computers, cell phones, smart phones, PDAs, tablets, and other similar devices, are the property of AMPS. All communications and information transmitted by, received from, or stored in these systems are School records.

As a result, AMPS may, and does, monitor its employees' use of these electronic communication systems, including for social media activities, from time to time. AMPS may monitor such activities randomly, periodically, and/or in situations when there is reason to believe that someone associated with AMPS has engaged in a violation of this, or any other, School policy. As a result, employees do not have a reasonable expectation of privacy in their use of or access to AMPS' various electronic communications systems.

### *Discipline*

Any violation of this Social Media Policy may result in disciplinary action, up to and including immediate termination.

### *Retaliation Is Prohibited*

AMPS prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation of a potential violation of this policy. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

### *Questions*

In the event you have any questions about whether a particular social media activity may involve or implicate AMPS, or may violate this policy, please contact Human Resources.

Social media is in a state of constant evolution, and AMPS recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization *before* engaging in social media activities that may implicate this policy.

## **C. Personal Business**

Amethod Public School facilities for handling mail and telephone calls are designed to accommodate School business. Please have your personal mail directed to your home address and limit personal telephone calls to an absolute minimum. Personal calls that would result in additional fees to AMPS are not permitted. **Do not use School material, time or equipment for personal projects.**

## **D. News Media Contacts**

Employees occasionally may be approached for interviews or comments by the news media. Only employees designated by the CEO, who is the identified principal point of contact, may comment to news reporters on behalf of AMPS.

## **E. Notice Posting**

AMPS notices and notices required by law will be regularly posted on our bulletin board(s) or designated area(s). Employees should make it a practice to review them frequently so that they can keep current regarding news about AMPS. Employees may not post or remove items on the bulletin board(s) or designated area(s) without approval by their supervisor. The same restrictions apply to bulletin boards located in employee break areas. Employees who wish to post on the bulletin board should obtain approval from their supervisor.

## **F. Conflict of Interest**

While employed by AMPS, all employees owe a duty of loyalty to AMPS and must avoid situations involving an actual or potential conflict of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of AMPS' business dealings. For purposes of this policy, "relatives" are defined to include spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Instances where an actual or potential conflict of interest may arise include, but are not limited to, the acceptance of gifts, engaging in outside activities, and personal and familial relationships.

An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, Human Resources or the CEO or designee, who will attempt to determine whether a potential or actual conflict exists. If an actual or potential conflict is determined, AMPS may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts may constitute grounds for disciplinary action.

Notwithstanding this policy, if an employee is a “designated employee” under the AMPS’ Conflicts of Interest Code (adopted pursuant to the Political Reform Act), then the employee must comply with those provisions in addition to this policy.

#### *Personal and Familial Relationships With Co-Workers*

Relatives of employees may be eligible for employment with AMPS only if the individuals involved do not work in a direct supervisory relationship or in job positions in which an actual or potential conflict of interest could arise. Current employees who marry will be permitted to continue working in the same job positions held only if they do not work in direct supervisory relationship with one another or in job positions involving conflicts of interest.

#### *Gifts*

Improper personal gain may result not only where an employee or relative has a significant ownership interest in a company with which AMPS does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving AMPS. The receipt of occasional flowers, candy or gifts worth less than \$100.00 from clients, customers, or vendors fall outside the intent of this policy and acceptance of such items is permissible. However, employees must obtain written approval from the CEO before accepting any item worth in excess of \$100.00 from clients, customers, or vendors. Under no circumstances shall a School employee accept monetary gifts consisting of, but not limited to, gift certificates, coupons, entertainment tickets etc.

Gifts that an employee may receive from donors or donor websites i.e. (Donors Choose, etc.) for use by AMPS, its students or at a specific Amethod School Site will be considered property of the Amethod Public School. Such donations will remain with the Amethod Public School upon termination of the employment relationship to continue to benefit the intended student population.

#### *Outside Activities*

AMPS recognizes the right of employees to engage in activities outside of their employment that are of a private nature and unrelated to AMPS’ business. However, employees may not engage in any outside activity, including outside employment, which presents an actual or potential conflict of interest. Such outside activities must not affect the employee’s work hours, interfere or conflict with the employee’s job duties, raise any ethical or conflict of interest concerns, or create any conditions that may impact the employee’s job performance. Each employee must disclose any outside employment that may create an actual or potential conflict of interest to the supervisor and Human Resources in writing.

Employees also may not use AMPS’ name, logo, supplies, equipment, or other property in connection with any outside activities.

### **G.     *Cameras and Video Surveillance***

For purposes of workplace safety and security and to prevent theft and other misconduct AMPS has installed video surveillance cameras in and around work areas.

If there is any reported incident of theft, trespass, workplace violence, employee misconduct or any type of safety violation (hereafter collectively referred to as "security incidents"), AMPS will utilize its surveillance equipment as an investigatory tool. AMPS will also make use of its surveillance equipment to deter any future security incidents.

AMPS also reserves the right to actively monitor, through its surveillance cameras, any areas for safety reasons (to protect against equipment failure, breakage, or accident) or confidentiality reasons (to protect documents or other proprietary information).

Although the video surveillance described in this policy is intended to monitor for security incidents and other safety reasons at AMPS, it is possible that such surveillance may monitor activities not related to AMPS' business.

AMPS respects the privacy of its employees. Accordingly, no video cameras will be installed in AMPS' restrooms or in any lactation or changing areas.

The surveillance video cameras and any video footage from the surveillance are to be used solely for the purposes of this video surveillance policy. Any unauthorized use of these video cameras and/or videotapes is strictly forbidden and may result in discipline, up to and including termination of employment.

#### ***H. Employer Property***

Lockers, computers, desks, bookshelves, and other employer-owned property are AMPS property and must be maintained according to AMPS rules and regulations. They must be kept clean and are to be used only for work-related purposes. AMPS reserves the right to inspect all AMPS property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any School property may be removed from the premises. Materials developed by an employee for purposes of his or her employment with AMPS are considered School property. All School property must be immediately returned upon termination of the employment relationship.

Employees are prohibited from deliberately performing acts that waste any of the resources of AMPS or unfairly monopolize any of the resources to the exclusion of others. These acts include, but are not limited to, using the e-mail system for other than business-related communications, sending multiple pictures using the e-mail system (unless specifically authorized to do so and business-related), sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in on-line chat groups, printing multiple copies of large documents, wasting paper frivolously, undertaking excessively large OCR scanning projects, or otherwise creating unnecessary network traffic.

#### ***I. Employee Property***

For security reasons, employees should not leave personal belongings of value in the workplace, (i.e. desks, bookshelves, counter, etc.). Terminated employees should remove as many personal items as time permits at the time they leave AMPS. Personal items left in the workplace are subject to storage, and eventually disposal if not claimed at the time of an employee's termination.

#### ***J. Dress Code and Other Personal Standards***

Amethod Public School employees and volunteers serve as role models for the students and as representatives of AMPS. Consistent with these roles, all employees and volunteers shall dress



professionally and appropriately relative to their specific job duties and responsibilities and shall adhere to standards of dress and appearance that are compatible with an effective learning environment. Wearing clothing which is sexually provocative or unduly revealing, which contains profane, vulgar, offensive or obscene statements or images, or which may disrupt the orderly operation of AMPS is prohibited.

Administrators and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment. Teachers and staff serve as role models, and they should maintain professional standards of dress and grooming. Physical education teachers, coaches and athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities and a sweat or warm-up suit when not actively teaching physical education classes or coaching. Site Directors and the CEO may also determine different or more specific dress standards from time to time.

*Specific examples of attire, or lack of attire, considered inappropriate and prohibited under this policy include but are not limited to:*

- Excessively tight clothing;
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols;
- Tube tops;
- Plain white or tank top T-shirts;
- Clothing with slurs, political statements, slogans, etc., other than AMPS' logo and or School motto;
- Shorts or skirts that end more than 2 inches above the knee;
- Exposed body areas usually concealed by clothing such as torso, chest, back, stomach, etc.;
- Bright colored hair dye (unless as excused for school spirit functions or discussed with Site leaders);
- Clothing which contains profanity, nudity, depicts violence, or is sexual in nature by words or symbols;
- Open toed shoes, sandals, or flip flops;
- Tank tops or spaghetti strap tops;
- Undergarments worn as an outer garment or any see-through clothing that reveals an undergarment;
- Hats, visors, sunglasses, sweatbands, and bandanas (may be worn outside but must be removed when inside the workplace);
- Jeans (except as described in Friday Business Casual Dress Policy below).

AMPS does not discriminate against employees on the basis of race, which includes traits historically associated with race, including hair texture and protective hairstyles such as braids, locks and twists. Reasonable accommodations shall be made where appropriate and as approved in writing by the supervisor for those employees or volunteers who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular part of this policy. Accommodations due to a disability or for religious grooming or dress will be made unless such accommodation poses an undue hardship.

#### *Piercings and Tattoos*

Body piercings (e.g. jewelry affixed to a nose, tongue, cheek, lip or eyebrow), other than appropriate earrings are prohibited. Tattoos should not be exposed and should be covered as best as possible.

### *Friday Business Casual Dress Policy*

The normal dress code will be relaxed on Fridays to provide a more comfortable clothing standard and foster school/collegiate spirit. Fridays throughout the year will be designated as Business Casual Dress Day. It is the intent that each employee may choose to wear less formal attire as long as clothing is in good taste and will not negatively affect the Site's image. Casual dress is outlined as follows:

- Casual shirts: AMPS or site branded polo shirts. All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf and polo shirts in school colors. College-branded shirts are acceptable. Examples of inappropriate shirts include; shirts with inappropriate slogans, tank tops, muscle shirts, camouflage and crop tops. In specified circumstances, T-shirts may be approved and provided for specific events only.
- Pants: Casual slacks and trousers and jeans without holes, frays, etc. Examples of inappropriate pants include shorts (except for walking-length shorts), camouflage and pants worn below the waist or hip line.
- Footwear: Casual slip-on or tie shoes, dress sandals with heel straps and athletic shoes if approved by the department. Examples of inappropriate footwear include floppy sandals, flip-flops and construction or hunting boots.

### **K. Parking**

Employees may park their vehicles in any AMPS marked space, if space permits. If space is unavailable, employees must park in permissible public areas on the streets in the vicinity of AMPS property. AMPS is not responsible for any loss or damage to employee vehicles or contents while parked on or off of AMPS property.

### **L. Solicitation and Distribution of Literature**

In order to maintain and promote efficient operations, discipline, and security, AMPS maintains rules applicable to all employees that govern solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply with these rules, which will be strictly enforced. Any employee who is in doubt concerning the application of these rules should immediately consult with his or her supervisor. These rules are:

1. No employee shall sell merchandise or solicit or promote support for any cause or organization during his or her working time or during the working time of the employee(s) at whom such activity is directed. As used in these rules, working time excludes meal and break periods.
2. No employee shall distribute or circulate any written or printed material, other than those approved by management for business purposes, in work areas at any time or during his or her working time or during the working time of the employee(s) at whom such activity is directed.
3. No employee shall enter or remain in School work areas for any purpose except to report for, be present during, and conclude a work period. Non-exempt employees must not begin work and clock in at his or her working area more than 10 minutes before they are scheduled to begin and must stop work and clock out from his or her work area no later than 10 minutes after their work scheduled for

the day is completed, unless they are approved by their supervisor to do so. Work area does not include School parking lots, break rooms, gates, or other similar outside areas unless an employee is assigned to work in such areas.

4. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on School property.
5. Non-employees must sign in at the front office before entering School property.

Violations of this policy may result in disciplinary action, up to and including termination.

#### ***M. Health and Safety Policy***

AMPS is committed to providing and maintaining a healthy and safe work environment for all employees.

- You are required to know and comply with AMPS' Safety Manual and to follow safe and healthy work practices at all times.
- You are required to report immediately to AMPS' Site Director any potential health or safety hazards, and all injuries or accidents.

#### ***N. Communicable Diseases***

##### Introduction

Employees must stay away from the office if they have symptoms of or have been diagnosed with a communicable illness in order to reduce the possibility that it will spread to others.

AMPS does not discriminate against any job applicant or employee based on the individual having a communicable illness or being associated with someone who does. AMPS will not retaliate against an applicant or employee for providing this information to AMPS.

##### General Guidelines

Decisions involving persons who have or may have a communicable illness shall be based on current and well-informed medical judgments concerning the disease, as well as the following factors:

1. Whether the individual has been diagnosed with the illness;
2. Whether the individual has been exposed to an individual with the illness;
3. Whether the individual has symptoms that are similar to those associated with the illness;
4. Whether the individual has been exposed to an individual who has symptoms that are similar to those associated with the illness;
5. Whether the individual has traveled to locations or been exposed to others who have traveled to locations where there is a high population of individuals with the illness;
6. The risks of transmitting the illness to others;
7. The symptoms and any other special circumstances of each individual who has or may have the illness;
8. Any factor used by a government agency, including but not limited to, the United States Center for Disease Control (CDC), for the purpose of maintaining the safety and security of our citizens.

Other factors could be considered as well.

As a manager or supervisor, you're responsible for:

- Consulting with Human Resources for guidance regarding employees who report symptoms and/or diagnosis of a communicable disease
- Preventing discrimination against any job applicant or employee based on the individual having a communicable disease

Communicable Illness Defined

A communicable illness is a serious illness or disease that can be directly or indirectly transferred from an infected individual to another person, including, but not limited to measles, mumps, chickenpox, coronavirus, influenza (certain types including H1N1), viral Hepatitis-A (infectious Hepatitis), viral Hepatitis-B (serum Hepatitis), leprosy, SARS (Severe Acute Respiratory Syndrome), TB (Tuberculosis - infectious), plague, yellow fever, viral hemorrhagic fevers, meningitis, and encephalitis. The definition of communicable illness may be revised in accordance with information received from the CDC or other public health officials.

Reporting Procedure

To help keep all employees safe, please follow these procedures. You must inform Human Resources if you are: (a) diagnosed with a communicable illness; or (b) if you believe you may have been exposed to a person so diagnosed; (c) if you have recently visited a location in which there has been a high population of individuals diagnosed with an illness; (d) you do not feel well or are exhibiting any symptoms associated with the illness in question. This information will be kept confidential to the extent reasonably possible. AMPS will not reveal any information other than as required to meet business necessities.

Work Restrictions

For safety and security purposes, as well as to comply with all applicable law, AMPS reserves the right to request that any individual who has or may have a communicable illness, or who has had contact with anyone who has or may have a communicable illness, not enter the workplace or attend any work-related function outside the premises.

Certain employees who can complete job duties remotely may have the option to work from home. Additionally, leaves of absence, use of vacation or other arrangements may be an option. Depending on the circumstances, AMPS may offer other options.

Duty to Maintain Privacy

AMPS will administer this policy in accordance with applicable laws and regulations, including but not limited to the Americans with Disabilities Act and its amendments, the Genetic Information Non-Discrimination Act, the Health Insurance Portability and Accountability Act of 1996, the Occupational Safety and Health Act, other related federal law, and state law related to the same or similar issues, including but not limited to mandatory paid sick and safe time laws. AMPS aims to treat any medical information obtained under this policy as confidential to the extent possible in accordance with applicable law. In the event any provision of this policy conflicts with applicable federal, state or local law, AMPS will follow the law. AMPS will strive to maintain any information about an employee's medical condition, or that of a family member, in the strictest of confidence and to see that this information is shared only on a "need to know" basis.

All managers and supervisors, you're responsible for:

- Consulting with Human Resources for guidance regarding employees who report symptoms and/or diagnosis of a communicable disease
- Maintaining the privacy of all information about an employee's medical condition with anyone other than Human Resources or any government agency that requires reporting.
- Preventing discrimination against any job applicant or employee based on the individual having a communicable disease.

#### ***O. Drug and Alcohol Abuse Policy***

It is the intent of AMPS to promote a safe, healthy and productive work environment for all employees. We believe our employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves and to other employees. We are therefore committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. We hope all employees will join with us in achieving our goal of a safe and productive drug-free workplace.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana and marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). While the use of marijuana has been legalized under California law for medicinal and recreational uses, it remains an illegal drug under federal law and its use as it impacts the workplace is prohibited by AMPS. "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

AMPS complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on AMPS' premises;
- Refusing to submit to an inspection or testing when requested by AMPS;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on AMPS' premises and/or attending a School function or event;

- Conviction under any criminal drug statute for a violation occurring in the workplace; or
- Failure to keep all prescribed medicine in its original container.

In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by AMPS where alcohol is served or while entertaining actual or prospective donors to AMPS. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing AMPS.

### *Searches*

AMPS may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

### *Testing*

AMPS may require a test by intoxilator, blood test, urinalysis, medical examination, or other drug/alcohol screening of those persons whom AMPS reasonably suspects of using, possessing, or being under the influence of a drug or alcohol. Such testing will be conducted if two or more employees observe an employee acting in such a manner to raise suspicion that the employee is under the influence of an illegal drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. AMPS shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

### *Violations*

Compliance with this policy is a condition of employment at AMPS. Failure or refusal of an employee to cooperate fully, sign any required document, or submit to any inspection or testing will result in discipline, up to and including termination. Furthermore, any violations of this policy may result in disciplinary action, up to and including termination, at AMPS' sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy.



Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, School may report such illegal drug activities to an appropriate law enforcement agency.

**P. Smoking**

AMPS sites are all non-smoking facilities. Smoking is prohibited on AMPS property and campuses.

**Q. Security Protocols**

The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. To help maintain a secure workplace, be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas. Report any suspicious persons or activities to the Site Director or your supervisor immediately.

Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable or personal articles around your work station that may be accessible. You should immediately notify Human Resources when keys are missing or if security access codes or passes have been breached.

**R. Safety and Incident Reporting**

AMPS is committed to providing a safe working environment and accident prevention is of primary importance in all phases of operation and administration. If an employee is ever in doubt how to perform a job or task safely, he or she should request assistance. All employees must report unsafe conditions to management immediately and remedy them to the extent possible. Employees must also report fires or other emergencies by calling 911. Employee must immediately, or as soon as is practical, report any accident or injury occurring during work or on School premises to management, to allow AMPS to appropriately respond.

Failure to comply with or enforce School's Safety Manual or safety and health rules, practices and procedures could result in disciplinary action up to and including termination.

**S. Driving on AMPS Business**

Employees who are required to drive their own vehicle on approved School business will be required to show proof of a current, valid driver's license and proof of effective auto liability insurance coverage. Employees whose job duties include driving must follow all traffic laws at all times and practice safe driving.

Pursuant to applicable law and safety standards, employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use must refrain from using their phone while driving unless they are using a hands-free device. Safety must come before all other concerns. Thus, unless an employee is using a hands-free device in a safe-manner, he or she must safely pull off to the side of the road and safely stop the vehicle before placing, accepting, or continuing a call. Sending or reviewing text messages while driving is also prohibited.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by AMPS or not, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability. Any employee who has an accident while driving on AMPS business must report that accident immediately to his or her supervisor.

AMPS will reimburse employees using a personal vehicle for mileage when on AMPS business at a reimbursement rate set by AMPS. Employees are required to keep a record of the number of miles driven to perform their job duties.

## **EMPLOYEE LEAVES AND BENEFITS**

### **A. *Holidays***

AMPS calendar reflects any and all holidays observed by AMPS. School classes are not in session on holidays observed by AMPS. When a holiday falls on a workday, that workday is the holiday. When a holiday falls on a Saturday, the preceding Friday is treated as the holiday. When a holiday falls on a Sunday, the subsequent Monday is treated as the holiday.

The following days are observed as paid holidays by AMPS:

1. New Year's Day
2. Martin Luther King Jr. Day
3. President's Day
4. Friday of Spring Break Week
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Indigenous Peoples' Day
10. Veteran's Day
11. Thanksgiving Day
12. Friday after Thanksgiving
13. Christmas Eve
14. Christmas Day
15. New Year's Eve



To be eligible for holiday pay, an employee must either be a non-exempt employee who works on average at least thirty (30) hours per workweek, and who would normally be scheduled to work on the day on which the holiday falls. Holiday pay will be based on each employee's work schedule; in other words, an employee who normally works 4 hours per day will receive 4 hours of holiday pay, and an employee who works 8 hours per day will receive 8 hours of holiday pay. Holiday hours do not count as hours worked for purposes of calculating overtime.

## **B. Vacation Policy**

Teachers, Paraprofessionals, Teacher Assistants, , College Advisors, Schools Counselors, ASES Coordinators and other certificated staff do not accrue vacation days. All other regular full-time employees (as defined in this Handbook) begin to earn and accrue vacation starting on the first day of employment at a rate of 6.67 hours per month up to 80 hours of vacation time per year. Vacation time can accrue up to a maximum cap of 1.5 times the annual accrual maximum, which is 120 hours of vacation time. Once the 120 hour cap is reached, employees will cease to accrue further vacation time until the employee's accrued vacation time falls below that cap. When vacation time falls below the cap of 120 hours, then vacation will begin to accrue again. Vacation accrues on an as-worked basis. Vacation will not accrue during any unpaid leave of absence, inactive time, unpaid time, or non-working time or during any period when the employee's vacation time was at the maximum cap.

All employees must have supervisory approval before taking vacation, by submitting a form available from Human Resources to their direct supervisor at least two weeks prior to the day requested. Failure to submit this request with at least two weeks in advance may result in denial of the request. Vacations shall be scheduled in such a way as to provide adequate coverage of job responsibilities and staffing requirements. Although AMPS will attempt to accommodate vacation request to the greatest extent possible, there is no guarantee that any given vacation request will be granted, and AMPS reserves the right to deny a vacation request based on operational needs of AMPS. AMPS reserves the right to schedule vacation time for employees or to compensate employees for accrued, unused vacation time at any time in its sole discretion. If a holiday occurs during your vacation period, you will receive holiday compensation for that day.

Employees who terminate their employment for any reason will be paid for any accrued but unused vacation time in accordance with this policy. Vacation time is paid at the employee's final rate of pay at the time of the employee's separation.

As with all of its policies and procedures, AMPS reserves the right to modify, alter, or otherwise amend this policy at its sole and absolute discretion to the extent allowed by law.

## **C. Paid Sick Leave**

At the beginning of each school year, all AMPS employees who do not accrue vacation (as described above) will be granted 10 days of Paid Sick Leave for using during that school year. Of those 10 days, up to 5 can be used as Personal Necessity Days. Personal Necessity Days can be used however the employee sees fit. Mid-year hires will receive a prorated allowance of Paid Sick Leave based on their start date, rounded to the nearest whole day.

At the beginning of each fiscal year, all AMPS employees who accrue vacation (as described above) will be granted 10 days of Paid Sick Leave for use during that fiscal year. Mid-year hires will receive a prorated allowance of Paid Sick Leave based on their start date, rounded to the nearest whole day.

AMPS will not compensate an employee for unused paid sick days upon termination, resignation, retirement, or other separation from employment. However, if an employee separates from AMPS and is rehired by AMPS within one year from the date of separation, any previously accrued and unused paid sick leave shall be reinstated. The employee shall be entitled to use that previously

accrued and unused paid sick leave and to accrue additional paid sick leave upon rehiring, subject to this policy.

An employee may use paid sick leave not only when he or she is ill or injured or for the purpose of the employee's receiving medical care, treatment, or diagnosis, but also to aid or care for the following persons when they are ill or injured or receiving medical care, treatment, or diagnosis: the employee's child; parent; legal guardian or ward; sibling; grandparent; grandchild; and spouse, registered domestic partner under any state or local law, or designated person. The employee may use all or any percentage of his or her paid sick leave to aid or care for the aforementioned persons. The aforementioned child, parent, sibling, grandparent, and grandchild relationships include not only biological relationships but also relationships resulting from adoption; step-relationships; and foster care relationships. "Child" as used herein includes a child of a domestic partner and a child of a person standing in loco parentis.

If the employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for that person in lieu of a spouse or registered domestic partner. AMPS will give employee the opportunity to make such designation as is required by applicable sick leave laws.

AMPS will not require, as a condition of an employee's taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave. Employees who wish to use paid sick leave can do so upon a verbal or written request. When possible, employees must give reasonable advance notification of an absence from work for which paid sick leave will be used. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. When an employee is out due to illness for three (3) or more workdays, a doctor's note certifying the need for the absence and the employee's fitness to return to duty may be required. Employees out on sick leave for more than five (5) consecutive work days will be required to discuss leave of absence options with Human Resources.

AMPS will not retaliate or discriminate against an employee for using accrued sick leave, attempting to exercise the right to use accrued sick leave, or cooperating in an investigation of an alleged violation of this policy.

#### ***D. Unpaid Leave of Absence (Medical)***

On occasion, an employee may need a medical leave of absence that extends beyond limits under any state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy. In these situations, a medical leave of absence may be granted for disabilities based upon a health care provider's written certification of a qualifying disability, unless such leave would cause an undue hardship. Such disability leaves will be considered on a case-by-case basis, consistent with the Company's obligations under federal and state disability laws. Employees should request any leave in writing as far in advance as possible. Approved absences of less than two weeks are not treated as medical leaves of absences but rather as excused absences without pay.

Benefit accrual, such as vacation, sick leave, and holiday benefits, will be suspended during an unpaid medical leave period and will resume upon return to active employment. Unless otherwise required by law, AMPS does not continue to pay premiums for health insurance coverage for employees on unpaid medical leave. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

A medical leave begins on the first day your doctor certifies that you are unable to work. AMPS will require medical documentation from your healthcare provider showing the date you became disabled and the anticipated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

Upon return from medical leave, you will be offered the same position you held at the time your leave began, if available and/or as required by law. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. AMPS will comply with any reinstatement obligations under state or federal law.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

Disability leaves under this section are unpaid. Employees on leave due to a medical condition or disability may be eligible to receive state disability compensation through State Disability Insurance (SDI) or Paid Family Leave (PFL). In both instances, employees must directly contact the California Employment Development Department (EDD).

#### ***E. Discretionary Unpaid Leave of Absence (Non-Medical)***

AMPS may grant a discretionary leave of absence to employees in certain unusual circumstances when requested by the employee. There is no guaranteed right to take a discretionary unpaid leave of absence and if such a leave is granted, there is not guaranteed right to reinstatement.

It is important to request any leave in writing as far in advance as possible, to keep in touch with your supervisor and Human Resources during your leave, and to give prompt notice if there is any change in your return date. If your leave expires and you have not contacted your supervisor and Human Resources, AMPS will assume that you do not plan to return and that you have voluntarily terminated your employment. Employees do not continue to accrue vacation, PSL, or holiday benefits while they are on unpaid discretionary leaves of absence.

Employees will be required to use any accrued vacation before taking an unpaid discretionary leave of absence. Unless otherwise required by law, AMPS does not continue to pay premiums for health insurance coverage for employees on discretionary unpaid leaves of absence. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

#### ***F. Family and Medical Leave Act (FMLA)***

AMPS provides leave pursuant to the federal Family and Medical Leave Act ("FMLA"), which provides for unpaid, job-protected leave to covered employees in certain circumstances. This policy provides employees with information concerning FMLA entitlements and obligations employees may have during such leaves. Whenever permitted by law, the Company will run FMLA leave concurrently with leave under the California Family Rights Act ("CFRA") and any other leave provided under applicable law. Please see the policy on CFRA Leave in this handbook for additional information.

### Eligibility Conditions

To be eligible for leave under this policy, you must: (1) have been employed by the Company for a total of at least 12 months at any time prior to the commencement of a qualifying leave (which need not be consecutive); (2) have worked for the Company for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

For employees with no fixed worksite, the worksite is the site to which they are assigned as their home base, from which their work is assigned, or to which they report.

### Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period.

Leave will be granted to eligible employees for any of the following purposes:

- the birth of the employee's child, or placement of a child with the employee for adoption or foster care, and in order to care for that child;
- to care for a spouse, parent, son or daughter\* with a serious health condition
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

\*The term "son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either (1) under 18 years of age, or (2) 18 years of age or older and incapable of self-care because of a mental or physical disability.

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

### Calculating the 12-Month Period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken, the Company uses a rolling 12-month period measured backward from the date an employee uses his or her FMLA leave.

For leave to care for a covered servicemember, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves.

### Intermittent Leave and Reduced Leave Schedules



You may take FMLA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your own serious health condition or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

AMPS will reduce an exempt employee's salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced leave schedule, AMPS may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

#### Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under the CFRA. However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under the FMLA. Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that runs at the same time as their pregnancy disability leave.

Once the pregnant employee is no longer disabled, or once the employee has exhausted pregnancy disability leave and has given birth, the employee may apply for leave under the CFRA for purposes of baby bonding.

Please see the policies on CFRA Leave and Pregnancy Disability Leave in this handbook for additional information.

#### Duty to Provide Advance Notice of the Need for Leave

Employees are required to give advance notice of their need for a leave whenever such need is foreseeable. The notice should describe the reason for the requested leave, the anticipated duration of the leave, and the anticipated date the leave will begin. Employees ordinarily must provide at least 30 days advance notice in writing to Human Resources. If the leave is not foreseeable at least 30 days in advance, the employee must give as much advance notice as is practicable. Calling out "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's lawful questions to determine if absences are potentially FMLA-qualifying. If employees fail to explain the reasons for FMLA leave, the leave may be denied.

#### Notice of Eligibility for, and Designation of, FMLA Leave

Please contact Human Resources as soon as you realize the need for FMLA leave. Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: (1) their rights and responsibilities in connection with such leave; (2) the Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and (3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees. In other cases, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.

### Medical Certifications

AMPS requires employees to provide certification of their need for leave. You will have 15 calendar days from the Company's request for certification to provide it to the Company, unless it is not practicable to do so. The Company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. (For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA leave.

If the leave is needed to care for a sick child, spouse, or parent, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimation of the frequency and duration of the leave required to care for the family member; and
- Confirmation that the serious health condition warrants your participation.

If your own serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are absent because of your own serious health condition, the Company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work. Failure to provide a release to return to work certificate from your health care provider will result in denial of reinstatement until the certificate is obtained.

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember must be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

### Health and Benefits Plans

If you are taking FMLA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover premiums paid to maintain health coverage if you fail to return to work following FMLA leave.

### Substitution of Paid Leave

Generally, FMLA leave is unpaid. The Company may require, or you may choose, to use accrued paid leave while taking FMLA leave.

### No Work While on Leave

The taking of another job while on FMLA leave may be grounds for immediate discharge, to the extent permitted by applicable law.

### Reporting Changes to Anticipated Return Date

If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Company with reasonable notice of the employee's changed circumstances and new return to work date. If employees give the Company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the Company's obligation to maintain health benefits (subject to COBRA requirements) and to restore their positions will cease.

### Reinstatement

Under most circumstances, upon return from FMLA leave you will be reinstated to your original job or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on FMLA leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

Any request for additional leave for an employee's own serious health condition after the leave period provided by law has ended will be treated as a request for disability accommodation.

### Administration of Policy

The Company intends to administer this policy in accordance with the requirements of the state and federal laws regulating family and medical leaves. The Company is committed to complying with the FMLA and CFRA and, whenever necessary, shall interpret and apply this policy in a

manner consistent with the FMLA and CFRA. Whenever permissible by law, the Company will run FMLA leave concurrently with the CFRA and any other leave provided under state or local law.

If employees believe their FMLA rights have been violated, they should contact Human Resources. The Company will investigate any such complaints and take prompt and appropriate remedial action to address and/or remedy any violation.

### **G. California Family Rights Act (CFRA)**

AMPS provides leave pursuant to the California Family Rights Act ("CFRA"), which provides for unpaid, job-protected leave to covered employees in certain circumstances. This policy provides employees with information concerning CFRA entitlements and obligations employees may have during such leaves. Whenever permitted by law, the Company will run CFRA leave concurrently with leave under the federal Family and Medical Leave Act ("FMLA"). Please see the policy on FMLA Leave in this handbook for additional information.

#### **Eligibility Conditions**

To be eligible for leave under this policy, you must: (1) have been employed by the Company for a total of at least 12 months at any time prior to the commencement of a qualifying leave (which need not be consecutive); and (2) have worked for the Company for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

#### **Leave Entitlement**

The CFRA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period.

Leave will be granted to eligible employees for any of the following purposes:

- the birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- to care for a child of any age, parent, grandparent, grandchild, sibling, spouse or domestic partner with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the functions of your position, except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions (which is covered by Pregnancy Disability Leave); or
- a qualifying exigency of a spouse, domestic partner, child or parent in the Armed Forces of the United States.

### Calculating the 12-Month Period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken, the Company uses a rolling 12-month period measured backward from the date an employee uses his or her CFRA leave.

### Intermittent Leave and Reduced Leave Schedules

You may take CFRA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your own serious health condition or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

AMPS will reduce an exempt employee's salary based on the amount of time actually worked.

### Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as CFRA leave. However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under the FMLA. Employees who take time off for pregnancy disability and who are eligible for FMLA leave will be placed on FMLA leave that runs at the same time as their pregnancy disability leave.

Once the pregnant employee is no longer disabled, or once the employee has exhausted pregnancy disability leave and has given birth, the employee may apply for leave under the CFRA for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Company may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

### Duty to Provide Advance Notice of the Need for Leave

Employees are required to give reasonable advance notice of their need for a leave whenever such need is foreseeable. The notice should describe the reason for the requested leave, the anticipated duration of the leave, and the anticipated date the leave will begin. Employees ordinarily must provide at least 30 days advance notice in writing to Human Resources. If the leave is not foreseeable at least 30 days in advance, the employee must give as much advance notice as is practicable. Calling out "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for CFRA leave under this policy. Employees must respond to the Company's lawful questions to determine if absences are potentially CFRA-qualifying. If employees fail to explain the reasons for CFRA leave, the leave may be denied.

### Notice of Eligibility for, and Designation of, CFRA Leave

Please contact Human Resources as soon as you realize the need for CFRA leave. Employees requesting CFRA leave are entitled to receive written notice from the Company telling them whether they are eligible for CFRA leave and, if not eligible, the reasons why they are not eligible. When eligible for CFRA leave, employees are entitled to receive written notice of: (1) their rights and responsibilities in connection with such leave; (2) the Company's designation of leave as CFRA-qualifying or non-qualifying, and if not CFRA-qualifying, the reasons why; and (3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as CFRA leave with appropriate written notice to employees. In other cases, the Company and employee can mutually agree that leave be retroactively designated as CFRA leave.

### Medical Certifications

AMPS requires employees to provide certification of their need for leave. You will have 15 calendar days from the Company's request for certification to provide it to the Company, unless it is not practicable to do so. The Company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. (For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave.

If the leave is needed to care for a covered family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimation of the amount of time the health care provider believes you need to care for the family member; and
- Confirmation that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care.

If your own serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and



- Statement that due to the serious health condition, you are unable to perform the functions of your position.

If you are absent because of your own serious health condition, the Company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work. Failure to provide a release to return to work certificate from your health care provider will result in denial of reinstatement until the certificate is obtained.

#### Health and Benefits Plans

If you are taking CFRA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover premiums paid to maintain health coverage if you fail to return to work following CFRA leave.

#### Substitution of Paid Leave

Generally, CFRA leave is unpaid. If you take time off for your own serious health condition, you may choose, or the Company may require, you to use accrued paid leave while taking CFRA leave. However, you will not be required to use sick leave during a period of leave in connection with the birth, adoption, or foster care of a child, or to care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner with a serious health condition. Rather, in that instance, you and the Company may mutually agree for you to use sick leave.

#### No Work While on Leave

The taking of another job while on CFRA leave may be grounds for immediate discharge, to the extent permitted by applicable law.

#### Reporting Changes to Anticipated Return Date

If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Company with reasonable notice of the employee's changed circumstances and new return to work date. If employees give the Company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the Company's obligation to restore their positions will cease.

#### Reinstatement

Under most circumstances, upon return from CFRA leave you will be reinstated to your original job or to a comparable position. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on CFRA leave would have been laid off had he or she not gone on leave, or if the employee's

job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

Any request for additional leave for an employee's own serious health condition after the leave period provided by law has ended will be treated as a request for disability accommodation.

#### Administration of Policy

The Company is committed to complying with the CFRA and shall interpret and apply this policy in a manner consistent with the CFRA. Whenever permissible by law, the Company will run CFRA leave concurrently with any other leave provided under federal, state or local law, including leave under the federal Family and Medical Leave Act (FMLA). See the FMLA Leave policy in this handbook for additional information.

If you believe your CFRA rights have been violated, you should contact Human Resources. The Company will investigate any such complaints and take prompt and appropriate remedial action to address and/or remedy any violation.

#### ***H. Pregnancy Disability Leave***

Any employee who is disabled by pregnancy, childbirth, or a related medical condition is eligible for a Pregnancy Disability Leave of Absence. There is no length of service requirement.

For purposes of this policy, you are disabled when, in the opinion of your healthcare provider, you cannot work at all or are unable to perform any one or more of the essential functions of your job or to perform them without undue risk to yourself, the successful completion of your pregnancy, or to other persons as determined by a healthcare provider. This term also applies to certain pregnancy-related conditions, such as severe morning sickness or if you need to take time off for prenatal or postnatal care, bed rest, postpartum depression, and the loss or end of pregnancy (among other pregnancy-related conditions that are considered to be disabling).

#### ***Reasonable Accommodation for Pregnancy-Related Disabilities***

Any employee who is affected by pregnancy may also be eligible for a temporary transfer or another accommodation. There is no length of service requirement. You are affected by pregnancy if you are pregnant or have a related medical condition, and because of pregnancy, your health care provider has certified that it is medically advisable for you to temporarily transfer or to receive some other accommodation.

AMPS will provide a temporary transfer to a less strenuous or hazardous position or duties or other accommodation to an employee affected by pregnancy if:

- She requests a transfer or other accommodation;
- The request is based upon the certification of her health care provider as "medically advisable"; and
- The transfer or other requested accommodation can be reasonably accommodated pursuant to applicable law.

As part of this accommodation process, no additional position will be created and AMPS will not discharge another employee, transfer another employee with more seniority, or promote or transfer any employee who is not qualified to perform the new job.

### *Advance Notice and Medical Certification*

To be approved for a pregnancy disability leave of absence, a temporary transfer or other reasonable accommodation, you must:

- Provide 30 days' advance notice before the leave of absence, transfer or reasonable accommodation is to begin, if the need is foreseeable;
- Provide as much notice as is practicable before the leave, transfer or reasonable accommodation when 30 days' notice is not foreseeable; and
- Provide a signed medical certification from your healthcare provider that states that you are disabled due to pregnancy or that it is medically advisable for you to be temporarily transferred or to receive some other requested accommodation.
- AMPS may require you to provide a new certification if you request an extension of time for your leave, transfer or other requested accommodation.

### *Duration*

AMPS will provide you with a Pregnancy Disability Leave of Absence for the duration of your pregnancy-related disability for up to four (4) months. This leave may be taken intermittently or on a continuous basis, as certified by your healthcare provider. The four months of leave available to an employee due to her pregnancy related disability is defined as the number of days (and hours) the employee would normally work within four calendar months or 17.33 workweeks.

Any temporary transfer or other reasonable accommodation provided to an employee affected by pregnancy will not reduce the amount of Pregnancy Disability Leave time the employee has available to her unless the temporary transfer or other reasonable accommodation involves a reduced work schedule or intermittent absences from work.

### *Reinstatement*

If you and AMPS have agreed upon a definite date of return from your leave of absence or transfer, you will be reinstated on that date if you notify AMPS that you are able to return on that date. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement, you will be returned to work within two (2) business days, where feasible, after you notify AMPS of your readiness to return.

Before you will be allowed to return to work in your regular job following a leave of absence or transfer, you must provide Human Resources with a certification from your healthcare provider that you can perform safely all of the essential duties of your position, with or without reasonable accommodation. If you do not provide such a release prior to or upon reporting for work, you will be sent home until a release is provided. Any time you are not allowed to work due to not having provided the required release will be unpaid.

You will be returned to the same or a comparable position upon the conclusion of your leave of absence or transfer. If the same position is not available on your scheduled return date, AMPS will provide you a comparable position on your scheduled return date or within 60 calendar days of that return date. However, you will not be entitled to any greater right to reinstatement than if you had not taken the leave. For example, you would have been laid off regardless of the leave, or you would not have been offered a comparable position, then the employee will not be entitled to reinstatement.

Failure to return to work at the conclusion of the leave of absence may result in termination of employment, unless you are taking additional leave provided by law or AMPS policy or AMPS has otherwise approved you to take additional time off.

#### *Integration with Other Benefits*

Pregnancy Disability Leaves of Absence and accommodations that require you to work a reduced work schedule or to take time off from work intermittently are unpaid. You may elect to use accrued sick leave and/or accrued vacation benefits during the unpaid leave of absence as regulations allow. However, use of paid time off will not extend the available leave of absence time. Vacation and sick leave hours will not accrue during any unpaid portion of the leave of absence, and you will not receive pay for official holidays that are observed during your leave of absence except during those periods when you are substituting vacation or sick leave for unpaid leave.

Employees should apply for California State Disability insurance ("SDI") benefits. SDI forms are available from AMPS or your healthcare provider. Any SDI for which you are eligible will be integrated with accrued vacation, sick leave, or other paid time off benefits so that you do not receive more than 100% of your regular pay.

AMPS will maintain an employee's health insurance benefits during an employee's Pregnancy Disability Leave for a period of up to four months, as defined above, on the same terms as they were provided prior to the leave time. If you take additional time off following a Pregnancy Disability Leave that qualifies as California Family Rights Act ("CFRA") leave, AMPS will continue your health insurance benefits for up to a maximum of 12 workweeks in a 12-month period.

**EXAMPLE:** You take 17.33 workweeks off due to a pregnancy disability. Assuming you are eligible for FMLA and CFRA leave, your Pregnancy Disability Leave will also be concurrently covered by FMLA and your group health insurance coverage would continue for the entire 17.33 workweek period. If, after your pregnancy disability leave and FMLA Leave, has been completed, you wish to take 12 additional weeks off from work to bond with a new baby under CFRA, COMPANY will continue your health insurance benefits for the 12 workweek period.

In some instances, AMPS may recover premiums it paid to maintain health insurance benefits if you fail to return to work following your pregnancy disability leave for reasons other than taking additional leave afforded by law or AMPS policy or not returning due to circumstances beyond your control.

### ***I. Military and Military Spousal Leave of Absence***

Both state and federal law provide employees with the right to take leave in order to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA. This policy discusses military leave under USERRA. Further, if you are a spouse or registered domestic partner of a member of the military, you may be entitled to an unpaid leave during a period of military conflict. For information on military leave, contact Human Resources.

#### *Eligibility for Military Leave*

AMPS provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services include the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency.

Service consists of the performance of any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full-time National Guard duty and absence from work for an examination to determine fitness for such duty. Total military leave time may not exceed five years during employment, except in special circumstances.

#### *Notice of Military Leave*

When an employee receives orders for any active military duty (including any call to active duty), the employee must advise his or her manager or Human Resources immediately of the pending absence, unless military necessity requires otherwise or if providing notification would be impossible or unreasonable. In such an event, the employee must advise his/her/their manager or Human Resources of the need for military leave as soon as possible after becoming aware of the need for the leave.

Accrued vacation time will be paid during military leave at your request. Employees on military leave may elect to continue their health plan coverage at their own expense for up to 24 months or during the period of service, whichever is shorter.

#### *Reinstatement from Military Leave*

In order to be eligible for reinstatement, the employee must have provided advance notice of the military obligation and have completed his or her service honorably. Employees who are absent from work 30 days or less or who are absent to take a fitness exam must report to work at the beginning of the first regularly scheduled work day falling 8 hours or more after the employee returns home. If the employee serves 31 to 180 days, he or she must apply for reemployment within 14 days after completing service. If the employee has served 181 days or more, he or she must apply for reemployment within 90 days after completing service.

As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Temporary employees may not be eligible for reinstatement following military leave and reinstatement may not be required for other employees in some circumstances. Full details regarding reinstatement are available from Human Resources.

In general, an employee returning from military leave will be reemployed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, AMPS will provide training to assist the employee in the transition back to the workforce.

An employee returning from military leave is entitled to any unused, accrued vacation benefits the employee had at the time the military leave began. Upon reinstatement, the employee will accrue vacation benefits at the rate he or she would have attained if no military leave had been taken. USERRA supersedes state laws that limit or condition its rights or benefits; however, it does not displace state laws that provide greater rights. Please contact Human Resources for further details.

Employees in California who serve in the military are entitled to the rights and protections set forth in the California Military and Veteran's Code. Among other things, the Code prohibits discrimination against members of the military or naval services of the state or the United States, and grants members of the National Guard or U.S. Reserve a temporary leave of absence while engaged in military duty ordered for purposes of military training, drills, encampment, naval

cruises, and special exercises or like activities. This leave is not to exceed 17 calendar days annually.

#### ***Family Military Leave California – 25+ Employees***

Employees who are spouses/registered domestic partners of certain military personnel may receive up to ten (10) days of unpaid leave during a qualified leave period. For purposes of this policy, a "qualified leave period" means the period during which the individual is on leave from deployment during a period of military conflict. An employee is eligible for leave under this policy if he or she:

- Is the spouse/ registered domestic partner of a person who: (a) is a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, or (b) is a member of the National Guard or of the Reserves who has been deployed during a period of military conflict;
- Provides notice of his or her intention to take leave within two business days of receiving notice that his or her spouse will be on leave from deployment; and
- Submits written documentation certifying that their spouse will be on leave from deployment during the time the leave is requested.
- Military conflict means either a period of war declared by the United States Congress, or a period of deployment for which a member of a reserve component is ordered to active duty either by the Governor or the President of the United States.
- Leave taken under this policy will not affect an employee's right to any other benefits. AMPS will not discriminate against, or tolerate discrimination against, any employee who requests and/or takes leave under this policy. For more information, please contact your supervisor or the Human Resources Department.

#### ***J. Jury Duty/Witness Duty***

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either AMPS or the employee may request an excuse from jury/witness duty if, in AMPS' judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any accrued vacation during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with AMPS, AMPS will provide time off with pay.

#### ***K. Time-Off for Voting***

AMPS encourages its employees to fulfill their civic responsibilities by participating in elections. Because polls are open from 7:00 a.m. until 8:00 p.m., employees generally are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours and have not requested an absentee ballot, then AMPS will grant up to two hours of paid time off to vote.



Employees must request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

Nothing in this policy requires the employee to bring his or her mail (absentee) ballot to work, including mailing such absentee ballot from work.

#### ***L. Emergency Duty/Training Leave***

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so that he or she may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your accrued vacation if you wish to receive compensation for this time off, but you are not required to do so.

If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate.

#### ***M. Suspended Pupil/Child Leave***

California law requires employers to provide time off for parents required to visit a child's school when the child has served a period of suspension from school. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present AMPS' letter, which requests the employee's appearance at AMPS, to his or her supervisor at least two days before the requested time off. Employees may use accrued vacation while attending a child's school under these circumstances. If not, suspended pupil/child leave will be unpaid.

#### ***N. Leave for Victims of Crime and Abuse***

AMPS will not discharge or in any manner discriminate or retaliate against an employee who is a victim of crime or abuse. For purposes of this policy, "victim of crime or abuse" refers to (A) a victim of stalking, domestic violence, or sexual assault; (B) a victim of a crime (regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime) that caused physical injury or that caused mental injury and a threat of physical injury; and (C) a person whose immediate family member is deceased as the direct result of a crime.

The Company will permit a victim of crime or abuse to take time off from work to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the victim or his or her child. Additionally, the Company will permit a victim of crime or abuse to take time off work for the following purposes:

- (1) To seek medical attention for injuries related to the crime or abuse.

(2) To obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse.

(3) To obtain psychological counseling or mental health services related to an experience of crime or abuse.

(4) To participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

In order to take time off, the employee must provide reasonable advance notice unless doing so is not feasible. When an unscheduled absence occurs, the Company will not take any action against the employee if the employee provides proof explaining the reason for his or her absence within a reasonable time. Proof can be a police report, court order, doctor's or counselor's note or similar document, or any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized by applicable law.

Additionally, employees who have been victims of serious or violent felonies, or felonies relating to theft or embezzlement, may take time off work to attend judicial proceedings related to the crime. Employees also may take time off if an immediate family member has been a victim of such crimes and the employee needs to attend judicial proceedings related to the crime. Employees must provide a copy of the court notice given to the victim of each scheduled proceeding before taking time off, unless advance notice to the Company of the need for time off is not feasible. When advance notice is not feasible, the employee must provide the Company with documentation evidencing the judicial proceeding within a reasonable time after the absence. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

Employees may choose to use paid sick leave that is otherwise available to the employee when taking time off under this policy.

A victim of crime or abuse may also request a reasonable accommodation for his or her safety while at work. AMPS will then engage in a timely, good faith, interactive process with the employee to determine effective reasonable accommodations. The Company will consider any exigent circumstance or danger facing the employee to determine whether an accommodation is reasonable. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation. Reasonable accommodations may include putting in locks, changing the employee's shift or phone number, transferring or reassigning the employee, helping the employee to document instances of crime or abuse, implementing a safety procedure or another adjustment to a job structure, workplace facility, or work requirement, or referral to a victim assistance organization.

The Company will maintain as confidential any verbal or written statement, police or court record, or other documentation provided to the Company identifying an employee as a victim of crime or

abuse. Such information will not be disclosed by the Company except as required by state or federal law or as necessary to protect the employee's safety in the workplace

### ***O. School and Daycare Leave***

If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of AMPS or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency. You may take no more than eight hours off for this purpose in any one calendar month. Unless it is to address an emergency, you should schedule this time off with your supervisor in advance. You may be asked to provide documentation from AMPS or day care facility to confirm your attendance at its facility for reasons covered under this policy on the specific date and time that you took the leave. This time off is unpaid. You may choose to use your accrued vacation, but this is not required.

If both parents or guardians of a child work for AMPS, only one parent – the first to provide notice – may take the time off, unless AMPS approves both parents taking time off simultaneously.

An employee who is a parent or guardian of a child who has been suspended from school is allowed time off if he/she/they is requested to appear at AMPS in connection with that suspension. Employees are required to provide reasonable notice of the requested appearance to Human Resources. Employees wishing to take such leave may utilize accrued vacation or take the time unpaid.

### ***P. Adult Literacy Leave***

AMPS will make reasonable accommodations for any employee who reveals a literacy problem and requests that AMPS assist him in enrolling in an adult literacy program, unless it would create a hardship for AMPS.

AMPS will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs.

AMPS will take reasonable steps to safeguard the privacy of any employee who identifies him or herself as an individual with a literacy problem. The employee can contact Human Resources.

An employee who is performing satisfactorily will not be subject to termination of employment because they have disclosed literacy problems.

While AMPS encourages employees to improve their literacy skills, AMPS will not reimburse employees for the costs incurred in attending a literacy program.

### ***Q. Alcohol and Drug Rehabilitation Leave***

AMPS encourages employees with drug or alcohol abuse problems to seek needed counseling and treatment. Employees who are unable to find assistance may contact Human Resources to receive information about finding help. Any communications initiated by an employee and not as a result of a violation of this policy will be treated as confidentially as is possible.

AMPS will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program, provided that this reasonable accommodation will not impose an undue hardship for AMPS. Any such leave shall be unpaid except that, to the extent that employees have accrued sick or vacation they must use it. Sick or vacation will not accrue while an employee is on Rehabilitation leave, nor will the employee receive holiday pay.

Requesting assistance for substance abuse does not relieve the employee of his/her/their responsibility to meet performance, safety and attendance expectations. Rehabilitation expenses will be paid by the employee unless coverage is provided under a health insurance policy. Satisfactory participation in and completion of a rehabilitation program approved by AMPS is a condition of continuing employment.

#### **R. *Civil Air Patrol Leave***

Pursuant to California law, AMPS will provide unpaid leave to employees who are volunteer members of the California Wing of the Civil Air Patrol and who have been duly directed and authorized to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. Employees must be employed for at least 90 days immediately preceding the commencement of leave in order to be eligible.

Employees are required to give AMPS as much notice as possible of the intended dates upon which the leave would begin and end. AMPS will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued vacation.

#### **S. *Leave for Bone Marrow and Organ Donors***

Pursuant to California law, AMPS will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, AMPS will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of *unpaid* leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide AMPS with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, AMPS will continue coverage under its group medical insurance plan, if applicable. However, employees must continue to pay their portion of the applicable premiums. Employees should give AMPS as much notice as possible of the intended dates upon which the leave would begin and end.

#### **T. *Bereavement Leave***

Full-time employees are entitled to a leave of up to three (3) work days without loss of pay due to a death in the immediate family (parent, spouse, domestic partner, son/daughter, sister/brother, parents-in-law, son/daughter-in-law, grandparents, and grandchild). Full-time employees are eligible for an additional two (2) work days without loss of pay if out-of-state travel is required. Bereavement pay will not be used in computing overtime pay. Any scheduled days off (including

weekends, holidays and vacations) falling during the absence will be counted as bereavement leave. Bereavement leave as stated above must be approved by the employee's direct supervisor in advance and will not be charged to vacation. AMPS may request documentation (i.e., copy of the death certificate) to certify the need for such leave.

## **INSURANCE BENEFITS**

### ***U. Health Benefits***

AMPS offers a comprehensive health insurance plan for eligible employees.

Regular full-time and part-time employees, who work on average at least thirty (30) hours per workweek, are eligible for health insurance on the first day of the month following their hire date in the following manners:

- Employees that work less than an average of 30 hours per workweek are not eligible for any Health Benefits.
- Full-time employees that work an average of 30 hours or more per workweek will receive 100% health benefits coverage and AMPS will pay premiums up to a designated amount.

AMPS pays the premium for eligible employees up to a designated amount. Any remaining costs associated with the Employee's plan shall be paid by the employee as a pre-tax payroll deduction. Employees will be notified of their contribution amount, should there be one, at the time they sign up for the specific benefit. AMPS pays a portion of the premiums for health insurance or any other benefits for family members or dependents; that portion is currently 40% of the total cost, but is subject to change based on health care costs and the financial condition of AMPS. Eligible employees are responsible for their portion of the monthly premium costs for their dependents' coverage.

Subject to applicable law, there is no guarantee that AMPS will continue to maintain a medical insurance plan or that the terms and conditions of any such plan will not be changed at any time. Further, in order to continue participation in any such plan, employees may be required to pay a part of the premium.

#### ***When Coverage Starts***

Your coverage will begin on the first day of the calendar month following the employee's first day of employment. Your enrollment form must be submitted to the Human Resources Department as soon as possible. This enrollment form serves as a request for coverage, and authorizes any payroll deductions necessary to pay for your coverage. By delaying the submission of the health benefits enrollment package, an employee's enrollment and health coverage may result in lack of coverage until the designated open enrollment period.

#### ***Flexible Spending Plans***

AMPS provides, at no cost to employees a Flexible Spending Plan which allows employees to pay for monthly health premiums, and commuter benefits with pre-tax dollars. This means your health premiums are subtracted from your gross pay before federal, state and social security (FICA) taxes are applied. The Flexible Spending Plan Document is in all cases controlling and supersedes any inconsistent terms in this manual. From time to time, we may also offer employees' access to a Medical Reimbursement and Dependent Care option within this program that is funded 100% by the employee. These options, if available, will be explained to you during open enrollment once established.

### ***Stipend***

Employees who are covered under a spouse's health plan, and not AMPS' plan, may qualify to be paid a predetermined monthly stipend. The rate at which the stipend is calculated is subject to annual change based on the annual health insurance rates. Please talk with the Human Resources Department if you believe you qualify.

### ***COBRA***

If for some reason your coverage under AMPS' health insurance ends, you and your dependents may be eligible to continue coverage for a specified term under COBRA. In this event, AMPS will provide additional information on COBRA coverage.

## ***V. State Disability Insurance (Wage Supplement)***

AMPS contributes to the State of California to provide you with disability insurance pursuant to the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment with AMPS or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount.

Disability insurance is a wage supplement provided concurrently while an employee takes an eligible leave of absence under School policy and applicable law. The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

## ***W. Paid Family Leave Insurance Benefits (Wage Supplement)***

Under California law, eligible employees may participate in the paid family leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight weeks of partial wage replacement benefits to employees who take time off to (1) care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner; (2) bond with a new child entering the family by birth, adoption, or foster care placement; and (3) participate in a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States. The PFL program does not provide job protection or reinstatement rights

The program will be administered by the California Employment Development Department ("EDD"). For more information regarding this program, you may contact the EDD directly.

## ***X. Unemployment Compensation***

AMPS contributes a significant amount of money each year to the California Unemployment Insurance Fund on behalf of its employees. Under certain circumstances, you may be eligible for unemployment insurance benefits.

## ***Y. Social Security***

Social Security is an important part of every employee's retirement benefit. AMPS pays a matching contribution to each employee's Social Security taxes.



## **Z.      *Workers' Compensation Insurance***

### *Employee Eligibility*

AMPS will grant you a workers' compensation disability leave in accordance with state law if you incur an occupational illness or injury. As an alternative, AMPS may offer you modified work. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both federal and state law.

### *Notice & Certification Requirements*

You must report all accidents, injuries, and illnesses, no matter how minor, to your immediate Supervisor. You must also provide AMPS with a health care provider's statement certifying your work-related illness or injury, your inability to work, and the expected duration of your leave.

### *Compensation During Leave*

Workers' compensation disability leaves are without pay. However, you may utilize accrued vacation time and any other accrued paid time off during the leave. All of those payments will be coordinated with any state disability, workers' compensation, or other wage reimbursement benefits for which you may be eligible. At no time will you receive a greater total payment than your regular compensation.

### *Benefits During Leave*

If you are eligible for family and medical leave under the federal or state family and medical leave laws, AMPS will maintain, for up to a maximum of 12 workweeks, or up to 26 workweeks in the case of an employee caring for a covered service member, any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. In some instances, AMPS may recover premiums it paid to maintain health coverage if you do not return to work following your workers' compensation disability leave. If you are not eligible for family and medical leave, you will receive continued coverage on the same basis as Employees taking other leaves.

If you are not entitled to continued paid coverage, you may continue your group health insurance coverage through AMPS in conjunction with COBRA guidelines by making monthly payments to AMPS for the amount of the relevant premium. You should contact your Supervisor for further information.

### *Reinstatement*

Upon the submission of a medical certification that you are able to return to work, you will be reinstated in accordance with applicable law. If you are disabled due to an industrial injury, the AMPS will attempt to accommodate you. If you are returning from a workers' compensation disability leave that runs concurrently with a family and medical leave, then the provisions of the family and medical leave policy will also apply.

If, after returning from a workers' compensation leave, an employee is unable to perform one or more of the essential functions of his/her/their job because he/she/they is a qualified individual with a physical or mental disability, AMPS will engage in the interactive process to determine whether reasonable accommodation can be made consistent with state and federal disability laws.

## **PERSONNEL EVALUATION AND RECORD KEEPING**

### **A. *Performance Evaluations***

AMPS strives to conduct formal performance reviews for all of its employees. Teacher and Site Directors will generally be formally reviewed once each school year. However, informal observations will be conducted throughout the year. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, performance problems or operational requirements.

Performance reviews may cover factors such as job criteria, instructional practice, data reviews, critical duties and tasks of a job, attainment of goals, and adherence to the AMPS core values. The performance evaluations are intended to make you aware of your progress, areas for improvement and objectives or goals for future work performance. Favorable performance reviews do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of AMPS and depend upon many factors in addition to performance, including availability of funds. After the review, you will be required to sign the evaluation report to acknowledge that it has been presented to you, that you have discussed it with your supervisor and that you are aware of its contents. You may add a rebuttal statement to your review within 10 days of your review that will be maintained in your personnel file.

Nothing in this policy shall limit the right to terminate employment at-will or limit AMPS' right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Failure by AMPS to evaluate the employee will not prevent AMPS from transferring, demoting, disciplining, or terminating an employee. Employment is at the mutual consent of the employee and AMPS. Accordingly, either the employee or AMPS can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

### **B. *Personnel Files***

The information recorded in your personnel file is extremely important. It is your responsibility to make sure that the personal data in the file is accurate and up to date. Report any change of address, phone number, etc. to AMPS immediately.

Employees, former employees, or employee representatives may submit a request to inspect their personnel file in the presence of a representative of AMPS. All requests must be in writing. Current and former employees, or employee representatives, may also request inspection through the use of a AMPS -provided request form. Please contact your supervisor to schedule a convenient time. You may request copies from your file of all documents. AMPS may charge the requesting employee or employee representative for the actual cost of reproduction of personnel file documents. If you desire, you may add a written statement to your file explaining any disputed item.

Employees also may inspect their payroll records upon request, and may obtain a copy of these records at their own expense. AMPS will comply with all inspection requests within 30 calendar days, unless it is impossible to do so.

Access to information in personnel files is restricted. Only authorized managers and management personnel will have access to your personnel file. However, AMPS will cooperate with-and provide access to your personnel file to-law enforcement officials or local, state or federal agencies in accordance with applicable law.

Health/medical records are not included in your personnel file. These records are confidential. AMPS will safeguard them from disclosure and will divulge such information only: 1) as allowed by law; or 2) to the employee's personal physician upon written request or permission of the employee.

## **AMPS EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND AT-WILL AGREEMENT**

ALL EMPLOYEES MUST READ THIS EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO HUMAN RESOURCES WITHIN ONE WEEK OF RECEIPT.

I acknowledge that I have received and read a copy of the AMPS Employee Handbook. I understand that the Handbook set forth the terms and conditions of my employment with AMPS as well as the duties, responsibilities and obligations of employment with AMPS. I understand that AMPS has provided me various alternative channels [including anonymous and confidential channels,] to raise concerns of violations of this handbook and company policies and encourages me to do so promptly so that AMPS may effectively address such situations, and I understand that nothing herein interferes with any right to report concerns, make lawful disclosures, or communicate with any governmental authority regarding potential violations of laws or regulations. I agree to abide by and be bound by the rules, policies and standards set forth in the Employee Handbook.


Unless specified otherwise in an agreement between me and AMPS, I agree that AMPS and I both have the right to terminate my employment at any time, with or without notice, and with or without cause. I further understand that transfers, demotions, suspensions, employee discipline, and changes in the terms and conditions of employment may be administered at the sole and absolute discretion of AMPS. Unless specified otherwise in an agreement between me and AMPS, I understand that I am an at-will employee. I understand that the at-will nature of my employment may not be modified orally and may only be modified in a writing signed by the CEO of AMPS and me, and approved in writing by AMPS' Board of Directors.

I understand that nothing in the Handbook is intended, nor should be construed, as a limitation of my right and AMPS' right to terminate the employment relationship at any time, with or without notice, and with or without cause, or AMPS' absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. I understand that nothing in the Handbook is intended, nor should be construed, to create an implied or express contract of employment contrary to this express at-will agreement or to AMPS' absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. I understand that AMPS reserves the right to depart from and modify the policies stated in the Handbook at its sole discretion, with the exception of my at-will status and AMPS' absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment. I also understand and acknowledge that nothing about the policies and procedures set forth in this Handbook should be construed to interfere with any employee rights provided under state or federal law, including Section 7 of the National Labor Relations Act. The foregoing constitutes the entire terms of the agreement between me and AMPS regarding the duration and at-will nature of my employment and AMPS' absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion.

Employee Printed Name: \_\_\_\_\_

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

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

 <b>AMPS</b> <hr style="border: 2px solid red;"/> HONOR HARD WORK	<p style="text-align: center;"><b>Amethod Public Schools</b> <b>Board Item Overview</b></p> <p>Date: 9/15/21</p>	
<b>Subject:</b>	<b>Item VIII.B</b> Approval of 2021-22 AMPS Employee Handbook	
<b>Action:</b> <input checked="" type="checkbox"/> <b>Information:</b> <input type="checkbox"/> <b>Committee:</b> <input type="checkbox"/>		
<b>RECOMMENDATIONS:</b>	Approval	
<b>SUMMARY OF PREVIOUS BOARD DISCUSSION AND ACTION:</b>	Not applicable.	
<b>SUMMARY OF KEYS ISSUES:</b>	<p>After working with an HR consultant and labor counsel, we have made a number of modifications to our Employee Handbook, including:</p> <ul style="list-style-type: none"> <li>• Ensuring compliance with current federal, state and local labor and wage laws</li> <li>• Clarified work year expectations for each category of staff</li> <li>• Simplified our Paid Sick Leave policy</li> <li>• Added AMPS-wide Paid Holidays</li> </ul>	
<b>FISCAL ANALYSIS:</b>	None	
<b>ATTACHMENT (s):</b>	AMPS EE Handbook Sep-21	

## Coversheet

### Approval of Amended 2021-2022 Oakland Charter Academy Academic Calendar

<b>Section:</b>	VIII. Business
<b>Item:</b>	C. Approval of Amended 2021-2022 Oakland Charter Academy Academic Calendar
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	OCA - School Calendar 2021-2022 (1).pdf





# AMPS Oakland Charter Academy

# 2021-2022 School Calendar

4215 Foothill Boulevard, Oakland, CA 94601

510-532-6751

oca.amethodschools.org

## AUGUST/AGOSTO 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Days/Días Escolares: 16

8/9 – First Day of School/Primer Día de Clases

8/27 - No School/No Hay Clases (PD Day for Teachers)

## SEPTEMBER/SEPTIEMBRE 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

School Days/Días Escolares: 20

9/3 – Back to School Night/Noche de Regreso a Clases

9/6 – No School/No Hay Clases (Labor Day)

9/17 – No School/No Hay Clases (PD Day for Teachers)

## OCTOBER/OCTUBRE 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School Days/Días Escolares: 19

10/11 – No School/No Hay Clases (Indigenous Peoples' Day)

10/15 – Report Cards Published/Calificaciones Publicadas

10/18-10/22 – Parent-Teacher Conferences/Conferencias de Padres y Maestros

10/25 – No School (Teacher Appreciation Day)

## NOVEMBER/NOVIEMBRE 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

School Days/Días Escolares: 16

11/11 – No School/No Hay Clases (Veterans' Day)

11/22-11/26 – No School/No Hay Clases (Thanksgiving Break)

## DECEMBER/DICIEMBRE 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

School Days/Días Escolares: 13

12/17 – Semester 1 Ends/Termina el Semestre 1

12/20-12/31 – No School/No Hay Clases (Winter Break)

## Key/Clave:

	First and Last Day of School Primer y Ultimo Día de Clases
	No School No Hay Clases
	School Events Eventos Escolares
	Minimum Days Días Mínimos
	Summer School Escuela de Verano

Board Approved: 8/2/2021



# AMPS Oakland Charter Academy

# 2021-2022 School Calendar

4215 Foothill Boulevard, Oakland, CA 94601

510-532-6751

oca.amethodschools.org

## JANUARY/ENERO 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Days/Días Escolares: 20

1/7 – Report Cards Published/Calificaciones Publicadas

1/17 – No School/No Hay Clases (Martin Luther King Day)

1/24 – 100 Days of Attendance Celebration/Celebración

## FEBRUARY/FEBRERO 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

School Days/Días Escolares: 18

2/18-2/21 – No School/No Hay Clases (Presidents' Day)

## MARCH/MARZO 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

School Days/Días Escolares: 22

3/11 – No School/No Hay Clases (PD Day for Teachers)

3/18 – Report Cards Published/Calificaciones Publicadas

## APRIL/ABRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

School Days/Días Escolares: 16

4/4-4/8 – No School/No Hay Clases (Spring Break)

## MAY/MAYO 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Days/Días Escolares: 20

5/27 – Last Day of School/Ultimo Día de Clases

5/27 – Semester 2 Ends/Termina el Semestre 2

## JUNE/JUNIO 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

School Days/Días Escolares: 0

6/3 – Report Cards Published/Calificaciones Publicadas

6/6-6/24 – Summer School/Escuela de Verano

# Coversheet

## Approval of AMPS 2021 Unaudited Actuals

<b>Section:</b>	VIII. Business
<b>Item:</b>	D. Approval of AMPS 2021 Unaudited Actuals
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	01612590129635.xlsm 01612596111660.xlsm 01612590114868.xlsm 07617960126805.xlsm 07617960129643.xlsm 07773540132233.xlsm Briefing Sheet 091521 - Unaudited Actuals.pdf

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

01612590129635.xlsm

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

01612596111660.xlsm

## Notice

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 <b>AMPS</b> <hr style="border: 2px solid red;"/> HONOR HARD WORK	<p style="text-align: center;"><b>Amethod Public Schools</b> <b>Board Item Overview</b></p> <p><i>Date: 9/15/21</i></p>	
<b>Subject:</b>	<b><u>Item VIII.D</u></b> Approval of AMPS 2021 Unaudited Actuals	
<b>Action:</b> <input checked="" type="checkbox"/> <b>Information:</b> <input type="checkbox"/> <b>Committee:</b> <input type="checkbox"/>		
<b>RECOMMENDATIONS:</b>	Approval	
<b>SUMMARY OF PREVIOUS BOARD DISCUSSION AND ACTION:</b>	Not applicable.	
<b>SUMMARY OF KEYS ISSUES:</b>	<p>All California charter schools are required to submit their Unaudited Actuals to their authorizers no later than September 15 of each year for the fiscal ended on the previous June 30. The authorizers for our schools are:</p> <ul style="list-style-type: none"> <li>• Oakland Unified School District <ul style="list-style-type: none"> <li>○ Downtown Charter Academy</li> <li>○ Oakland Charter Academy</li> <li>○ Oakland Charter High School</li> </ul> </li> <li>• West Contra Costa Unified School District <ul style="list-style-type: none"> <li>○ Benito Juarez Elementary</li> <li>○ Richard Charter Academy</li> </ul> </li> <li>• CA State Board of Education <ul style="list-style-type: none"> <li>○ John Henry High School</li> </ul> </li> </ul>	
<b>FISCAL ANALYSIS:</b>	None	
<b>ATTACHMENT (S):</b>	07773540132233, 07617960129643, 07617960126805, 01612590114868, 01612596111660, 01612590129635	