



Employee Handbook Updates / Changes

Reach Cyber Charter School's Human Resources department in collaboration with the senior leadership conducted a review of the current 2023-2024 Employee Handbook. The following provides a summary of the major changes and updates. With Board approval, the School will publish the Employee Handbook effective January 17, 2024.

- Clarified negative leave balance process at separation.
- Expanded bereavement leave guidelines to include first cousin as an eligible family member for one-day of bereavement leave.
- Reduced the compensatory time eligibility requirement from a minimum four (4) hours worked to a minimum of two (2) hours.
- Clarified inactive status guidelines for employees on Long Term Disability (LTD).
- Expanded and added clarification on the Use of Property and Equipment section.
 - Added General Guidelines
 - Added Safeguarding Responsibilities
 - Clarified Equipment Return Guidelines
 - Added Lost, Stolen, and Damaged Guidelines
 - Added Replacement and Reimbursement Guidelines.
 - Implemented an Equipment and Property Use Acknowledgement for use during new hire onboarding activities.