**Executive Summary – Employee Handbook Revision**

The annual review of the MWA Employee Handbook produced the following changes:

* Addition of Rehire Eligibility criteria (**pg. 11**)
* Removed reference to the Managing Director position throughout the handbook
* Addition of language in the School-Owned Tech policy to address remote work conditions (**pg. 29**)
* Addition of language in the Temporary Salary Increase policy to provide additional guidance to supervisors (**pg. 41**)
* Addition of a COVID-19 Addendum (**pg. 57**) to address:
	+ Requirements under the Families First Coronavirus Response Act and to assist employees affected by COVID-19 with job-protected leave and pay, where applicable
	+ Vaccination & Testing Requirements: To facilitate a safe return back to in-person instruction, MWA will implement these policies in alignment with current federal, state, and local law, as well as applicable local, state and federal public health guidance.
		- The vaccination policy will mandate that all employees receive the COVID-19 vaccine and provide proof of completion. In the event that an employee is unable to comply with this Policy due to a qualifying disability or sincerely held religious belief, practice, or observance as defined by applicable law, HR will engage in an interactive process to determine if they are entitled to an exemption from MWA’s vaccination requirement. MWA may not be required to provide employees with an accommodation should the accommodation result in a direct threat to health and safety at the School, or if the accommodation will cause an undue hardship that is disruptive, substantial, or fundamentally altering to the nature of the School’s operations.
		- MWA will also implement regular bi-weekly COVID-19 RT-PCR surveillance testing onsite with our contracted vendor, beginning with participants of the Phase 1C Reopening Plan. Employees have the option to fulfill their COVID-19 RT-PCR testing at an alternate location, including Kaiser or other health care providers. The School’s testing cadence will continue to align with local disease trends and public health guidance, and where required by law.