



MEMORANDUM

To: E.L. Haynes Board of Trustees
From: Ashley Cyrus, Director of Human Resources
Date: August 11, 2021
Re: Personnel Policies - Revisions for SY2021-2022

Below, please find a summary of all changes to the E.L. Haynes Personnel Policies for the 2021-2022 School Year. As we receive guidance from local and federal agencies pertaining to school re-opening, we will continue to re-evaluate our current policies and consider updating and/or adding policies to our handbook.

Major Additions and Revisions

- Distinction made between “Talent” and “Human Resources” teams and reassignment of responsibilities based upon the differentiation.
- Section 7.7 – Paid Parental Leave: Short Term Disability, E.L. Hayne’s Parental Leave, and the District of Columbia’s Paid Family Leave policies were broken out and explained in more detail to provide clarity. It was further specified that these policies work in coordination with each other during parental leave.
- Section 9 – Internal Grievance Procedure: In the previous version, the Formal Procedure was overseen by the CEO and appeals were made to the Board of Directors. To create a more expedient process, the Human Resources Director will oversee the procedure and make determinations, while the CEO will consider appeals.
- Section 14 – Remote Work Policy: Addition of a remote work policy providing clarity on remote work suitability and expectations. It also acknowledges cases where employees may need to work from home due to conditions that render working at the physical school site untenable. Examples include declared States of Emergency that directly affect the school building, damage, or disaster to the building, or any situation where having the students/staff at school is not possible.
- Addendum Section – COVID-19 Leave Under the DCFMLA: Updates COVID-19 leave provisions in the District of Columbia currently in effect until November 5, 2021.

Minor Additions and Revisions

- Section 20 – Contact Information: Addition of new team member information.
- Updated new team members titles throughout.