



EMPLOYEE HANDBOOK

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Table of Contents

Introduction.....	5
California Connections Academy Schools.....	5
California Connections Academy and Connections Education’s Core Mission and Values	5
Purpose of the Handbook	5
Residency Requirements	6
At-Will Employment.....	6
Job Responsibilities	7
Manager Responsibilities	7
Outside Employment.....	7
Required Employee Training Programs	8
Termination of Employment	8
Equal Employment Opportunity, Hiring, and Transfer Policies	9
Equal Opportunity Policy.....	9
Required Documentation	11
Reference and Criminal Background Check Policy	11
Internal Applications, Promotions, and Transfers	12
Familial and Personal Relationships Between Employees	14
Staff with Children Enrolled in a Connections Academy School	14
Compensation, Wage, Hour, and Benefits Policies	15
Categories of Employment.....	15
Employee Classification	15
Workday and Workweek	15
Overtime	15
Paydays/Paychecks.....	16
Ten-Month Staff Pay Structures	16
Expense Reimbursement.....	17
Non-Exempt Employee Travel Policy	17
Social Security	17
Workers’ Compensation.....	18
Work Hours.....	18
Make-up Time Policy	18
Attendance	18
Meal and Rest Breaks.....	19
Lactation Breaks	19
Office Closure	20
Employee Health Benefits.....	21

Leave Benefits	21
Performance and Disciplinary Action Policies	22
Employee Performance Management	22
Disciplinary Process.....	22
Workplace Conduct Policies	23
Standards of Conduct	23
Respect for Others.....	23
Language in the Workplace	24
Professional Ethical Standards	24
Reporting Unethical Behavior	24
Whistleblower Policy	25
Conflicts of Interest	25
Gifts	26
Authorizations and Approvals	26
Solicitation and Distributions	26
Appearance and Dress	27
Animals in the Workplace.....	27
Employee Conduct While Driving.....	27
Social Media Policy.....	27
Drug-Free and Alcohol-Free Workplace.....	29
Employee Student Relations Policy	30
Confidential Records – Access, Retention, and Disclosure Policies.....	34
Handling Confidential Information	34
External Inquiries	36
Records Retention	36
Personnel Files	36
Access to Employee Exposure Records and Employee Medical Records.....	37
Work Arrangement Policies	37
Accommodation of Disabilities	37
Work-At-Home Policy.....	37
Work-At-Home Classifications	39
Workplace Safety and Security Policies.....	41
Workplace Safety.....	41
Security.....	41
Workplace Violence Prevention	41
Outside Threats	42
Property, Equipment, and Information Systems Policies.....	43
Property and Equipment	43
Software/Hardware Policy.....	43

Electronic Communications, Telephone Communications, and Access Control Security Policy	44
Specific Communication Systems Requirements	45
General Electronic Communications Provisions	45
Internet Security and Usage Policy	46
Remote Access Policy	49
Acknowledgement	51
Employee Acknowledgement of Policies	51

Introduction

California Connections Academy Schools

California Online Public Schools (CalOPS) is a nonprofit public benefit corporation that operates the California Connections Academy Schools. California Online Public Schools has received a tax-exempt determination as a 501(c)3 from the IRS. Any references in this handbook to “we”, “our”, “the school(s)”, “employer” “CalCA Schools” and “the organization” shall mean California Online Public Schools and the California Connections Academy Schools and programs it operates. Employees of California Connections Academy Schools are employed by California Online Public Schools. California Online Public Schools contracts with Connections Education (dba Pearson Virtual Schools K-12 USA) for certain products and services, including human resource services. Connections Education® is a leading accredited provider of high-quality; highly accountable virtual and blended education solutions for students in grade K–12.

California Connections Academy and Connections Education’s Core Mission and Values

Mission Statements

California Connections Academy Schools educate to empower compassionate global citizens by leveraging 21st century education resources on behalf of students who need a more personalized approach to learning to maximize these students’ potential and meet the highest performance standards.

We strive to provide a work environment built upon the following cultural pillars:

- Empowerment: We believe in giving our employees the autonomy to make decisions and providing them with the tools and resources necessary to feel empowered to make those decisions
- Accountability: We believe in holding our employees accountable for their own work product and quality service.
- Anticipate Outcomes: We believe in challenging our employees to explore all possible outcomes of any given situation and to plan accordingly to proactively overcome any negative impacts.
- Reward Success: We believe in celebrating the success of our employees and recognizing their contributions.
- Rapid Response: We believe in responding to feedback quickly

Purpose of the Handbook

These policies have been prepared for all full-time and part-time employees, unless otherwise noted herein.

This handbook does not create any expressed or implied contract concerning your employment nor does it guarantee your employment for any term. It is intended to assist employees in acquainting themselves with the school, and to serve as a reference manual for information about employment policies and procedures.

The organization reserves the right to add to, suspend, delete, or modify any part of the handbook, at any time and without notice. However, employees will be kept apprised of important changes in our policies, procedures, and practices, although you may not always be notified in advance of a change or the reason for the change. Furthermore, the organization reserves the right to respond to each situation in the manner we determine will best serve the interests of fairness and responsible business management.

If you have specific questions about the interpretation or application of a particular provision of this handbook, please consult Human Resources.

The most current version of this handbook is always available in the document repository. Federal, state, or local laws prevail in the event there is a conflict with the content of this handbook.

To be effective, any agreement altering the terms and provisions of this handbook must be in writing and signed by the Vice President of Human Resources. If you sign additional agreements related to your employment, you will be required to comply with their provisions even if they are different than the information that is contained in the employee handbook.

Any individual who violates any policy in this handbook will be subject to disciplinary action, up to and including termination. After reading this handbook, you will be asked to acknowledge that you have read, understand and agree to abide by the handbook's contents.

Residency Requirements

Hiring

All employees of California Online Public Schools hired after September 1, 2022 must reside within the state of California. The School Leader or designee may make an exception and give hiring consideration to a candidate if the candidate resides outside of California in either the Pacific or Mountain time zone. Other time zones may be considered in extraordinary circumstances with exceptions being made and approved by the Superintendent or a designee. All candidates will be hired under the stated eligibility guidelines as set forth in this handbook.

Employee Relocation

If a current employee requires relocation to a different state of residence at any time during the course of their employment with California Online Public Schools, they must first seek written approval from the School Leader or designee. Approval may be granted if the new state of residency is a state in either the Pacific or Mountain time zones. School needs will be taken into consideration upon relocation request, and relocation may only be permitted on a temporary basis (i.e. completing the school year or semester). Relocation expenses are the responsibility of the employee.

Employee Travel

All employees of California Online Public Schools must attend in-person events throughout the school year, including but not limited to:

- CalCA's Back To School event at the beginning of the school year;
- All state testing assignments within the designated testing windows as determined by the Statewide Assessment Schedule, and;
- School festivals (Beginning, Mid-Year and End-of-Year) with School Leader or designee approval.

Employees of California Online Public Schools are eligible for all mileage and travel reimbursement as described in the Expense Reimbursement section of this handbook and the organization's current Fiscal Policies and procedures.

At-Will Employment

No policy or provision in this handbook is intended to create a contract binding you or the employer to an agreement of employment for a specified period of time. Employment can be terminated by either the employee or the employer at any time, for any reason, with or without notice. No representative or agent of the employer, other than the Vice President of Human Resources, can authorize or sign an employment agreement contrary to the above terms and otherwise make any binding offer of employment for a specific term.

Job Responsibilities

Each employee is required to perform their job duties applicable to their position in a satisfactory manner. At any time, an employee may be asked to perform duties outside of the job description consistent with the culture of collaboration and teamwork within our organization. Employees are expected to perform additional duties in the same manner as listed in their job description.

Manager Responsibilities

Reporting Obligations

Any employee whose title is manager or higher and/or who supervises other employees, for purposes of this section referred to as “Management”, must follow the policies set forth within this handbook. Management MUST immediately (within twenty-four (24) hours) report complaints of harassment, discrimination or retaliation, requests for accommodations, workplace injuries and any suspected or known policy violations of any sort to the school’s designated Human Resources Partner.

Manager/Employee Relations

Management is expected to maintain appropriate and professional relationships with all employees. Managers should remain objective in all interactions with employees and should never show any preference or favoritism.

Disclosure of Confidential Employee Information

Management is prohibited from disclosing personal employee information to internal or external parties without prior approval from Human Resources and/or the School Leader. State law may mandate disclosure of select confidential information.

In addition, management is not permitted to provide reference checks and all inquiries of this type should be forwarded to Human Resources. If an employee asks management for a letter of recommendation, the letter must be routed to Human Resources for approval prior to release. Lastly, management is strictly prohibited from requesting medical documentation or a doctor’s note, these requests must come from Human Resources.

Hiring Practices

Any level of management charged with hiring must comply with the Equal Employment Opportunity policy. Please refer to the myLearning portal for further information.

Additionally, a manager who has a personal or professional relationship with an applicant for employment must disclose this relationship to Human Resources in writing at the outset of the hiring process. In order to maintain objectivity in hiring decisions, it may be necessary for the manager to be excused from the interview process. Specifically, if a manager is making any decisions related to qualifications of an applicant which they have a personal or professional relationship with, it is imperative that Human Resources is involved in discussions with the applicant.

Outside Employment

Outside employment is additional employment for which compensation is paid by a third-party source. This employment must not interfere with job performance or interfere with an assigned work schedule or occur during an employee’s standard school work hours. Please contact your manager if you have any questions pertaining to your standard school work hours. Outside employment should be consistent with generally accepted activities for an educational institution and may not be conducted on our property nor use our property or resources.

Required Employee Training Programs

We value our employees and strive to prepare them for a long and successful career by offering a well-rounded training program. As a result, there are several optional and mandatory training courses available. All mandatory training must be completed in the timeframe established. Employees who need an extension should work with their manager in conjunction with Human Resources to have the request for an extension approved.

Employees should expect to take training including, but not limited to, suicide prevention, child abuse, and cyberbullying as mandated by state laws.

Termination of Employment

- **Notice and Severance:** We request that employees who plan to resign notify their manager in writing at least two (2) working weeks prior to their last day. For Management employees, three (3) weeks of notice is requested. Vacation and other forms of leave are not to be used during the notice period. The purpose for advance notice is to provide for an orderly transition of duties in a professional manner. The right to work through the end of a notice period is at our discretion.
- **Last Pay and Payout of Earned Leave:** Employees who resign or are terminated will be paid through the last day worked, including any overtime worked. Employees will be paid for unused vacation leave according to the terms of the Vacation policy. Medical, dental, and vision benefits end on the last day of the month in which the employee has terminated employment.
- **Return of Property and Equipment:** As provided in the Property and Equipment policy, an employee must return any of these items in their possession no later than the last regular day of employment. If an employee fails to return the organization's property, they may be billed for the value of any property and equipment issued and not returned in working condition equivalent to when it was received, excluding normal wear and depreciation.
- **Continuation of Benefits.** The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows eligible employees to extend health insurance for up to eighteen (18) months (at their own expense) following termination of employment. Additional information about COBRA is provided in the Employee Benefits Guide.
- **Exit Interviews:** In instances where an employee voluntarily leaves, we would like to discuss the reasons for leaving and any other feedback. All information will be kept confidential to the extent possible.

Equal Employment Opportunity, Hiring, and Transfer Policies

Equal Opportunity Policy

The principles of equal employment opportunity are vital to our success. These principles extend to all aspects of employment including recruitment, hiring, assignment, training, compensation, benefits, terminations, educational assistance, social and recreational programs, promotions, and transfers. We are committed to creating and fostering a work environment free from unlawful discrimination, harassment and retaliation and one in which decisions and terms of employment are not based in any way 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, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, 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.

Responsibilities

Continued success in equal employment opportunity depends not only on the commitment and involvement of those directly responsible for the implementation but also on the dedication of all employees. Assuring equal employment opportunity is a fundamental and direct responsibility of all levels of management. All managers and supervisory personnel are responsible for making a personal commitment to practice and enforce the principles of this policy, including the following:

- Recruit, hire, train, promote, transfer, and provide opportunities without regard to any consideration made unlawful by federal, state, or local laws, ordinances, or regulations, or the 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;
- Ensure that promotion decisions are made in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities; and
- Ensure that all personnel actions relating to compensation, benefits, transfers, terminations, layoffs, training and education assistance are administered in a nondiscriminatory manner.

This policy applies to all employees, supervisors, or managers, at any level.

Any manager or supervisor who becomes aware of allegations of unlawful discrimination or harassment must bring the allegations to the attention of their manager or Human Resources.

Unlawful Harassment

The organization will not tolerate any form of harassment based on any protected characteristic or other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. This policy applies in the workplace or in any work-related settings, such as school trips, conferences, or school-related social events. The organization expects employees to conduct themselves in a professional manner in the workplace and at any other time they are representing the school. Such conduct is essential to promote quality work, and to ensure an environment free of discrimination.

This policy protects all employees of the organization as well as interns, volunteers, and potential employees (applicants). All employees of the organization 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. The organization will take all reasonable steps to prevent or eliminate unlawful harassment by non-employees, including parents, vendors, contractors, and suppliers, who have workplace contact with our employees.

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

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

Retaliation

The organization prohibits retaliation against any employee because of the employee’s opposition to a practice or conduct the employee reasonably believes to be unlawful or because of the employee’s lawfully protected participation in an investigation or proceeding or otherwise protected activity. Any retaliatory adverse action because of such opposition or participation may be unlawful and will not be tolerated.

If you believe you have been subjected to retaliation, please follow the complaint procedure outlined below.

Internal Complaint Procedures

If an employee believes they have been unlawfully discriminated against or harassed, they should immediately inform their manager. If the employee believes their manager is the source of the problem or is uncomfortable with this approach for any reason whatsoever, they should contact the school’s designated Human Resources Partner. 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.

If a manager learns that an employee is suffering potentially harassing behavior, the manager must act expediently to ensure that the harassing behavior is investigated, and if necessary, promptly stopped. All managers are responsible for preventing employees from being subjected to harassment, and for reporting any complaint or incident of harassment to Human Resources immediately and at the very least within twenty-four (24) hours using the above outlined procedures. If an incident is not reported, but a manager is aware of potential harassment, this must also be reported immediately and at the very least within twenty-four (24) hours to Human Resources.

Managers and supervisors must immediately report any allegations of harassment, even if the allegations are against the individual required to report the allegations. Managers have a legal duty to report harassing behavior, even if the complaining employee requests that the matter be kept confidential. The matter will be kept as private as possible, and the employee will be protected from retaliation. Managers and supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

Managers should follow up with the employee periodically during the investigative process, as well as after the investigation has been completed, to ensure that they are not experiencing retaliation or further harassment.

Complaints will be kept confidential to the extent reasonable and possible under the circumstances, and will be investigated and handled promptly, impartially, and appropriately. The organization's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors.

If an employee perceives someone to be acting in a way inconsistent with the Code of Conduct, including complaints about the violation of this policy, do not hesitate to report it to the Human Resources Department.

If the organization determines that violations have occurred, the organization 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, the organization is not able to fully disclose its entire decision regarding corrective action to the complainant.

Retaliation for bringing a good faith complaint forward or for participating in an investigation under this policy will not be tolerated. Any employee that violates this policy or makes a false or malicious complaint of sexual harassment, regardless of position at the school, will be subject to discipline, up to and including termination.

Please reference the document repository for contact information to report a concern to Human Resources.

Training Requirements

The School requires all employees to abide by applicable federal and state 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.

Required Documentation

Except as otherwise provided, any required documentation or forms, either paper or electronic, must be completed and returned to Human Resources within three (3) business days of the first date of employment. Required documentation may vary depending on the employee's position, or the state in which the employee works or lives. If it is found after employment begins that any information provided on the application was false or misleading, or that information that could be detrimental to the school was withheld during the interview and/or hiring process, employment may be terminated.

Proof of U.S. Citizenship and/or Right to Work

Federal regulations require that within three (3) business days of the first date of employment, all employees must complete and sign Federal Form I-9 Employment Eligibility Verification Form and must present documents of identity and eligibility to work in the United States. Additionally, some states may require E-verification.

Reference and Criminal Background Check Policy

Offers of employment are contingent upon satisfactory reference and criminal background checks including receipt of fingerprint clearances, consistent with legal requirements.

Educational Credentials

Some employees, as a condition of employment, must maintain and provide proof of a valid credential as required for the employee's position. It is the employee's responsibility to be aware of the expiration date(s) associated with such credentials and to take steps to renew credentials as needed. Compliance Services will monitor the expiration of such credentials and provide employees with any notice required by federal or state law or regulation of such expiration.

Failure to maintain and/or renew required credentials may result in disciplinary action, up to and including unpaid leave, suspension or termination. School employees should reach out to their manager or Human Resources with any questions on required credentials.

Noncompliance with this policy could result in unpaid suspension beginning the day after the expiration date of your credential(s). If after thirty (30) days of unpaid suspension you have not submitted the required credentials, your employment could be terminated.

Tuberculosis Testing

No person shall be initially employed by the school unless they provide 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 they are 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 be on file with the school 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 from the prior school employer, that shows they are 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 (4) years or more often if recommended by the local health officer.

As the risk assessment, and examination, if necessary, is a condition of initial employment, new employees are responsible for associated costs. The school shall reimburse current employees for the cost, if any, of the tuberculosis risk assessment and the examination.

Internal Applications, Promotions, and Transfers

Internal Applications

The organization is committed to posting job opportunities as they become available. Internal and external recruitment may occur simultaneously or separately.

As with external hiring, equal consideration for internal transfer or promotion is given to all who apply in accordance with the Equal Opportunity Policy. Additional consideration may be granted to internal applicants dependent upon their duration of service with the organization.

Eligibility

Generally, employees should be in their current position for at least one (1) full school year before applying for another internal position.

In addition to the time in their current position, an employee must satisfy all the minimum requirements listed on the job posting and must meet current performance expectations. Additionally, employees must not have had disciplinary action against them within the current school year.

Timing

For schools to adequately serve student needs, an employee is generally prevented from transferring positions at any time during the school year. Transfers typically occur at the beginning of a new school year.

It is important to maintain continuity in service to our students. Management has discretion in these decisions as they are empowered to determine what best suits the student's needs.

Effective dates for transfers or promotions must occur at the beginning of a pay period. A transfer or promotion should occur within four (4) to six (6) weeks after the acceptance of a new position. The current manager will have the ability to indicate if the standard transition time will not be sufficient.

Exceptions to Eligibility Requirements

The minimum service requirement is waived for transfers and promotions occurring within the same department. Employees transferring from a part-time to full-time position may also be waived from the minimum service requirement based on organizational need.

If an employee is a unique fit for an internal transfer based on skills, expertise and performance, as determined by management in coordination with Human Resources, or there is a specific need/urgency, an exception may be made.

Procedure

If an employee desires to pursue a different position in the school, the employee should submit an Internal Application (available on the Virtual Library) to Human Resources via an Issue Aware ticket. The employee must first send the Issue Aware ticket to his or her current manager to confirm notification of his or her intent to interview for another opportunity prior to interviewing with the hiring manager. The current manager will generally indicate in the Issue Aware ticket whether the standard transition period noted above is sufficient or insufficient due to business needs and if insufficient, must indicate what time frame is needed. The current manager should then send the Issue Aware ticket to Human Resources. A Human Resources representative will assign the Issue Aware ticket to the hiring manager.

Filing the Position

Before making an offer, the hiring manager will typically review the candidate's performance documentation with Human Resources and may discuss the candidate's work performance with the candidate's current manager. Human Resources will review the employee's personnel file. If the candidate is selected for the position, the hiring manager will generally contact the employee's current manager prior to the conveyance of the offer to discuss the timing of the transition. Discussions or negotiations of details such as salary, grade, title and timing of transfer are coordinated by Human Resources. The managers will decide on a mutually agreeable transition date which will typically be within four (4) to six (6) weeks from the date of acceptance of the offer, unless business needs dictate otherwise. Human Resources will provide transferees with written confirmation of their new position, salary, job title and reporting relationship.

Employees offered a position through an internal job posting should accept or decline the position within three (3) working days.

Lateral moves in and of themselves are not appropriate rationale for salary increases (including one-time bonuses and special payments, which are not permitted in lateral transfers). The only permissible rationale is when the competitive pay rates for the new job have been found to be significantly higher than the previous job. All salary actions must be discussed with and approved by Human Resources in advance of communication with the employee. Monetary counter-offers by the employee's current department will not be permitted.

Familial and Personal Relationships Between Employees

Unless approved as set forth below, any employee involved in a non-work-related personal or romantic relationship with another employee should not be the manager or have perceived or actual influence or authority over the career advancement, compensation, or performance appraisal of the other. A non-work-related relationship is defined as a family relationship including a spouse, former spouse, parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, in-law (brother, sister, father, mother, son, daughter), domestic partner, shared custodial responsibilities, or a romantic relationship, an external business relationship, or any other relationship that could create the potential for a conflict of interest in the workplace.

Exceptions to this policy must be approved by the Vice President of Human Resources and/or the School Leader or their designee. If there is a question concerning if a relationship constitutes a conflict of interest, please contact Human Resources.

Staff with Children Enrolled in a Connections Academy School

Communication Tools

Employees who have children enrolled in a Connections Academy school may not use instant messaging systems or other forms of communication that are not available to other families when communicating with their children's instructors. Employees should communicate with their children's instructors through the methods available to all Learning Coaches as indicated in the School Handbook.

Keeping the methods of communication separate for the Learning Coach role ensures proper tracking of parent and instructor communications to maintain a clear process for parent and student feedback, questions, and for school staff to best address parent concerns.

Confidential Information

Access granted in the Education Management System is to be used solely for the purposes of performing tasks related to the employee's position and should not be used to access data related to their child(ren) or for any purpose outside of their job duties.

Compensation, Wage, Hour, and Benefits Policies

Categories of Employment

- **Regular Full-Time:** A regular full-time employee is an employee who is regularly scheduled to work at least thirty (30) hours per week. Teachers are considered full-time employees even if they are not scheduled to work during the summer or other school holidays. There are two (2) types of regular full-time employees.
 - **School Administrative Employee:** A school administrative employee is a regular full-time employee who works on a twelve (12) month basis.
 - **School Non-Administrative Employee:** A school non-administrative employee is a regular full-time employee who works on a ten (10) month school calendar.
- **Regular Part-Time:** A regular part-time employee is an employee who is regularly scheduled to work fewer than thirty (30) hours per week.
- **Temporary:** A temporary employee is on the payroll but is expected to be employed for a specific period of time. Temporary employees are not eligible for benefits, unless required by applicable law.
- **Term of Project:** A Term of Project employee is an employee hired for the purpose of working on a specific, defined-term project. Employment will terminate when the project is completed. A Term of Project employee could be full-time or part-time and can be a school administrative or school non-administrative employee classification. In certain limited, extraordinary situations, the Term of Project assignment can be extended for added periods of time. Term of project employees are not eligible for incentive compensation.

Employee Classification

- **Exempt:** Exempt employees are those employees who exercise the requisite degree of discretion and independent judgment and perform certain administrative, professional, and/or executive duties pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws. These employees are typically paid on a salaried basis for carrying out their position responsibilities regardless of the hours worked. Exempt employees are not eligible for and will not be paid overtime pay.
- **Non-Exempt:** Non-exempt employees are those employees who, regardless of title or function, are eligible for overtime pay, in accordance with applicable law. Non-exempt employees must take meal and rest periods as described herein. Part-time teachers who do not qualify as exempt will be classified as non-exempt and will be paid on an hourly basis.

Workday and Workweek

For purposes of calculating overtime, the School's standard workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 a.m. (midnight). The School's standard workday is 12:01 a.m. to 12:00 a.m. (midnight) each day.

Overtime

Unless otherwise required by law, non-exempt employees are paid one and one-half times their regular hourly rate for hours worked in excess of eight (8) hours per workday or over forty (40) hours per work week. Employees are compensated only for hours worked. All non-exempt employees are required to obtain approval from their manager prior to working overtime. Failure to obtain such approval may subject an employee to discipline, up to and including termination. Overtime compensation will be paid in accordance with all state and federal laws. Exempt employees are not entitled to overtime.

Paydays/Paychecks

Employees are paid semi-monthly on the fifteenth (15th) and the final day of each month if the pay date falls on a Saturday or Sunday, employees will be paid the Friday before the fifteenth (15th) or final day of each month. Advances in pay are not permitted. Employees will have their compensation payments spread over twenty-four (24) payments, except where state statutes or regulations require otherwise.

In accordance with the law, all mandatory federal, state, local, and other deductions will be withheld from an employee's semi-monthly pay.

Payroll information must be submitted by the established due date for timely processing. These due dates are listed on the Payroll Calendar which is available in the document repository. If changes to payroll information are received after the established due date, they will be processed during the next scheduled pay period.

Non-Exempt/Hourly Employees

Hourly employees are paid for hours worked in a pay period within seven (7) calendar days after the close of that pay period.

Hourly employees are required to record start/end time and meal breaks on a daily basis on a timesheet. Hourly employees are also responsible for reporting accurate hours on their timesheets. Falsification of timesheet hours is strictly prohibited. Employees must submit their timesheet to their immediate manager for approval of hours worked.

Ten-Month Staff Pay Structures

Exempt Ten-Month Staff Pay Structure

Exempt ten-month employees' annual salaries will be paid over a twelve-month period, to include pay during the summer months. Employees will continue to receive normal payments for a twelve month period. STRS benefits, however, will be deducted during the 10 month period (or portion thereof) the employee works in the applicable school year.

If a ten (10)-month exempt employee does not work the entire school year their pay will be prorated based on time actually worked. Normal deductions for taxes and benefits will reduce this gross amount.

Non-Exempt Ten-Month Staff Pay Structure

Non-exempt ten-month employees are paid based on hours worked. Therefore, they receive pay only during the ten (10)- month period in which they perform work.

Merit Increases

For all exempt and non-exempt ten-month employees eligible for merit increases, the merit increase eligibility amount in the first year of employment is prorated based on the time of year in which the employee is hired.

Hired July 1 – September 30: eligible for 100% of the merit increase pool

Hired October 1 – December 31: eligible for 75% of the merit increase pool

Hired January 1 – March 31: eligible for 50% of the merit increase pool

Hired April 1 or after: Not eligible for a merit increase in the year in which hired

Employees who are on a leave of absence on the date merit increases are scheduled to take effect, will not receive their merit increase until they return to work.

Expense Reimbursement

The organization's policy is to reimburse its employees for all necessary expenditures or losses incurred in direct consequence of the discharge of their duties.

Mileage Reimbursement

Staff members required to travel for business purposes (such as state testing and field trips) are eligible for mileage reimbursement at the current reimbursement rate established by the IRS. Staff requesting reimbursement are required to maintain a detailed record of miles driven during the scope and course of their work duties. Commuting to and from the office is not eligible for reimbursement.

Work from Home Stipend

In order to provide expense reimbursement for potential out of pocket costs incurred while working from home, California Online Public Schools will provide a monthly Work from Home Stipend payment to full time staff members who work 100% of their time from home (UltiPro work location: HOME) CalOPS employees are provided with equipment to work from home, but the organization recognizes that some costs may be incurred, including the use of the internet during work hours. This stipend is intended to replace the need for employees to submit receipts for work from home expenses and is calculated using an average cost of pro-rated internet services throughout various regions in California, plus additional funds for minor out of pocket expenses. The stipend is not designed to cover the full cost of an employee's internet service. The amount of the Work from Home Stipend will be determined annually and will be updated as needed based on research into average costs incurred. The stipend will be divided evenly across all paychecks for each fiscal year. If an employee believes they are entitled to an additional amount to cover work from home costs, they should contact Human Resources.

Employees will be reimbursed for certain reasonable and approved business related travel expenses. Manager's authorization is required prior to incurring the expense. To be reimbursed for authorized expenses, submit an approved expense report along with appropriate supporting documentation within thirty (30) days of incurring the expense according to the school's policies and procedures. Please review related materials on the document repository.

Non-Exempt Employee Travel Policy

Some non-exempt positions require occasional travel within the United States. Employees in positions classified as non- exempt are eligible for compensation for the time they spend traveling outside of their normal work hours, to be paid at the employee's regular rate of pay. Time worked while traveling includes all necessary, non-personal time spent in transit from your home to your work destination, excluding your assigned home office, if any.

Tracking and Reporting Travel Time

Employees are responsible for accurately tracking, calculating, and reporting travel time in accordance with this policy.

Meal breaks should be deducted from all travel time. If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized, only the estimated travel time associated with the schedule, route and mode of transportation authorized should be reported.

Social Security

You may be required by law to contribute a set amount of your wages to Social Security and Medicare. The organization contributes as required by law. Some employees may be exempt from contributing to Social Security because of their participation in STRS.

Workers' Compensation

Consistent with federal and state law, workers' compensation insurance coverage is provided for all employees who become injured while on the job.

Reporting a Workplace Injury

- **Report Your Injury Immediately:** Notify your manager of any work-related injury or illness. It is your manager's responsibility to notify Human Resources. A written report on the injury or illness must be provided to Human Resources within twenty-four (24) hours after the event. The organization will notify the workers' compensation insurance carrier. Human Resources will be responsible for submitting all paperwork to the workers' compensation insurance carrier.
- **Medical Care:** If the injury requires first-aid treatment, you should use the first-aid kit located in each office. If the injury is serious, or you wish to seek further medical treatment, paramedic services may be called, or you can go to an urgent care facility. If you feel that immediate medical treatment is not necessary and prefer to see your private physician, you may do so at your discretion.
- **Disability Income:** If your doctor states you are unable to return to work for a certain length of time, you may be entitled to receive worker's compensation pay. In those serious cases requiring extended absence(s) from work, it is your obligation to keep your Human Resources Partner informed of your status.

Work Hours

Teachers and some other school staff work approximately ten (10) months per year as outlined in the school calendar, which contains a minimum of 195 workdays. The standard work hours for all school-based employees are established by the School Leader and are noted accordingly in the School Handbook for parents and students. The support staff must also be made aware of the approved schedule. The standard work hours are established as the hours in which teachers are expected to be available to families. As professional, exempt employees, teachers and administrators should expect their actual working hours to be determined by the amount of time required to complete the job.

Unless otherwise noted in the offer letter, both exempt and non-exempt full time employees are expected to work a minimum of forty (40) hours per week. Exempt and non-exempt employees may periodically request an adjustment to their standard work schedule. Non-exempt employees may use Paid Time Off for schedule adjustments that exceed eight (8) hour workdays, make-up time (see immediate section below) or obtain manager approval for overtime. Prior to any adjustment being made, the employee must gain manager approval. If an employee obtains approval to leave work early or to come in late, their time should be made up within the same workweek as the approved time away from work.

Make-up Time Policy

Non-exempt employees may request approval to miss scheduled work due to personal obligations and make-up the time missed on another day in the same workweek. The employee must submit a request in writing to their manager for each occasion the employee seeks to make-up time. To qualify for approval the make-up time must, at a minimum, not cause the employee to work more than eleven (11) hours in any workday or more than forty (40) hours in a workweek. Such requests may be granted at the manager's sole discretion. If granted, make-up time under this policy will be compensated at the employee's hourly rate.

Attendance

Each employee has a primary work location and work schedule for the purposes of this policy.

An employee is responsible for being on time as defined by their manager and the needs of the school. Employees are responsible for submitting a leave request for any absence as required by Human Resources. All leave requests must be made in minimum increments of two (2) hours.

Employees must call their manager each day they will be absent or late and must gain manager approval to leave work early. Notifying a fellow employee is not sufficient. If you are unable to make the contact yourself because of illness, emergency, or for some other reason, you must have someone make the contact on your behalf. This is only proper if you are completely unable to make contact yourself.

The school holds certain events that must be attended by employees in person throughout the year. Attendance at these events is mandatory, and if an employee must be absent or cannot attend in person, they must have a valid reason pre-approved by their employee's manager. If absences at these mandatory events exceed 50% of the scheduled events during any school year, regardless of the reason for the absence, disciplinary action may be taken against the employee.

Absence

If you are absent five (5) or more successive days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you are allowed to return to work. These absences may be designated as family/medical leave depending on the circumstances.

Absence from work for three (3) successive days without notifying your manager or Human Resources will be considered a voluntary resignation. In general, five (5) unexcused absences in a ninety (90) day period, or a consistent pattern of absence, except as allowed by law, will be considered excessive, and the reasons for the absences may come under question.

Punctuality

Tardiness or leaving early, without permission from your manager, can be detrimental to the school. Three (3) such incidents in a ninety (90) day period will be considered a "tardiness pattern" and will carry the same weight as an unexcused absence. Other factors, like the degree of lateness, may be considered.

Meal and Rest Breaks

In accordance with applicable law, the organization provides a thirty (30) minute unpaid meal break to non-exempt employees who work more than five (5) hours per day unless the total work period for the day is six (6) hours and the meal period is waived in writing by mutual consent between the school and the employee. If a non-exempt employee works a period of more than ten (10) hours, they are required to have a second meal break of thirty (30) minutes unless the total work period is twelve (12) hours and the meal period is waived in writing by mutual consent of the school AND the employee did not waive the first meal break. Non-exempt employees must record the beginning and end time of each meal break.

Non-exempt employees are required to take a paid ten (10) minute rest break for every four (4) hours worked or major fraction thereof. Whenever practicable, non-exempt employees should take their rest periods near the middle of each four-hour work period.

Any employee who misses a meal or rest break or who experiences a late, short, or interrupted meal break—for any reason—must immediately report this issue to their manager in writing and provide an explanation for the non-compliant meal or rest break. The employee must make this report on the same workday that they experienced the non-compliant meal or rest break.

Failure to comply with this policy regarding meal and/or rest breaks may lead to discipline, up to and including termination.

Lactation Breaks

Employees working at a physical site in California have the right to reasonable time and access to a private area during the workday to express milk, as set forth below.

Employees may use their meal and/or rest periods for the purpose of expressing breast milk. If required, a reasonable amount of additional time will be provided. Such additional time will be unpaid.

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 to 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, the School 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, the School may provide another cooling device suitable for storing milk, such as a School-provided cooler.

Please contact Human Resources for assistance. The School will respond accordingly, generally within two (2) 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 by phone at 213-897-6595 or visit a local office by finding the nearest one on their website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

Office Closure

In the event that the school's office(s) must unexpectedly close (such as hazardous weather conditions or a widespread health crisis) an email notice will be sent from the school to all employees explaining the details of the office closure. The school will also record a voicemail message announcing the details of the office closure on the school's voicemail system.

If you have permission to work from home as home-based employee on a regular or occasional basis, you will be expected to work a full day regardless of whether the office is open or closed. Any employee with such permission is expected to work at full capacity to the best of their ability. The organization understands that depending on the situation, you may not be able to work from home at your usual capacity for reasons specific to the situation (i.e. having children home from school).

Since employees are provided with a web-based Education Management System (EMS) and remote access capability, there may be an opportunity for office-based employees to also work from home. The ability to work from home will be determined by your manager on an individual basis for each day in question.

For all other employees, please follow your school's policy or contact your manager to determine work expectations during office closures. Typically, the school's teachers can work from an alternate location, and are available for families via email and an alternate phone number. More specific details about teacher support will be provided in the email message.

If the office is open and you decide not to attempt to come to work due to inclement weather, you must contact your manager in accordance with your school's call out policy/procedure. Please make sure you have accurate contact information for your manager.

Compensation During an Emergency Office Closure

If an employee is expected or requested to work from home, that employee will receive standard compensation for hours worked. If an employee who is expected or requested to work from home is unable to work because of exigent circumstances, the employee must use paid time off or take the time unpaid. Exempt employees who have no accrued paid time off will be paid for any week in which they perform any work.

During a partial-day office closure due to an emergency, employees without work at home privileges are not expected to work during the time period of the closure and would not be required to use paid time off and would be compensated for the duration of the partial-closure.

Employee Health Benefits

All available employee benefits are described in the Employee Benefits Guide. The most up to date version of the Employee Benefits Guide is located on the document repository.

Leave Benefits

Leave benefits can be found on the Virtual Library under [Paid Time Off & Other Leave Benefits for California Staff](#).

- Paid time off: Holidays, Vacation, Sick Personal Leave
- Bereavement Leave
- Jury Duty Leave
- Leave for a Legal Proceeding
- Military & Military Spouse Leave
- Emergency Duty
- Civil Air Patrol Leave
- Leave for Crime Victims and Their Family Members
- Time Off for Voting
- Suspended Pupil/Child
- School and Daycare Leave
- Rights for Victims of Crime and Abuse
- Adult Literacy Leave
- Alcohol and Drug Rehabilitation Leave
- Leave for Bone Marrow and Organ Donors
- Compensatory Time
- FMLA & CFRA
- Pregnancy Disability Leave
- Unpaid Leave of Absence

Performance and Disciplinary Action Policies

Employee Performance Management

Performance refers to work performance, attendance and punctuality, conduct, and compliance with policies and procedures. Employee performance is the key to achieving school results and organizational productivity. Informal and formal performance feedback tools are utilized to assist employees in developing high levels of performance.

Employees receive a performance review in advance of their salary review date. Performance reviews are conducted annually at the end of the school year and may also be conducted mid-year, usually in December or January. Employees also receive periodic feedback both formally and informally from their manager. This feedback may be written or verbal.

Based on those reviews and other factors (e.g., position level, general market condition, internal equity, the school's overall performance and merit increase pool, etc.), employees may be eligible for a merit increase. All salary increases must be reviewed and approved by two (2) levels in the organization and by Human Resources. A performance review does not guarantee an increase in salary or promotion. Salary increases or other incentive payments, if any, are solely within the school's discretion.

Given that salary reviews are performed on a "common review date," an employee's first merit increase is prorated based on their start date.

Merit increases for ten (10) month employees are prorated based on date of hire in the first year of employment.

For all exempt and non-exempt ten (10)-month employees eligible for merit increases, the merit increase eligibility amount in the first year of employment is prorated based on the time of year in which the employee is hired.

Hired July 1 – September 30: eligible for 100% of the School's annual designated merit increase

Hired October 1 – December 31: eligible for 75% of the designated merit increase

Hired January 1 – March 31: eligible for 50% of the designated merit increase

Hired April 1 or after: Not eligible for a merit increase in the year in which hired

Disciplinary Process

Employees are expected to meet certain standards of work performance and conduct. These include, but are not limited to, those outlined in this handbook as well as in the employee's job description. Employees who do not meet the standards and expectations may be given the opportunity to improve performance and/or conduct through the disciplinary process.

The nature of the discipline, up to and including immediate termination of employment, will depend upon the employee's conduct and the relevant circumstances. It is not a guarantee of continued employment to be placed on an improvement plan as part of the disciplinary process. Employees are expected to meet their performance obligations daily. Certain cases involving serious policy violations warrant a written warning with probationary status. This type of disciplinary action carries a contingency stating any further violations of policy or unacceptable performance or behavior will be grounds for termination.

This disciplinary process does not alter the organization's policy of at-will employment. Both the school and school employees retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

Workplace Conduct Policies

Standards of Conduct

To provide employees with comfortable and safe working conditions, the organization maintains standards of professional behavior that all employees must follow. Although it is impossible to identify every possible example of prohibited conduct, the following is a **partial** list of infractions that may result in disciplinary action, up to and including termination of employment.

- Perpetrating fraud against the organization, its schools, and/or Connections, affiliated entities or persons
- Theft, misappropriation, unauthorized possession, use /removal of organization, school or Connections property
- Carrying weapons or explosives, violating any criminal law while on school property or on school business
- Fighting or otherwise threatening, intimidating, coercing, or interfering with managers, co-workers, or guests
- Sleeping during working hours
- Gambling or other immoral or disorderly conduct while on school property or on school business
- A pattern of chronic or excessive absenteeism, tardiness, leaving work early, or any other violation of the attendance policy
- Failure to properly notify an absence
- Failure to satisfactorily perform job duties, including insubordination or refusal to comply with instructions
- Hiring a third party to perform an employee's assigned job duties
- Intentional abuse, negligence, or destruction of school property
- Violation of any safety rule, policy, practice, or procedure
- Causing injury to a person or damaging property, machinery, equipment, supplies, or negatively impacting the reputation of the school
- False, fraudulent, misleading, or harmful statements or omissions in any medium, including social media platforms concerning, the California Connections Academy education program, another employee or students, parents, colleagues, teachers, vendors, or any statement that is harmful or disloyal to the school or places the school, including the education program, in a negative light
- Dishonesty or providing false information to your manager or other employees
- Misuse of private or confidential information and data created in the course of school operations concerning employees, students or their families.
- Conduct, in our sole opinion, that reflects adversely on you or the school
- Failure to properly follow any rule or procedure, or violating any policy in this handbook
- Other acts, in the opinion of school management and/or Human Resources, that warrant disciplinary action

Respect for Others

The organization expects the employees to treat each other, students, teachers, vendors, regulators, legislators or any third party during the course of their job duties with respect and consideration. Lack of respect can be shown through words, conduct, acts or demeanor. Some examples of lack of respect towards other employees include snide remarks, inappropriate jokes, direct comments and avoidance of particular individuals. The above examples by no means describe all types of disrespectful behavior. As a rule, behaviors that affect another employee's ability to work depart from our standard for respect.

Language in the Workplace

The use of obscenity, profanity, sexual innuendoes, coarse language or language that could be perceived as offensive in the workplace is highly unprofessional and unacceptable. All employees are cautioned to avoid such language. Persons improperly subjected to offensive language should report the incident, using the harassment complaint procedure above.

Professional Ethical Standards

Employees must maintain high standards of personal and professional conduct and behavior in all interactions and communications.

Employees are required to use sound professional judgment when communicating with students and parents while handling situations requiring sensitivity. All school policies and protocols must be followed regarding privacy and other dealings with students, parents, learning coaches and any agencies which may be associated with a CalCA school family.

Employees must display the highest integrity and the best judgment and ethics and use professional skills to the best interests of all. Employees must use only legal and ethical means when seeking to influence governmental legislation or regulations. No employees shall engage in political campaign activities while engaged in school business or with school resources.

Reporting Unethical Behavior

Ethics Hotline

The school's ongoing success depends on maintaining high ethical standards of conduct. To reinforce the commitment to the highest standards of ethics, the organization has made the Ethics Hotline available. The Ethics Hotline is a phone and web-based communications tool that offers employees a confidential way to raise a concern or report suspected unethical, unprofessional, illegal, or fraudulent activity by others associated with the organization or school. The hotline number is 833-710-0718 and the confidential web address is www.lighthouse-services.com/pearson.

Who should use the Ethics Hotline?

Any employee who has information about possible criminal activities, ethical violations, or other work-related incidents should use the Ethics Hotline. **An employee's first option is to report suspicions to a member of school management or Human Resources**, but if they are uncomfortable with the direct approach, the Ethics Hotline may be utilized.

What types of incidents should be reported?

Employees are encouraged to report situations or events that could potentially harm students, the school(s), employees, or the organization. Examples include violations related to:

- Compliance with Regulations
- Conflicts of Interest
- Accounting and Auditing Practices
- Gifts and Bribes
- Disclosure of Confidential Information
- Privacy of Student Records
- Theft
- Copyright Laws and Software Piracy
- Misuse of Resources or Funds
- Intellectual Property Infringement
- Falsification of Information
- Threats and Physical Violence

How it works

Concerns reported to the Ethics Hotline are received by an independent third-party communication specialist who will then report the information anonymously to Human Resources. At no point will the identity of the individual reporting the concern be revealed without their consent. Raising a concern or reporting misconduct in good faith is the right thing and such action will not be subject to discipline or retaliation. If the investigation of a concern reported through the Ethics Hotline reveals the initial report was done with malice or ill intent, it will be deemed the reporter will waive their right to anonymity and be subject to disciplinary action.

You are the key to an ethical workplace

While the Ethics Hotline is an ongoing program for concerned employees; the school encourages direct communication with colleagues, managers, and/or members of school management. For employees who prefer to remain anonymous, the Ethics Hotline is available at any time, twenty-four (24) hours a day, seven (7) days a week.

Whistleblower Policy

In accordance with applicable law, the School prohibits retaliation against any employee because of the employee's refusal to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation, or for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation. The School also prohibits any retaliation against an applicant or employee, and does not discriminate against any applicant or employee, based on that applicant or employee's "whistleblowing" activity against a former employer.

Employees with concerns about practices that are believed to be illegal or violate the School's policies are encouraged to report them to their supervisor or Human Resources. Employees who come forward with credible information on practices believed to be illegal or violations of School policy will be protected from retaliation.

Any employee who reasonably believes that he or she is a victim of retaliation may also call a State of California "whistle-blower hotline" to report the retaliation: (800) 952-5665.

Conflicts of Interest

Employees are prohibited from engaging or appearing to engage in any activities that conflict with the school's interests. A conflict of interest, or the appearance thereof, may occur when an interest in, association with, and/or employment by another school or educational management organization, suppliers of goods or services, etc., is such that the ability to act in the best interests of the school may be called into question.

Please discuss any questions or concerns regarding conflicts of interest with your manager and/or Human Resources.

Conduct that may constitute a conflict of interest includes, but is not limited to:

- Directly or indirectly borrowing from, lending to, investing in, or engaging in any substantial financial transaction with an existing or potential customer, student, supplier, etc.
- Performing outside work for another entity while working for the school or a Connections program
- Working for another educational agency or institution, school, academy, etc., during the same standard work hours as the organization;
- Transmitting confidential information to a student/parent/caretaker, vendor, competitor, or other individual who is not an employee and who does not have authorization to receive it; and
- Using organizational facilities, equipment, labor, or supplies to conduct outside activities
- Having an intimate relationship with any student, parent/caretaker of a student, employee under direct supervision, except when such individual is a member of your family or when you have no work

responsibilities associated with the individual, and the relationship is not prohibited by law or regulation, such as a relationship with an under-age student

Gifts

Employees are to avoid any conduct that gives rise to a conflict of interest or the appearance of a conflict of interest. Specifically, employees must comply with laws that preclude giving gifts to government employees even when the gift is given without any intention of influencing the recipient. For purposes of this policy, a gift is defined as anything of value given or reimbursed by the organization for which goods or services are not provided in return as part of an ordinary business transaction. This may include tangible items, meals, and/or travel expenses. Accordingly, employees must have all gifts reviewed by Human Resources.

Employees may not give, solicit or accept gifts to or from any other person or entity that has sought or seeks a business relationship with the school or organization unless approved through the Issue Aware process. Giving gifts to vendors, students, and government officials is prohibited.

In no event should any gift of cash, including gift cards, be accepted or made.

If an employee receives an unsolicited gift, they must promptly notify their immediate manager, and Human Resources in writing, and take the following action:

- Return the gift with a letter to the donor explaining the Gift policy
- When a gift cannot be returned because it is perishable and may become damaged or spoiled, send the donor a letter noting this fact explaining the Gift policy
- When it is necessary to write a letter as prescribed above, the recipient should provide a copy of the letter to their manager and should submit it to Connections services supported legal team.

Authorizations and Approvals

Under no circumstances is an employee, other than those who have purchasing responsibility authorized in writing, to commit to any purchase or agreement that financially obligates the school or organization. If an employee is required to procure goods and services, the appropriate authorizations from the employee's manager must be obtained in accordance with the school's fiscal policies. Failure to obtain the proper authorizations/approvals will result in disciplinary action and/or a requirement the individual accept personal responsibility for an obligation wrongfully made in the school's name.

Solicitation and Distributions

Employees are prohibited from soliciting and/or distributing of non-school material in work areas and during school hours. Bulletin boards, internal directories, interoffice mail, e-mail, and other organizational resources are to be used only for school business purposes unless designated otherwise.

Employees may not solicit or distribute ANY information in work areas on behalf of a business, club, school, society, religious group, nonprofit organization, or political party during work time or during the work time of the employee(s) to whom such activity is directed.

If the activity is not disruptive, employees may distribute information about nonprofit fundraising efforts or distribute small items, such as cookies or candy for sale, if the proceeds will be received by a nonprofit organization. Permitted activities will be determined by school management. Requests to conduct fundraising activities must be approved in advance by the School Leader.

The school reserves the right to sponsor certain nonprofit fundraising events. However, employee participation will not be required.

Appearance and Dress

The school strives to provide a work environment that is both professional and comfortable. Employee's dress, grooming, and personal hygiene should be appropriate to the school environment in accordance with guidelines set forth by the manager. In general, employees are expected to dress and present themselves in a manner that is acceptable in a school setting.

When meeting with families/students, and/or external parties, or visitors at the school, employees should dress in accordance with the expectations of those individuals. Employees who are dressed inappropriately may be asked to return home to select suitable attire. Any questions concerning the dress code should be directed to an immediate manager or Human Resources.

Animals in the Workplace

Pets are not permitted at the school office or at school related events, unless they are the employee's registered service animal. If you have questions regarding registered service animals, please contact Human Resources for additional information and requirements.

Employee Conduct While Driving

Employees are completely responsible for any accidents, fines, or traffic violations incurred while operating personal vehicles. While driving a personal vehicle, the employee's personal automobile insurance will be considered primary and any organizational-provided coverage secondary. When renting a car for business purposes, employees must obtain insurance from the rental agency or make other arrangements with the School.

Employees who are driving while on school business are expected to conduct themselves in a safe and legal manner, obeying posted speed limits and avoiding distractions while driving.

Social Media Policy

The school believes in utilizing social media sites to foster online collaboration and share what the school does, but employees are expected to do so responsibly. As online communication platforms continue to evolve, so will school policies. Employees should speak freely, but also responsibly. This policy is focused on social media activities in or outside of work that could affect work performance, the performance of other employees, or the school's interests. The policy provides standards for employees who choose to contribute or participate in blogs, wikis, social networks (Facebook, Instagram, Twitter, etc.), virtual worlds, user-generated audio and video (YouTube), or other social media. The standards of conduct apply to online activities. Remember that our rules of conduct apply to online activities and any information or comments posted publicly may be escalated to Human Resources for review.

Employees are discouraged from participating in one-on-one communication or sharing personal information with students through social media sites. It is not appropriate for teachers or other staff members to deviate from their professional role with students at any time. If teachers or other staff members choose to interact with students through social media sites, the interaction should be logged and use filters or other mechanisms to preserve the professional nature of the student-teacher relationship. While such precautions might limit a student's access to employee's personal information, employees may still have access to the personal information of a student. In such a case, information learned about students through these networking and social media sites may trigger a duty under applicable law to report suspected abuse, neglect or other conduct to the authorities.

This policy shall not be construed or applied to interfere with Section Seven (7) of the National Labor Relations Act.

Participation in Social Media Sites

1. Write about what you know. Ensure that statements you make are accurate and factual. Be exciting and creative when talking about the organization or school, but do not exaggerate or guess. If someone asks you a question you do not know the answer to, forward it to an expert within the organization.
2. Present yourself well. Take into consideration that anything you post is made public and could be misconstrued by readers. Assume that your colleagues, manager, school's students and their parents will read it. Keep that in mind as you post and present yourself in a way that you would in the school. Be sure the image you portray is consistent with the work you do. Social media sites tend to blur the lines between personal and professional lives, and public and private information. Be aware of that line and communicate accordingly.
3. Do not post information that is derogatory or disrespectful to the school or the school community or that places the school in a negative light.
4. Restrict access if appropriate. Many social sites have privacy settings. Think about using them.
5. Represent your school and organization well. Just by identifying yourself as an employee, you are creating perceptions about the school and organization. Make sure that content associated with the school is consistent with the school's values and standards of conduct.
6. Respect your audience. It is fine to have a healthy debate, but do not disparage others. Carry the customer service model through to your social media content. Outside parties CAN pursue legal action against you personally for content you post.
7. Correct mistakes. If you made a mistake, correct it. Just make sure you indicate that you have done so before modifying postings.
8. Identify yourself appropriately. Do not misrepresent who you are – if you are commenting about your school, let others know your role and status. Make it clear that you are speaking for yourself and not on behalf of your school. Only employees officially designated by the school have the authority to speak on behalf of the school.

School Social Media Accounts

Employees must disclose to a supervisor any and all known passwords for the school's various electronic communications systems, including any school social media or other accounts, upon request of a supervisor and upon termination of employment.

Prohibited Activities on Social Media Sites

1. Do not violate your confidentiality agreement. Follow the official policies protecting the school's proprietary and confidential information. Things you absolutely cannot disclose on social media sites include financial information, trade secrets, customer information, and confidential or personally identifiable information about students. View the Confidential Records-Access, Retention, and Disclosure Policies, if applicable, for more details.
2. Do not violate copyright or fair use laws. It is extremely important that you respect the laws governing copyright and fair use of copyrighted material owned by the school or others, for our protection as well as your own.
3. Never conduct school business on a social media site. Our internal Education Management System (EMS) and other communication tools provided are the appropriate venues for work-related activities. **All contacts with students or parents should occur on and be tracked using the school's communication tools, not social media sites.**
4. Do not disrupt or denigrate the learning environment. Teachers and school administrators should maintain a supervisory, professional, and respectful relationship with students and the school community.
5. Do not publish information about students.
6. Do not publish personally identifiable information, including photos, about your colleagues without their consent.
7. Do not let social media interfere with your work performance.

8. Know your obligations. It is your responsibility to understand and be familiar with the reporting requirements, for example child abuse and neglect, consistent with the laws of the state in which you work and the school's policy.

Social media should never be used in a way that violates any other policies or employee obligations. If your social media activity would violate any of the School's policies in any other forum, it will also violate them in an online forum. Employees who violate the School's policies may be subject to discipline, up to and including termination.

Drug-Free and Alcohol-Free Workplace

It is the intent of the organization 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). "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.

The School 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 the School's premises;
- Refusing to submit to an inspection or testing when requested by the School;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's 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.

Searches

The School 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

The School may require a test by intoxilator, blood test, urinalysis, medical examination, or other drug/alcohol screening of those persons whom the School 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 or students.

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.

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. The School 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 the School. 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 the School's 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.

Employee Student Relations Policy

Boundaries Defined

For the purposes of this policy the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member's perspective but may be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable

and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. If a student specifically requests that he or she not be touched, then that request must be honored. Violations could subject the teacher or staff member to discipline up to and including termination. Disagreeing with the wording or intent of these 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.

These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behavior we intend to address by this policy.

Acceptable Behaviors

- Pats on the shoulder or back
- Side hugs
- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent, non-private, school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching your legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student’s fixation on an adult)

- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

Unacceptable Behaviors

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the School Leader.
- Kissing of ANY kind
- Massage (Note: 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. 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 school
- Furnishing alcohol, tobacco products, or drugs to a student or failing to report knowledge of such
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]"
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving a school event alone with a student
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- 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 your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior

- Being alone in a room with a student at a school event with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable
- Providing transportation to students for any purpose

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 Cardiopulmonary 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 oneself, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Boundaries Reporting

When any staff member becomes aware of another staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, he or she must report the suspicion to a supervisor and Human Resources promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school 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/Sexual Abuse Reporting

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on the person's training and experience, to suspect child abuse or neglect. It does not require certainty that child abuse or neglect has occurred, nor does it require specific medical indication of child abuse or neglect. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Internal reporting to the School Leader occurs after the phone-in report. Failure to meet these obligations can result in a monetary fine and/or jail.

Investigating

The organization will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior by a staff member, using such support staff or outside assistance, as it deems necessary and appropriate under the circumstances.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

Confidential Records – Access, Retention, and Disclosure Policies

Handling Confidential Information

Personally Identifiable Information

The school and all school employees must comply with the Family Educational Rights and Privacy Act (FERPA) in the handling of student data (see discussion below). Personally identifiable information must be protected, including sensitive personally identifiable information such as social security and financial account numbers, under state and federal privacy laws. Failure to comply with these requirements may result in legal liability to the organization and/or the school. Furthermore, the confidence of, regulators and students and their families depend upon fully exhibiting these responsibilities.

As a user of the Education Management System or other organizational information or systems, employees must comply with the following:

- NEVER store personally identifiable information that includes social security or financial account numbers locally on a laptop or other removable media such as USB and flash drives unless the data is encrypted and password protected. Note that when viewing an export file in the Education Management System it creates a file which is automatically saved in the local temporary folder in the download folder. Employees should only view export files when connected to the network. Use must be temporary and be followed by prompt deletion, as specified in the next bullet.
- To the extent student information does not include a social security or a financial account number must, for legitimate reasons, be temporarily saved on a computer that does not have an encrypted hard drive, this information must be permanently deleted – by deleting the file(s) and then emptying the Recycle Bin (or your system's equivalent) from the computer immediately after use.
- NEVER send emails that contain personally identifiable information that includes social security or financial account numbers. If it is required by any regulatory authority or vendor to transmit a file that contains this kind of information, contact the MIS helpdesk and request assistance to appropriately encrypt or otherwise store the file.
- Laptops and other electronic devices such as smartphones that receive organizational school emails must be password protected.
- Laptops and other electronic devices such as smartphones that receive organizational/school emails must be properly stored and secured when not in the direct control and use of the employee.
- Failure to comply with the above requirements will be considered a serious breach of responsibility and may be grounds for termination of employment or other action(s) as provided by school rules and policies, including discontinuing access to the Education Management System or organization's network.

Family Educational Rights and Privacy Act (FERPA)

Employees are subject to the requirements of the Family Educational Rights and Privacy Act (FERPA). A link to the most current Policy is always located on the document repository.

Employees are responsible for reviewing the requirements and only disclosing student information if specifically required by regulation and when such disclosure is permitted by FERPA. Employees are never permitted to remove any FERPA-protected information from school property in print or electronic form except for legally permitted purposes and when specifically authorized by a manager.

Confidential and Proprietary Information

Employees are responsible for limiting disclosures of confidential and proprietary information to those individuals who require this knowledge to perform their job responsibilities for the benefit of the school and/or organization. Confidential information may not be disclosed to anyone except as approved by the services support legal team.

Employees must conspicuously label confidential information with the applicable classification notice (e.g., "California Connections Academy Confidential"). In addition, all confidential information must be safeguarded and kept secure and disposed of in a secure manner (subject to records retention requirements).

Employees should not accept information or other materials from a contractor, vendor or other non-employee that may be trade secret information obtained or provided without the owner's consent.

Certain information available to employees including content contained in the Education Management System® is protected by various copyrights, trademarks, service marks, patents, trade secrets, or other intellectual property rights and laws and may only be used as permitted by law and with the permission of the owner. Except as expressly authorized by Connections, employees may not sell, license, rent, modify, distribute, copy, reproduce, transmit, publicly display, publicly perform, publish, adapt, edit, or create derivative works from or otherwise exploit the Content or features in the Education Management System® in any form or medium. Users are fully responsible for their own use and for ensuring such use does not infringe on the rights of Connections or third parties. Any unauthorized use including copying or reposting of Connections or third-party intellectual property may result in termination of employment and other legal action

Intellectual Property Policy

Intellectual property is defined as an intangible creation of the human mind, expressed or translated into tangible form that is assigned certain rights of property such as inventions (patents), literary and artistic works (copyrighted works), and symbols, names, images, and designs used in commerce (trademarks). The organization is committed to the enforcement and protection of intellectual property rights as both a legal and an ethical imperative. All employees are expected to adhere to the United States ("U.S.") copyright and trademark laws and to be mindful of the limited rights conferred by licenses and permissions granted by third parties. All employees are also expected to take appropriate steps to protect the rights of the school and/or organization in its trademarks and works of authorship developed for or on behalf of the school and/or organization and to timely notify the of any potentially patentable inventions.

Using Copyrighted and Trademarked Materials

Employees must ensure their work product is original and does not include material owned by third parties unless covered by a license agreement approved by the services support legal team. Employees must ensure they do not use trademarks owned by third parties for commercial purposes without the consent of the owner of the trademark. Questions on the use of third party copyrighted material and trademarks should be referred to the services support legal team.

Plagiarism: Plagiarism occurs when an employee claims or implies original authorship or incorporates material from someone else's written or creative work, in whole or in part, regardless of copyright notice, into their work product without adequate acknowledgement. Plagiarism is strictly prohibited and may represent a violation of law, exposing the employee to criminal and/or civil prosecution.

False Information: Employees are expected to exercise honesty and integrity in all aspects of employment. Employees are prohibited from providing false information to other employees, students, or parents/caretakers. Employees are also required to immediately report to Human Resources if they suspect that another employee has provided false information to other employees, students, or families. Employees are strictly prohibited from falsifying data in the Education Management System, or any other system used for reporting to an authorizer, regulatory body or external agency. Falsification of such data may result in disciplinary action up to and including immediate termination. If an employee is

aware of another employee falsifying data and fails to report the infraction, they may be subject to disciplinary action up to and including immediate termination.

Ownership and Rights to Materials Developed by Employees: Work product and ideas developed by employees as part of their work for the school are owned by the organization.

Teachers are encouraged to contribute materials they have developed during their employment for use by the larger organization. Teachers are encouraged to collaborate with one another and share instructional resources to enhance professional practice and ultimately improve the academic success of the students. Materials that could be shared by the broader organization include, but are not limited to lesson plans, worksheets, problem sets, newsletters, presentations such as PowerPoints, recorded LiveLesson® presentations and resources. By providing these through the EMS or other provided online applications or templates (e.g., software for LiveLesson® presentations and LiveLesson® templates) or communications tools (e.g., email), teachers agree that the organization has a non-exclusive license to use and modify these materials and such modified materials are organizational owned derivative works. Any such materials so contributed may be edited and formatted by the organization and used in any way deemed appropriate. In addition, where a teacher places any approved content in the EMS, any such modifications and/or content will be organizational owned derivative works. The organization will have the right to use such materials, modifications and/or content in any way deemed appropriate. Employees are free to retain a copy of their original (unedited) materials when they terminate employment, but any templates or third-party materials used or incorporated under an organizational license with permission from a third party must be removed.

External Inquiries

Any employee who receives an external inquiry or request for documents from a regulatory or legal authority from the press; or who receives an inquiry concerning information not routinely provided during the normal course of work should refer such inquiries as follows.

- Refer all media inquiries to Public Relations
- Refer all Public Records Act requests and inquiries from lawyers or government agencies to the services support legal team.
- Refer all employment references requested to Human Resources. The school does not respond to oral requests for references. All requests must be in writing accompanied by a signed authorization.
- Do not under any circumstances respond to requests for information regarding another employee. If you receive a request for a reference, you should forward the request to Human Resources.

Records Retention

The school maintains a variety of records, including student and employee records. Record retention requirements and policies have been established for maintaining records. Employees must never destroy any record except in accordance with these policies. Records are not to be kept longer than the policy duration in any form unless they have received direct authorization from the department manager, School Leader, Human Resources or if they are subject to a hold notice received from the organization.

Personnel Files

An employee's personnel file consists of physical documentation as well as electronic information stored on the Human Resources Information System. The original information in a personnel file will be kept by Human Resources.

Additional copies of certain documents in a personnel file may also be kept in the school office.

An employee may request a copy of their personnel file. The request must be made in writing to Human Resources and the file will be made available upon request within a reasonable amount of time.

Access to Employee Exposure Records and Employee Medical Records

Under the Occupational Safety and Health Act (“OSHA”), employees have the right to examine and copy relevant “employee exposure records” and “employee medical records,” as those terms are defined under federal statute. Human Resources is responsible for maintaining these records. If you wish to access your records, or review relevant OSHA regulations, please contact Human Resources.

Work Arrangement Policies

Accommodation of Disabilities

The school adheres to the requirements and regulations of all applicable federal, state and local laws protecting employees with disabilities. Qualified individuals with disabilities may be entitled to reasonable accommodation in the workplace.

We are committed to providing an accessible workplace for all employees. We will make reasonable accommodations on behalf of individuals who qualify under ADA. The accommodation must improve the staff member’s ability to perform their essential job functions. If exact accommodation cannot be met, an alternative that is as effective in removing the workplace barrier will be offered. Written requests for accommodation should be directed to your manager and/or Human Resources. All requests will be reviewed and approved on a case-by-case basis.

Any information regarding a disability will be kept confidential to the extent possible.

Work-At-Home Policy

Under certain circumstances, employees may be eligible to work at home on a full-time, part-time, or occasional basis. Specific information regarding work-at-home arrangements offered are provided below. The decision whether to allow an employee to work at home is within the sole discretion of the organization. Work from home privileges may be revoked at any time for any reason within the sole discretion of the organization. Categories of work at home arrangements are defined in the Work-at-Home Classifications Policy. A manager can require an employee with work-at-home privileges to come into the office at any time. If an employee is requested to come into the office and fails to do so, disciplinary action may be taken.

This policy does not apply to employees who request to work at home as an accommodation for a disability under the ADA. For information regarding such requests, please refer to the Accommodation of Disabilities policy in this handbook.

Work-at-Home Guidelines

1. **Work Environment:** Employees are required to establish an appropriate work environment within their homes, in accordance with the requirements described in this Policy. Employees’ residences generally must be located in the same state as their assigned work location. Exceptions must be approved in advance by Human Resources.
2. **Work Hours:** Employees who work at home are required to work the same “core hours” (e.g., 8:00 am – 5:00 pm), the same number of hours (40 hours per week), and the same calendar days as other employees.
3. **Contact Information:** Employees who work at home must provide Human Resources with their best contact phone number(s) and mailing address. Any changes in contact information must be immediately reported to Human Resources by updating UltiPro. Employees who work from home must display their instant message status daily with their contact information.
4. **Communication:** Employees who work at home are required to communicate with their Managers in a manner and frequency consistent with any other employee. Employees should consult with their Managers to discuss their respective expectations, as well as logistical issues that may arise.
5. **Accessibility:** Employees who work at home must be accessible by phone and internet within a reasonable time during the agreed upon work schedule (“core hours”). If an employee will not be

available for a period of time greater than one (1) hour during their core hours, the employee must notify their manager.

6. Phone Calls: All work numbers should be answered professionally and by the employee only. All work numbers should have a professional voicemail message that indicates the employee's name and role/department.
7. Responding to Voice Mails
 - a. Requirement: Employees who work at home are required to check their work voice mailboxes at least three (3) times per day and return calls from their managers within three (3) hours during normal work hours.
8. Responding to Instant Messages: Employees who work at home are required to respond to Instant Messages within (20) minutes during normal work hours.
9. Off-Site Responsibilities: Employees who work at home will be given an "assigned office/hub location." Employees must be available to conduct home visits, attend field trips and other school-related events, act as proctors for state testing, and perform other duties as assigned.
10. Evaluation: Evaluation of an employee's performance while working at home may include daily interaction by phone and email. Evaluations will be similar in content and frequency to the evaluations received by other employees, but with additional focus on work output and the completion of objectives, and less focus on time-based performance.
11. Confidentiality: Employees who work at home must take steps to prevent proprietary and/or confidential information regarding the organization, its employees, and its clients from being stolen or otherwise accessed. Employees should use locked file cabinets, disk boxes, and desks; practice regular password maintenance; and take other steps, as appropriate. Portable Media such as flash drives, floppy disks, CDRs, etc. should not be used to store or transport confidential data under any circumstances without authorization from the services supported technology team. Employees must still abide by our Information System Policies. It is recommended that no confidential data be printed from the employee's residence. If confidential data is printed, it must either be 1) returned to office or 2) shredded.
12. Contact with Students and Other Individuals
 - a. Home Telephone Numbers: All work numbers should be answered professionally and by the teacher only. All work numbers should have a professional voicemail message that indicates the teacher's name and school. Families who need to contact a teacher may also request a phone call via email, leave a message in the teacher's work voice mailbox, or, if the request is urgent, call the employer's toll-free number and speak with a support representative. It is the employee's responsibility to ensure the safety and security of that phone line.
 - b. Home Office: Employees who work at home are prohibited from granting access to their homework location to students, potential students, their families or caregivers.
13. Child / Dependent Care: Working at home should not be used as a means of providing and/or replacing child / dependent care.* The purpose of the work-at-home arrangement is to facilitate job performance and meet the school's business needs. Employees working at home should not act as primary caregivers for dependents during work hours. Dependents may be present at home; however, the dependents must not require the employee's attention during normal work hours. Employees considering a work-at-home arrangement are encouraged to discuss expectations of telecommuting with family members prior to entering such an arrangement.
14. Expenses
 - a. Mail: Upon request, employees who work at home will be reimbursed for costs incurred in mailing materials to their students. A receipt from the post office is required for reimbursement.
 - b. Travel: Travel expenses are only reimbursable if the location where the employee is traveling is farther away (in miles) than the employee's assigned office location. Expenses associated with traveling to the employee's "assigned work location" for a meeting with their manager are not reimbursable.
 - c. Home Office: Employees are responsible for all costs and expenses associated with the setup of a home office / workspace (e.g., remodeling, furniture, lighting, repairs, modifications, etc.). Repair, upgrade and/or replacement costs and liability for employee-owned equipment and furniture used during the work-at-home arrangement is the responsibility of the employee.

- d. Terminating a Work-at-Home Arrangement: The school reserves the right to discontinue a work-at-home arrangement at any time, with or without notice, in our sole discretion. The school will generally attempt to provide thirty (30) days' notice before making such a change.

Technology

1. Computers
 - a. Home-Based Employees (FT): Generally, home-based employees will be provided with a laptop computer and related equipment. Equipment supplied by the organization is for business purposes only. Employees must take appropriate steps to protect all organization-owned equipment from damage and theft. The organization will maintain an inventory of all equipment and/or materials that are provided to employees working at home. Such equipment will remain the property of the school/organization. Upon termination of employment, return of all school/organization-owned equipment and property to us is required, unless other arrangements have been made.
 - b. Other Work-at-Home Employees: Employees who work at home (i) on a short-term or occasional basis, or (ii) as Home-Based Part-time Employee are responsible for providing their own computers and related equipment. The school is not responsible for loss, damage to or repairs of any employee-owned equipment. Employee owned equipment must meet certain minimum requirements, as determined by our services supported technology team. The school reserves the right to modify equipment requirements with or without notice, in our sole discretion.
2. Broadband Service: All employees who work at home (on a full-time basis, a part-time basis, on a short-term basis, or on an occasional basis) are required to maintain broadband access to the Internet, as well as a dedicated phone line that is available during working hours.

Regulatory Compliance/Risk Management

1. On-Site Inspection: Employees who work at home are required to permit an on-site review of their home office/ workspace upon request, whether it is a scheduled or unscheduled visit, as long as it is during the employee's core work hours
2. Equipment and Workspace Design: Equipment and workspace design must meet all applicable standards and requirements. Upon request, the organization will assist in setting up a workstation.
3. Reporting Injuries: Injuries sustained by an employee while working at home may be covered by our workers' compensation policy. If you are injured while working at home, you must contact your manager and Human Resources immediately, in accordance with school procedures.
4. Injuries to Visitors: The organization is not responsible or liable for injuries sustained by visitors to an employee's home office or assigned office location.
5. Tax Considerations: Employees are responsible for all federal, state, and local tax obligations associated with their particular work-at-home arrangements.

Work-At-Home Classifications

Home Based Employees (Full-Time)

1. Definition: "Home-based employees (FT)" are full-time employees who work at home five (5) days per week. For recordkeeping, training, meeting and administrative purposes, home-based employees are assigned to a specific office or hub ("assigned office location").
2. Eligibility: Almost all full-time employees of the organization are hired immediately to work from home. There are specific limited exceptions and reporting to an office location will be tied to a position and be a condition of such employment.
3. Duration: Home-based arrangements are considered indefinite. Home-based employees who wish to revise their classification the following school year should inform their manager who will review the request and try to accommodate based on business needs.

Short-Term Work-at-Home Arrangements

1. **Definition:** For the purposes of this policy, the phrase “short-term work-at-home arrangement” refers to situations in which (1) an employee is permitted to work at home for a defined period of time due to a personal need or a return from short-term disability, and (2) the duration of the work-at-home arrangement is less than one full school year.
2. **Eligibility:** For employees returning from a leave of absence due to a short-term disability (i.e., maternity leave), the following eligibility requirements apply:
 - a. Employees who have been on a leave of absence due to a short-term disability may be permitted to work-at-home for up to three (3) months after the date the disability began, IF the employee’s performance and job duties meet the criteria.
 - b. Employee must submit an authorization to return to work from a physician to Human Resources before work-at-home arrangement will be approved.
3. **Procedure:** Employees who wish to work at home on a short-term basis should contact Human Resources.
4. **Duration:** Employees should provide Human Resources with information regarding the expected duration of their work-at-home arrangement.
5. **Terminating a Work-at-Home Arrangement:** The organization reserves the right to discontinue a work-at-home arrangement at any time, with or without notice, in our sole discretion. The organization will generally attempt to provide thirty (30) days’ notice before making such a change.

Flex Work-at-Home Days

1. **Definition:** For the purposes of this policy, the phrase “occasional work-at-home days” refers to situations in which an employee is permitted to work at home on an occasional or periodic basis, or an employee is in a “cube-sharing” arrangement where they share a workspace in an office with another employee, and alternate working from the office and working from home.
2. **Eligibility:** Some employees can earn work-at-home days based on their performance from the previous year. Eligibility requirements are determined at the school level.
3. **Number of Work-at-Home Days:** Generally, the number of work-at-home days available to an employee is determined by and dependent upon their performance during the prior school year. Employees may only use the number of work-at-home days allotted to them. The organization reserves the right to increase or decrease an employee’s work-at-home days, with or without notice, in our sole discretion.
Procedure: Employees who wish to use a work-at-home day must obtain approval in advance from their manager or have a regular work-at-home schedule or cube-share arrangement that has been approved by the manager. The organization may, in their sole discretion, deny an employee’s request to work at home on a particular day.

Workplace Safety and Security Policies

Workplace Safety

All employees must practice safety awareness by anticipating unsafe situations and reporting such conditions immediately. If a crisis or near-crisis situation arises at any school site, employees should not attempt to handle it on their own. Immediately consult a manager and/or Human Resources and Compliance. If there is a medical emergency, call 911.

Practice safety around the office by not adjusting or repairing machines and equipment, unless authorized and qualified to do so. Be alert for tripping or slipping hazards. Keep walking areas clear of carts, boxes and other obstacles. Know the locations, contents and use of first-aid kits. Be familiar with the school's emergency action plans and report all injuries, illnesses, and accidents that are sustained while performing school-related work or while on school property immediately, no matter how minor. If a position necessitating the operation of machinery or equipment that requires specific training or certification, the appropriate certification and/or training must be completed prior to use.

Security

Employees are responsible for the security of their personal belongings. The school is not liable for the loss, theft, or damage of employee's personal property. The school reserves the right to inspect and search all areas of school premises at any time without notice and to question individuals on school premises concerning safety and/or security matters. Furthermore, in order to promote the safety of employees and school visitors, as well as the security of the school's facilities, video surveillance may be conducted of any portion of the premises at any time, the only exception being private areas such as restrooms.

Security inspections, searches and investigations can include, without limitation, examining offices, computers, CDs, disks, files, file cabinets, desks, closets, storage areas, restrooms, and all other areas of the facilities and premises as well as the person, vehicles, purses, packages, parcels, and other containers of individuals entering, leaving, or located on school property. The school may conduct these investigations, inspections, and searches to detect illegal or unauthorized drugs, drug paraphernalia, alcohol, weapons, removal of school property, or for other reasons at the school's discretion. For these reasons, duplicates of all keys issued to employees are kept.

The school reserves the right to access and inspect any personal computer or related device if such equipment is used to conduct school business. This right is limited to the work-related information that may be contained on these devices. Please note in no case should work-related electronic content be stored on personal computers at home except when an employee is specifically assigned to work at home and to use personal equipment.

Employee assistance with efforts to provide for security—including authorization to conduct security inspections or cooperation with school security inspections—is expected as a condition of continued employment and is greatly appreciated. The school reserves the right to occasionally review “swipe” records at buildings where key cards are used for access as well as question employees about office entry at abnormal hours.

Workplace Violence Prevention

The school does not tolerate acts of workplace violence committed by or against employees, associates, or families. The school prohibits employees from making threats or engaging in violent acts.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person;

- Engaging in behavior that subjects an individual to extreme emotional distress;
- Possessing, brandishing, or using a weapon while on our premises or engaged in school business;
- Damaging property intentionally; and
- Threatening to injure an individual or damage property

The school may seek the prosecution of all those who engage in violence on school premises or against employees while they are engaged in school business. In certain circumstances, the School 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.

Employee Guidelines and Procedures

General Security Practices

- Never hesitate to call 911 if confronted with a potentially violent situation. It is better to have called 911 unnecessarily than not to have the police available when a threatening situation turns violent.
- Never attempt to physically restrain or physically remove a threatening or violent individual. Doing so puts you in danger and leaves you and the school vulnerable to possible lawsuits.
- Always report violent, threatening, or harassing behavior to your manager and Human Resources. Alert your manager or Human Resources to the presence of strangers or of any suspicious packages in your work area.

Outside Threats

If an employee is the recipient of a threat against the school or school staff, they are required to report the incident immediately. Please use the following guidelines for dealing with threats.

Threat over the Phone

If a threatening call is received, send an instant message to your Manager or Human Resources immediately, noting a caller is on the phone and a threat is being made. Note the caller's phone number from the caller ID.

Threatening Email

If a threatening e-mail is received, immediately forward the e-mail to your Manager and Human Resources.

Mail Threat

If a threat is received through the mail, notify your Manager and Human Resources immediately. Save the letter and the envelope. If possible, do not handle, open, smell, or taste the suspicious mail or packages. If a suspicious item (package, box, briefcase, etc.) is found that does not belong in the work area, immediately notify Human Resources. If you suspect the package contains a bomb, radiological, biological, or chemical threat; isolate the area immediately, call 911, and wash your hands with soap and water.

In-Person Threat

Please call 911 immediately.

Property, Equipment, and Information Systems Policies

Property and Equipment

Organizational property or equipment and/or the property and equipment of the school (the “property or equipment”) is not for personal use and may not be removed from the premises without permission. The organization reserves the right to access and search all equipment. Computer systems, telephone systems, e-mail and voicemail are to be used for school purposes only and will be monitored as appropriate. The organization reserves the right to bill an employee for the cost of unreturned property or equipment upon separation and/or the amount of personal telephone calls, if any, charged to a work phone account.

Office based employees must follow the procedures set forth by building management in owned or leased facilities including a non-smoking policy. Employees are also prohibited from smoking in the presence of any students or families enrolled in the school or attending a school function.

Parking Options

Parking options are made available to all employees when working from an office location. The school is not responsible for lost, stolen, or damaged property while parking in one of these areas. Employees are responsible for locking their car and ensuring that valuables are stored out of sight.

Software/Hardware Policy

Acceptable Use

This section defines the boundaries for the “acceptable use” of the organization’s electronic resources, including software, hardware devices, and network systems. By using these hardware, software, and network systems, employees assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable organizational policies, as well as local, state, and federal laws and regulations.

Software

All software acquired for or developed by employees or contract personnel on behalf of the organization shall be deemed organizational property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Under no circumstances should any user install or download any software onto the organization’s computers without specific permission.

Purchasing

All purchasing of the organization’s software shall be centralized with the services supported technology team to ensure all applications conform to software standards and are purchased at the best possible price. All requests for software must be submitted to the employee’s manager for approval. The approved request is forwarded to the services supported technology team to determine and purchase the standard software that best accommodates the desired request.

Licensing

The organization are responsible for enforcing all applicable licenses, notices, contracts, and agreements for software that is used on school issued computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. License compliance is strictly enforced. Any violation by a user may cause the organization to be liable for the consequences of such violation.

Hardware

All hardware devices acquired for or developed by employees or contract personnel on behalf of the school or organization shall be deemed organizational property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

Purchasing

All purchasing of teacher or student computer hardware devices shall be centralized with the services supported technology team to ensure all equipment conforms to hardware standards and is purchased at the best possible price using volume discounts or national accounts. All requests for computing hardware devices must be submitted to the employee's manager for approval. The approval request is forwarded to the services supported technology team to determine hardware that best accommodates the desired request.

Outside Equipment

No outside equipment or hardware may be plugged into the organization's network without specific permission from the technology team (including USB peripherals and Flash Drives).

Electronic Communications, Telephone Communications, and Access Control Security Policy

Organization Property

As a productivity enhancement tool, the organization encourages the use of electronic communications (including phone, voicemail, e-mail, instant message, and fax). Electronic communications systems and all messages generated on or handled by electronic communications systems, including back-up copies, are considered the property of the organization's, and are not the property of users of the electronic communications services.

Employees may be required to use the phone number provided by Connections for any telecommunication with students, families, or work-related tasks.

Authorized Usage

The organization's electronic communications and telecommunications systems are used predominantly for school business activities. Incidental personal use is permissible so long as:

1. It does not preempt any business activity.
2. It does not consume more than a trivial amount of time and/or resources.
3. It does not interfere with productivity.

Users are prohibited from using the organization's electronic communications and telecommunications systems for charitable endeavors, private business activities, or amusement/entertainment purposes unless expressly approved by the VP of Human Resources. Employees are reminded that the use of organization resources, including electronic communications and telecommunications systems, should never create either the appearance or the reality of inappropriate use.

Student and Family Communications

All educational and/or school related communications with students and families are required to be conducted via the organization's provided and approved tools and platforms. School staff are required to adhere to professional standards of conduct and must exercise good judgment and maintain professional boundaries when interacting with students and families. All communications must be appropriate and related to matters

within the scope of their professional responsibilities. A list of approved communication platforms and tools, and more information on communication methods may be found on the document repository.

Specific Communication Systems Requirements

Email

Another important reminder concerns the use of the organization's email. Any emails that are sent using the organization's email system are the property of the third party provider and may be viewed by members of management or others with administrative rights to the system. Furthermore, services supported technology team is instructed to forward to management any emails that violate the Internet usage policy or represent activities that could be detrimental to the organization's operations. It is essential that all email correspondence be able to pass a common sense test, a good common sense test is to ensure that anything that is written in an email could be printed in a public newspaper without any embarrassment to the sender, recipient, or the organization.

Telephones

Phones provided for school business purposes may be monitored or recorded to ensure quality service. Depending on the nature of work being performed, business phones may not be used for personal calls. In certain employment settings, personal cell phones may only be used in break areas during employees' scheduled breaks and lunches.

General Electronic Communications Provisions

Employees are reminded that the school's various electronic communications systems, including, but not limited to, its Education Management System (EMS), 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 the organization. All communications and information transmitted by, received from, or stored in these systems are school records.

As a result, the school may, and does, monitor its employees' use of these electronic communication systems, including for social media activities, from time to time. The school may monitor such activities randomly, periodically, and/or in situations when there is reason to believe that someone associated with the school 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 the school's various electronic communications systems.

Employees must disclose to a supervisor any and all known passwords for the school's various electronic communications systems, including any school social media or other accounts, upon request of a supervisor and upon termination of employment.

Employees must perform work only on the organization's electronic communication systems and only using accounts and software authorized by the organization. Employee are prohibited from performing work on personal devices, including computers, laptops, tablets and cell phones, and from personal accounts.

Default Privileges

User privileges on electronic communications systems must be assigned so that only those capabilities necessary to perform a job are granted. This approach is widely known as the concept of "least privilege." Except for emergencies and regular system maintenance notices, broadcast facilities (including the "All-Employees" distribution list) must only be used after permission of your manager or School Leader has been obtained.

User Accountability

Regardless of the circumstances, individual user account passwords must never be shared or revealed to anyone. This includes logging into an organizational resource as yourself to allow another user to access those resources. If another user does not have access to a resource and asks you to log in for them, deny the request and notify services supported technology team immediately.

If users need to share computer resident data, they should utilize public directories on local area network servers, SharePoint, or the document repository in the EMS. Users should also refrain from sending attachments to internal users for review and comment if the resource is available in the public folder or SharePoint on the organization's network.

Access Control

To prevent unauthorized parties from obtaining access to electronic communications, users must choose passwords that are difficult to guess (not a dictionary word, not a personal detail, and not a reflection of work activities). The password policy requires users to choose a password that is at least eight (8) characters long and a combination of letters, numbers and/or symbols. Employees will be required to change their passwords every ninety (90) days and are not permitted to re-use the previous five (5) passwords.

No Guaranteed Privacy

The school cannot guarantee electronic and telephone communications will be private. Employees should be aware that electronic and telephone communications could, depending on the technology, be forwarded, intercepted, printed, and stored by others. Furthermore, others may require access to electronic and telephone communications in accordance with this policy.

Statistical Data

Consistent with generally accepted practices, the organization collects statistical data about electronic communications. As an example, call-detail-reporting information collected by telephone switching systems indicates the numbers dialed, the duration of calls, the time of day when calls are placed, etc. Using such information, technology support staff monitors the use of electronic communications to ensure the ongoing availability and reliability of these systems.

Incidental Disclosure

It may be necessary for technology support staff to review the content of an individual employee's communications during problem resolution. technology support staff may not review the content of an individual's communications out of personal curiosity or at the behest of individuals who have not gone through proper approval channels.

Message Forwarding

Recognizing that some information is intended for specific individuals and may not be appropriate for general distribution, electronic communications users should exercise caution when forwarding messages. Sensitive information must not be forwarded to any external party without the prior approval of the manager or School Leader. Blanket message forwarding to parties outside of the organization is prohibited unless prior permission of the VP of Human Resources has been obtained.

Internet Security and Usage Policy

Specific Policy

All information traversing the organization's computer networks that has not been specifically identified as the property of other parties will be treated as an organizational asset. It is the organization's policy to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information.

In addition, it is the organization's policy to protect information belonging to third parties that has been entrusted in confidence as well as in accordance with applicable non-disclosure agreements, contracts and industry standards.

Authorized Usage

Generally, the computer network must be used for school business activities only. Incidental personal use of internet on the organization's network should be limited to employee break times.

Some departments may explicitly prohibit personal internet usage on the organization's network. This will be outlined in a department specific policy.

Information Movement

At no time should an employee download anything from the Internet without direct permission from the services supported technology team. All approved software downloaded from non-Connections sources via the Internet must be screened with virus detection software prior to being opened or run. Whenever the provider of the software is not trusted, downloaded software should be tested on a stand-alone (not connected to the network) non-production machine. If this software contains a virus, worm, or Trojan horse, then the damage will be restricted to the involved machine.

Information from the Internet should be considered suspect until confirmed separately from another source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate.

Unless tools like privacy enhanced mail (PEM) are used, it is relatively easy to spoof another user on the Internet. Likewise, contacts made over the Internet should not be trusted with organizational information unless a due diligence process has first been performed. This due diligence process applies to the release of any internal information (see the following section).

Employees must not place the organization's material on any publicly accessible Internet computer that supports anonymous file transfer protocol (FTP) or similar services unless the technology team and the employee's manager has first approved the posting of these materials.

In more general terms, internal information should not be placed in any location, on machines connected to internal networks, or on the Internet, unless the persons who have access to that location have a legitimate need-to-know.

All publicly writable (common/public) directories on internal Internet-connected computers will be reviewed and cleared periodically. This process is necessary to prevent the anonymous exchange of information inconsistent with school business. Users are prohibited from being involved in any way with the exchange of the material described in this policy.

Information Protection

The organization's confidential, proprietary, or private information must not be sent over the Internet unless it has first been encrypted by approved methods. Unless specifically known to be in the public domain, source code must always be encrypted before being sent over the Internet.

Credit card numbers, telephone calling card numbers, log in passwords, and other parameters that can be used to gain access to goods or services must not be sent over the Internet in readable form. Unless an encryption algorithm like PGP (pretty good privacy), or another algorithm approved by the technology team is used to protect these parameters, employees should never put this information into an email, or instant message. This policy does not apply when logging into the machine that provides Internet services.

In keeping with the confidentiality agreements signed by all employees, organizational software, documentation, and all other types of internal information must not be sold or otherwise transferred to any third party any purposes other than school business purposes expressly authorized by management.

Exchanges of software and/or data between an employee and any third party may not proceed unless a non-disclosure agreement has first been signed. Such an agreement must specify the terms of the exchange, as well as the ways in which the software and/or data is to be handled and protected. Regular business practices, such as shipment of software in response to a customer purchase order, need not involve such a specific agreement since the terms are implied.

Likewise, off-hours participation in pirate software bulletin boards and similar activities represent a conflict of interest with the school's mission and are therefore prohibited. Similarly, reproduction of words posted or otherwise available over the Internet must be done only with the permission of the author/owner.

Copyright and Licensing Restrictions

Computer software protected by copyright is not to be copied from, into, or by using organizational computing facilities, except as permitted by law or by contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied to make back-up copies, if permitted by the copyright owner.

The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department.

The school strongly supports strict adherence to software vendors' license agreements. The school abides by all applicable federal and state statutes and regulations pertaining to the use of computer hardware and software including, but not limited to, federal copyright laws. Unauthorized copying, altering, modifying, merging, transferring, de-compiling, or reverse assembly of licensed software is strictly prohibited. State laws may further govern the use of any computer resource (including software).

Most copyright licenses for software contain single CPU usage restrictions. These restrictions must be honored. In some instances, the software copyright owner may grant a variance from these restrictions to school environments.

However, without explicit written variance, single usage restrictions in the license apply to all users.

Expectation of Privacy

Employees accessing organizational information systems and/or the Internet should realize that communications are not automatically protected from viewing by third parties. Unless encryption is used, staff should not send private information over the Internet.

The organization expressly reserves the right to monitor Internet use from all computers and devices connected to any organization-provided network.

At any time and without prior notice, the organization reserves the right to examine e-mail, personal file directories, and other information stored on the organization's computers. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of information systems.

Access Control

All users wishing to establish a connection with organizational computers via the Internet must authenticate themselves at a firewall before gaining access to the internal network. This authentication process must be done via a dynamic password system approved by the service supported technology team.

Employees are prohibited from establishing wireless access points, electronic data interchange (EDI) arrangements, FTP sites, web servers, peer-to-peer networks or any other external network connections that could allow external users to gain access to our systems and information.

Reporting Security Problems

If sensitive organizational information is lost, disclosed to unauthorized parties, or suspected of being lost or disclosed to unauthorized parties, the technology team must be notified immediately.

If any unauthorized use of our information systems has taken place, or is suspected of taking place, the technology team must be notified immediately. Similarly, whenever passwords or other system access control mechanisms are lost, stolen, or disclosed, or are suspected of being lost, stolen, or disclosed, technology team must be notified immediately.

Because it may indicate a computer virus infection or similar security problem, all unusual systems behavior, such as missing files, frequent system crashes, misrouted messages, and the like must also be immediately reported. The specifics of security problems should not be discussed widely but should instead be shared on a need-to-know basis.

Users must not probe security mechanisms "test the doors" at either Connections website or other Internet sites unless they have first obtained permission from the technology team. If users probe security mechanisms, alarms may be triggered, and resources will needlessly be spent tracking the activity.

Remote Access Policy

Remote access is a generic term used to describe the accessing of the computer network by individuals not located at the primary office. The organization provides several options for access to school resources. This remote access may be required for traveling employees, employees who regularly work from home, or employees who work both from the school office and from home. In many cases, both the school and the employee will benefit from the increased flexibility provided by a remote access program. Each user's need to access school resources remotely will be reviewed and approved by the employee's manager and the technology team on a case-by-case basis.

Equipment and Tools

The organization may provide tools and equipment for remotely accessing the computer network. This may include computer hardware, software, phone lines, e-mail, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment and software provided for remotely accessing the 's computer network is limited to authorized persons and for purposes relating to school business. The organization will provide for repairs to organizational equipment. When the employee uses their own equipment, they are responsible for maintenance and repair of equipment.

Use of Personal Computers and Equipment

The school may only be able to provide limited support for equipment and software that is not purchased or owned by the organization.

The organization will bear *no* responsibility if the installation or use of any necessary software causes system lockups, crashes, or complete or partial data loss. The employee is solely responsible for backing up data on their personal machine before beginning any work. At its discretion, the organization will disallow remote access for any employee using a personal home computer that proves incapable, *for any reason*, of working correctly with the -provided software, or being used in a production environment. There are several key requirements that an employee must meet before gaining remote-access privileges to organizational resources.

Anti-Virus Software

All computers accessing the organization's school resources are required to have active anti-virus software installed and configured to automatically update each time the computer is connected to the Internet. Employees will need to coordinate with the technology team to install the required software. If another anti-virus package is installed, the employee must verify that they are paying for an active subscription to pattern updates or they will be required to uninstall that application and install the organization's anti-virus application. No trial software will be accepted as proper protection.

The service supported technology team reserves the right to routinely inspect and verify that the proper safeguards are in place on the employee's home network and computer, and to revoke VPN access to the network at any time the technology team finds or suspects that an employee is maintaining the computer or network in an unsecured environment.

Acknowledgement

Employee Acknowledgement of Policies

I acknowledge that:

1. I have been advised that the organization has an employee handbook which sets forth various policies regarding my employment by California Online Public schools, which operates the California Connections Academy schools and programs.
2. I understand that I have access to and can obtain a copy of the employee handbook for review at any time online in the document repository or by contacting Human Resources or my manager.
3. I understand and agree that I am responsible for knowing and understanding the handbook contents and abiding by the policies set forth in this employee handbook.
4. I understand that the handbook does not create a contract of employment, either express or implied, or a guarantee of any benefit, and that the handbook contains only a summary of benefits and an overview of policies and procedures.
5. I understand that all employment policies, practices, wages and benefits, whether they are in the handbook or not, may be unilaterally changed, amended, modified, reduced, or discontinued at any time in my employer's sole judgment and discretion.
6. I understand that any amendment of the handbook will always govern and supersede any prior versions.
7. I understand, in accordance with the handbook policies, that if I should have questions or concerns regarding my terms of employment or working conditions, I should contact Human Resources or my manager.
8. I have read and understand the policies contained in this handbook and I agree to abide by all policies as well as immediately report any perceived violations of policies to my manager and/or Human Resources.
9. I understand that the organization has the right to use disciplinary action for any violation of policy or perceived violation of policy contained in this handbook.
10. I understand that the details of any benefits available to me as an employee are contained in the Benefits Guide.
11. Finally, I agree that my employment continues to be at-will and for no definite duration, that I can terminate my employment at any time, with or without cause or notice, and that the employer reserves the right to do the same.

You will be directed to acknowledge the policies contained within this handbook via electronic signature upon beginning employment.