



**RAINIER VALLEY
LEADERSHIP ACADEMY
STAFF HANDBOOK OF
POLICIES AND
PROCEDURES**

SY 2022-2023

Quick Reference Guide

The quick reference guide is designed to navigate directly to the link that provides detailed information regarding common asked staff questions. Below are workable links that will provide you with details for:

Staff Guidelines	New teacher and returning teachers guide to the frequently asked questions.
Parent Handbook	Parent facing handbook with information that all parents must know for this school year and who to contact.
Scholar Handbook	Scholar facing handbook with information regarding attendance, missing work, dress code, etc. and who to contact.

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I. INTRODUCTION

I.A. Welcome

Hello Family,

First and foremost, I would like to welcome you to an anti-racist, collaborative community known as the Rainier Valley Leadership Academy. We want you to know that RVLA is family and we welcome you and your family to the Panther family.

Our staff is comprised of various backgrounds, whose main purpose is to make sure our scholars have the tools and resources to successfully navigate within the vast complexities of the world. With that being said, we welcome your passions, your motivational stories and who has watered your bamboo.

We recognize that the past two years have been very challenging on our community. The concept of mental health has been at the forefront. We want to assure you that we are exhausting all of our resources to ensure your mental health needs are being met. Your health is your wealth and we definitely want the best “you” that you can be. Family takes care of each other...and that’s what we are.

As a whole, I can’t wait to see the positive relationships you create with both scholars and colleagues. We are all leaders in this anti-racist journey and must model the behavior we wish to see in the scholars as they interact with each other as well.

As we embark on the New RVLA journey, let’s do so with compassion, understanding, vulnerability and meaningful conversation.

As you continue reading the Employee Handbook, you might have questions. Please feel free to email hr@myrvla.org or speak with any member of the leadership team.

Once again, welcome to the RVLA Family #RVLAFAMILY

David Watson

Principal

D

I.B. Purpose of Handbook

This Employee Handbook (also referred to herein as the “Handbook”) is provided to all Rainier Valley Leadership Academy (“Rainier Valley Leadership Academy” or “RVLA”) employees as a guide for the employer/employee relationship. It is an important source of information and employees should read the Handbook carefully and use it as a reference.

There are several things that are important to keep in mind about this Handbook:

- This Handbook is designed to give a brief description of the policies and benefits for employees of RVLA. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your immediate supervisor or RVLA’s Human Resources Department. This Handbook supersedes and replaces all previous personnel policies, practices, guidelines and handbooks whether written or spoken.
- The procedures, practices, policies and benefits described herein may be modified or discontinued from time to time as RVLA deems necessary. RVLA will inform employees of any significant changes as they occur and at least on an annual basis.

- The benefits described in this Handbook (including, but not limited to, insurance benefits and retirement plans) are intended for general information purposes only. Many of the benefits are the subject of detailed written plans and policies which are available on request from RVLA' Human Resources Department and online. If a question arises about the nature or extent of plan benefits, or if there is conflicting language in the benefit plan documents and the Handbook, the formal language of the benefit plan documents govern.
- The Handbook is not an employment contract or a contract for continued employment. Employment with RVLA is on an at-will basis. No policy set forth herein guarantees any continuity of benefits or rights, or forms any contract with an employee.

I.C. Rainier Valley Leadership Academy Mission and Values

Rainier Valley Leadership Academy is an anti-racist collaborative community of critical thinkers focused on dismantling systemic oppression through scholar leadership.

Our 3 Pillars:

1. Collaborative Community:

We honor our past and present by celebrating the voice of our community, we exceed what is possible by using our collective strengths.

- We embrace multi-directional feedback opportunities
- We provide multiple opportunities to access information and resources
- We invite our community to participate in collaborative decision making
- Scholars and families believe that their voice and ideas are just as powerful and should be heard.

2. Anti-Racism:

We continuously address racism with urgency and action, we decolonize and dismantle systems of oppression to empower our community.

- We decolonize curriculum.
- We educate, speak up, and call out racism and microaggressions.
- We recognize and address the power systems that have historically and currently been developed to marginalize specific

- groups.
- We tip the balance of power through equitable practices.

3. Leadership:

We elevate the voice of our future local and global leaders; leadership goes beyond positions of power and comes in many forms.

- We teach critical thinking, advocacy for self and others, knowing when to step up and step back, speaking out, policy making, asking questions, and having integrity.
- We promote community partnerships, entrepreneurship opportunities, and internships.
- We support building skills in emotional intelligence that can be translated to the future career choices.
- We celebrate neurodiversity.

Panther Values:

1. Collaborative

- We believe every decision should begin with students first.

2. Passion for Excellence

- We are solution-oriented.
- We are reflective.
- We strive for continuous improvement.
- We are data-driven.
- We take calculated risks.

3. Personal Responsibility

- We expect a high level of individual accountability.
- We are willing to stay until a job is done well.

4. Respect for Others and the Community

- We are collaborative.
- We are flexible.
- We contribute positively to the school culture.

5. All Stakeholders are Critical in the Education Process

- We solicit and incorporate input from all stakeholders.

6. We Pride ourselves on Providing an Exceptional Level of

Customer Service.

- We honor our families.
- We positively communicate with our families regularly.
- We build authentic relationships with families.
- We treat our families as our own.
- We view families from a strength based mindset.

I.D. Summary of Rainier Valley Leadership Academy Public Schools' Diversity Equity & Inclusion (DEI) Commitment

As an anti-racist organization, Rainier Valley Leadership Academy's foundational practice is to continuously address racism with urgency and action; we decolonize and dismantle systems of oppression to empower our community. We address issues concerning racism with urgency; we understand issues around mindset, language, and subconscious racist beliefs harm scholars. At RVLA we sit in discomfort, having tough conversations to protect scholars first. We understand that equity is different from equality, and we are striving for equity. As a result, we commit to explicitly embedding a diversity, equity, and inclusion lens in our organizational culture, our educational practices, and our talented practices.

I. Why is DEI important to Rainier Valley Leadership Academy?

Embedding a DEI lens is a catalyst to fulfilling Rainier Valley Leadership Academy Public Schools' mission, continually learning and expanding our perspectives, including a creative environment where all individuals are valued and supported.

Mission Fulfillment

Diversity, equity and inclusion are critical lenses that help us understand the complexity of our scholars' experiences, celebrate the potential of each individual and strengthen our ability to fulfill our mission so all scholars can succeed.

To accomplish this:

- We commit to setting high expectations, delivering rigorous instruction, and providing tailored support to ensure each and

every scholar, regardless of background or ability, graduates prepared for success in college, leadership, and life.

- Most importantly, one of our values is that ***all stakeholders*** are critical in the education process. Given our belief that education is a vehicle to disrupt historical oppression; we commit to collaborating with a broad group of partners to find opportunities to help transform public education in the communities we serve.

Continually learning and expanding our perspectives

A diverse, equitable, and inclusive culture will enable all voices to be heard and strengthen decision-making in the best interest of our students.

II. Our Commitments

We commit to closing the opportunity gap by explicitly being DEI focused in our organizational culture, our educational practices, and our talented practices.

For DEI in Our Culture

- We commit to creating the space for ongoing and open discourse about DEI; perpetuating a welcoming culture to create a richer context for community building and genuinely willing to consider new perspectives, while appreciating individual similarities and differences.
 - Our mission drives our culture. Our organizational culture grows out of the contributions of every individual who believes in our mission.
 - We each take responsibility to help create an environment in which all scholars, staff, families, and community partners have a sense of safety and belonging and can be their authentic selves. We respect the communities in which we work and the people who live in them. We commit to further celebrating the assets within the communities we serve and continuing to find opportunities to incorporate student and family voice in our work.
 - We commit to our beliefs in DEI being present in our decision-making and our actions. We commit to innovating, adapting, and reflecting on current systems, structures and practices to help us fulfill our mission. We commit to transparency even as we tackle new

and complex work.

For DEI in Our Educational Practices

- We commit to being culturally-responsive in our curricular choices, pedagogical practices, scholar policies, academic pathways, and programming so that our students feel valued in our classrooms.
 - In our schools, we commit to providing differentiated supports and building authentic connections to meet the needs of each student.
 - We commit to reflecting on our identities and beliefs and addressing our own biases in the context of the communities we serve.
 - We commit to better understanding students' experiences and making learning personally meaningful. We will do this by connecting the content to the context of their life, of their families and communities, and of a global society.

For DEI in Our Talent Practices

Hiring Practices

- We commit to recruiting a talented and diverse team.
 - Acknowledging the broader social and historical context of the communities we serve, we commit to taking a purposeful approach to continuing to connect students to educators of similar backgrounds (race, gender, socioeconomic status, English learner status, etc.). In addition, we commit to “growing our own” educators from the communities we serve.
 - At the same time, we commit to helping students connect with staff representing a diverse set of backgrounds and perspectives in preparation for their life beyond Rainier Valley Leadership Academy.

Growing and Retaining Talent

- We commit to providing support that makes all employees feel empowered, appreciated and successful in doing the critical work needed to fulfill our mission.

III. Continuously Learning

We are cognizant that there's a gap between our commitments and our

current state. We are working to bridge that gap. We approach this work from a place of humility; as we make progress, we will also likely make mistakes and need to step outside of our comfort zone. Given our passion, this statement of our commitment will continually evolve as we learn and grow.

I.E. Professional Development

The heart and soul of Rainier Valley Leadership Academy is its commitment to the professional development of all of our employees. Regardless of your role in the organization, each member of the Rainier Valley Leadership Academy family participates in ongoing professional development throughout the year.

Each member of the Rainier Valley Leadership Academy family meets regularly with his/her supervisor to discuss job performance, goals, and expectations. The purpose of the performance evaluation process is to review, document, and acknowledge achievements, cultivate professional development goals, and address performance concerns.

Classroom Teachers and Counselors

Rainier Valley Leadership Academy provides all new and returning teachers and counselors with professional development days, before the school year targeting classroom instruction and climate. Additionally, Rainier Valley Leadership Academy provides ongoing professional development with on-site coaching and modeling, weekly staff professional development, day-to-day instructional leadership, and access to external workshops. Thus, whether a teacher is new or returning to our organization, Rainier Valley Leadership Academy ensures all teachers are well-prepared to start the school year and beyond.

School Site Classified Employees

Rainier Valley Leadership Academy provides targeted professional development based on the needs of each job classification. School Site Classified Employees are provided professional development on a full day “All Rainier Valley Leadership Academy Days” throughout the year. Furthermore, depending on the employee’s job function, additional small group training and/or one-on-one coaching are scheduled with Rainier Valley Leadership Academy’s Home Office content experts. ProfRainier Valley Leadership Academy professional development, we ensure that data in the way of surveys, exit slips, and observations of a classified employee’s expertise drives the professional development needs of our members.

School Administrators

Rainier Valley Leadership Academy provides all new school administrators to the organization with initial professional development that primarily focus on Rainier Valley Leadership Academy's teacher evaluation system. As a means to prepare for the upcoming school year, all school leaders attend a retreat with their colleagues focused on instructional leadership, strategic planning, and school culture.

As required, all new and returning school administrators must be certified on a biannual basis in order to evaluate teachers.

Throughout the year, all school administrators are provided professional development that continues to focus on instructional leadership, strategic planning, and school culture.

II. EMPLOYMENT CATEGORIES, CLASSIFICATIONS, AND REQUIREMENTS

II.A. Categories of Employment

Rainier Valley Leadership Academy Public Schools maintains employee classifications to ensure all legal requirements are adhered to so that benefit plan eligibility and payment of compensation is in accordance with federal, state and local laws. Managers are responsible for informing Human Resources of any changes in status as well as extensions in employment when specified periods are applicable.

Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

Exempt: Per applicable law, an employee is classified as exempt if the majority of his/her job duties are exempt from the overtime provisions of applicable law and he/she earns a minimum salary set forth in applicable law. An exempt employee is not eligible for overtime pay and is typically salaried.

Non-Exempt: Per applicable law, a non-exempt employee is classified as non-exempt if he/she does not meet the criteria to be classified as an exempt employee. A non-exempt employee is eligible to receive overtime pay and is paid for actual hours worked (i.e., typically hourly).

Job Classifications

Rainier Valley Leadership Academy has established the following categories for both nonexempt and exempt employees:

Regular, Full-Time: Employees who are regularly scheduled to work a minimum of forty (40) hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time: Employees who are regularly scheduled to work fewer than forty (40) hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by Rainier Valley Leadership Academy and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time: Employees who do not work on a continuing basis, but rather cover an absent employee or temporary vacancies, and who are regularly scheduled to work a minimum of thirty (40) hours weekly, for a period not to exceed 180 days. A temporary employee receives all legally mandated benefits (e.g., Social Security, workers' compensation insurance), and is generally eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program. A temporary full-time employee may be continued in this classification for one additional 180-day extension period upon request of the manager with the approval of the Human Resources department. After the 360-day period, the employee will either be converted to regular status or released. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time: Employees who do not work on a continuing basis, but rather cover an absent employee or temporary vacancies, and who are regularly scheduled to work less than forty (40) hours weekly, for a period not to exceed 180 days. A temporary employee receives all legally mandated benefits (e.g., Social Security, workers' compensation insurance), and are eligible for some of the benefits offered by Rainier Valley Leadership Academy and are subject to the terms, conditions, and limitations of each benefits program. A temporary part-time employee may be continued in this classification for one additional 180-day extension period upon request of the manager with the approval of the Human Resources department. After the 360-day period, the employee will either be converted to regular status or released. Employment beyond any initially stated period does not in any way imply a change in employment status.

Seasonal, Full-Time or Part-Time: Employees who do not work on a continuing basis, but rather for a particular predefined duration of time, typically starting and ending at approximately the same time each year, to meet the needs of a Rainier Valley Leadership Academy department, not to exceed six months. A seasonal employee receives all legally mandated benefits (e.g., Social Security, workers' compensation insurance), but is ineligible for any of Rainier Valley Leadership Academy's benefits (e.g., non-statutory leaves of absence, health or welfare benefits). Seasonal employees will not be granted an extension

beyond six months and will either be converted to regular or temporary status, or released. Employment beyond any initially stated period does not in any way imply a change in employment status.

Other Classifications

Independent Contractor: An individual who is not a Rainier Valley Leadership Academy employee (e.g., consultants) performs labor or services shall generally be considered an "independent contractor" if the following standards are met:

1. The Contractor is free from direction and control over the means and manner of providing the labor or services, subject only to the specifications of the desired results.
2. The Contractor is responsible for obtaining all assumed business registrations or professional occupation licenses required by state law or local ordinances.
3. The Contractor furnishes the tools or equipment necessary for the contracted labor or services.
4. The Contractor has the authority to hire employees to perform the labor or services; or fire said employees if necessary.
5. Payment to the Contractor is made on completion of the performance or is made based on a periodic retainer.

Temporary Staffing Firms: Rainier Valley Leadership Academy may work with temporary staffing firms to have individuals placed to fill temporary vacancies or work on short-term projects. Depending on the nature of the job (i.e., frequency and contact with students or Rainier Valley Leadership Academy employees), staffing firm employees may be required to perform a live scan clearance and TB clearance prior to beginning an assignment.

Volunteer: A person who donates his or her time and energy to Rainier Valley Leadership Academy and is not an employee. They will contribute to the public service mission of the organization, do not receive compensation for services, and do not displace any employees.

Paid Interns: A paid intern is typically a student or trainee that performs work for the benefit of gaining work experience. Depending on the nature and timeline of the internship, paid interns may be categorized as temporary or seasonal full-time or part-time employees.

Unpaid Interns: Rainier Valley Leadership Academy may utilize an unpaid internship program from time to time. Unpaid interns are volunteers and are not Rainier Valley Leadership Academy employees. To qualify for a Rainier Valley Leadership Academy internship program, the intern must meet the qualifications under the Fair Labor Standards Act to ensure the intern is the primary beneficiary of the program, including, but not limited to: (1) no expectation of compensation communicated to any prospective intern; (2) the internship will provide training that would be similar to that which would be given in an

educational environment (e.g., hands-on training); (3) the internship is tied reasonably to the intern's formal education program; (4) the internship accommodates the intern's academic commitments by corresponding to the academic calendar; (5) the internship's duration is limited to the period in which the internship provides the intern with beneficial learning; (6) the intern's work complements, rather than displaces, the work of paid Rainier Valley Leadership Academy employees while providing significant educational benefits to the intern; and (7) the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Americorp (or like) Interns: Rainier Valley Leadership Academy may enter into agreements with non-profit organizations that participate in the federal Americorp program, or similar programs, in which the individual is considered a Rainier Valley Leadership Academy volunteer, however Rainier Valley Leadership Academy may be required to pay a living stipend taxed through payroll.

II.B. Contractual Relationships

At-Will Employment

Employment at Rainier Valley Leadership Academy is on an at-will basis unless otherwise stated in a written individual offer letter signed by the Chief Executive Officer of the organization.

This means that either the employee or Rainier Valley Leadership Academy may terminate the employment relationship at any time, for any reason, with or without notice

Nothing in this Handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by applicable law. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Rainier Valley Leadership Academy employees have the right to engage in or refrain from such activities.

Rainier Valley Leadership Academy may impose any discipline to the extent allowable by law, within its sole discretion, that it determines to be appropriate. Any discipline is in no way intended to alter the at-will nature of an employee's employment relationship with Rainier Valley Leadership Academy.

II.C. Immigration Compliance

Rainier Valley Leadership Academy will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, Rainier Valley Leadership Academy will not check the employment authorization status of current employees or applicants who were not offered positions with the organization unless required to do so by law.

Rainier Valley Leadership Academy shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law.

II.D. Criminal Background Checks

All offers of employment and continued employment at Rainier Valley Leadership Academy are contingent upon clearance of a criminal background check in alignment with applicable law. No condition or activity will be permitted that may compromise Rainier Valley Leadership Academy's commitment to the safety and well-being of its students and employees. Rainier Valley Leadership Academy employees are subject to a criminal background check completed through and provided by the appropriate state agency(ies) and/or the Federal Bureau of Investigation, as deemed appropriate by Rainier Valley Leadership Academy, required by law, and/or in accordance with the school's charter. All background information is stored privately and securely with access restricted to Rainier Valley Leadership Academy's Human Resources Department or authorized personnel. Conditions that preclude working at Rainier Valley Leadership Academy include, but are not limited to, conviction of any controlled substance offense, sex offense, or serious or violent felony, as defined in any applicable law.

If an employee is found at a Rainier Valley Leadership Academy school location without a criminal background clearance, or a background check in progress if allowable under applicable state law, he/she will be sent home and prohibited from continuing employment with Rainier Valley Leadership Academy until such clearance is obtained.

Additionally, should an employee be arrested or convicted of a controlled substance offense, sex offense, or serious or violent felony as defined in any applicable law during his/her employment with Rainier Valley Leadership Academy, the employee must immediately report such a conviction to his/her immediate supervisor or human resources – failure to report such an offense may result in disciplinary action up to and including termination of

employment.

The cost of the criminal background check will be borne by the prospective employee.

Volunteers, consultants, independent contractors and other individuals that will perform work on behalf of Rainier Valley Leadership Academy involving close proximity to Rainier Valley Leadership Academy students will be subject to the criminal background check process described above. The costs for the procedure may be borne by the individual. All prospective individuals within this category should inquire with Rainier Valley Leadership Academy Human Resources to confirm their responsibility of payment.

II.E. [Intentionally Left Blank]

II.F. Credentialing and Other Employment Requirements

Employees holding positions which require a credential must obtain and/or maintain the proper educator and/or special service provider credential(s) required by the state to provide the applicable services. Employees are responsible for keeping required credentials (including, but not limited to licenses, certificates, and/or registrations) current and in good standing, and paying the costs associated with renewal or otherwise. Any employee whose credential expires, or is unable to provide evidence of meeting renewal requirements in a timely fashion, may be removed from paid status and/or result in disciplinary action up to and including termination of employment.

In addition, Instructional Aides are required to have a high school diploma or the equivalent, **and:**

- a. Have received a passing grade on the Education Testing Service's Paraeducator assessment; **or**
- b. Hold an Associate of Arts degree; **or**
- c. Have earned seventy-two quarter credits or forty-eight semester credits at an institution of higher education; **or**
- d. Have completed a registered apprenticeship program

Additional requirements may be needed subject to the regulations of the applicable governing agency.

Washington Certificate Policy

As a condition of employment with Rainier Valley Leadership Academy, employees requiring certification must meet the State of Washington's requirements to obtain and/or maintain the appropriate educator certificate. The State of Washington does not permit individuals to teach or provide particular educational services without a valid educator certificate. If a

certificate expires, or if a teacher/counselor does not provide the Washington Office of Superintendent of Public Instruction (“OSPI”) with evidence of meeting renewal requirements in a timely fashion, Rainier Valley Leadership Academy will be forced to remove that teacher/counselor from paid status and/or release the teacher/counselor from employment. The responsibility for being properly certificated by the State of Washington rests solely with the teacher/counselor. Pursuant to the ESSA, all teachers are required to pass certification and maintain a certificate in the subject matter that they teach.

Verification of Experience

All employees must have previous professional employment verified. For certificated employees, “Certificated years of experience” means the number of years of accumulated full-time and part-time professional education employment prior to the current reporting school year in the state of Washington, out of state, and a foreign country. Professional education employment is limited to the types of employment defined by WAC 392-121- 264. Certification means the concurrent public professional education licensing requirements established by the state, province, county, or other governmental unit in which the employment occurred. For the state of Washington, this refers to the certificates authorized by WAC 181-79A-140 and the temporary permits authorized by WAC 181-79A-128.

III. POLICIES AND PROCEDURES RELATED TO THE FAIR TREATMENT OF EMPLOYEES AND STUDENTS

III.A. Equal Employment Opportunity

Rainier Valley Leadership Academy is committed to providing equal employment opportunities to all employees and applicants without regard to their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), parental status, age (forty (40) and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status or any other consideration protected by federal, state or local law. For purposes of this policy, discrimination on the basis of "national origin" also includes harassment against an individual because that person holds or presents a state-issued driver's license issued to those who cannot document their lawful presence in the United States.

Similarly, Rainier Valley Leadership Academy is committed to complying with all laws protecting qualified individuals with disabilities, as well as employees' religious beliefs and observances. This policy extends to all aspects of Rainier Valley Leadership Academy's employment practices, including recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

In accordance with applicable law, Rainier Valley Leadership Academy will provide a reasonable accommodation for any known physical or mental disability of a qualified individual or for employees' religious beliefs and observances, provided the requested accommodation does not create an undue hardship for the organization and does not pose a direct threat to the health or safety of others in the workplace or to the individual. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Rainier Valley Leadership Academy Washington's Human Resources Department at (253) 278-7607 or

Subsequently, Rainier Valley Leadership Academy will inform the employee of its decision on the accommodation request and, if applicable, how to make the accommodation. Rainier Valley Leadership Academy will not retaliate or discriminate against a person for requesting an accommodation for his or her disability, regardless of whether the accommodation was granted. An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against on the basis of a disability should notify Rainier Valley Leadership Academy's Human Resources Department as soon as possible. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

III.B. Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

Rainier Valley Leadership Academy maintains a strict policy prohibiting unlawful harassment, discrimination, and retaliation against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns or volunteers based on any legally-recognized basis, including, but not limited to, their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), parental status, age (forty (40) and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status or any other consideration protected by federal, state or local law. All such unlawful discrimination, harassment, and retaliation is prohibited.

This policy applies to all persons involved in our operations, including employees/co-workers, supervisors, managers, temporary or seasonal workers, unpaid interns, individuals in apprenticeship programs, agents, clients, vendors/independent contractors, volunteers, students, parents, or any other third party interacting with the Rainier Valley Leadership Academy ("third parties") and

prohibits harassing, discriminatory, and retaliatory conduct by any employee or third party of Rainier Valley Leadership Academy, including nonsupervisory employees, supervisors and managers. If such unlawful discrimination, harassment, and/or retaliation occurs on the Rainier Valley Leadership Academy's premises or is directed toward an employee or a third party interacting with Rainier Valley Leadership Academy, the procedures in this policy should be followed.

Rainier Valley Leadership Academy Public Schools Washington State does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator: COO

Section 504/ADA Coordinator: Dean of Special Education: Dr. Oruba Anthony Email contact: oruba.anthony@myrvla.org

Civil Rights Compliance Coordinator: COO

NONDISCRIMINATION AND SEXUAL HARASSMENT

Under state law, information about every school's sexual harassment policy and complaint procedure must be included in staff and student handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school (WAC [392-190-058](#)). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC [392-190-060](#)).

[English](#)

[Punjabi](#)

[Tagalog](#)

[Arabic](#)

[Russian](#)

[Ukrainian](#)

[Chinese](#)

[Somali](#)

[Vietnamese](#)

[Korean](#)

[Spanish](#)

DISCRIMINATION

Rainier Valley Leadership Academy does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator: Chastity Catchings chastity.catchings@myrvla.org

Title IX Officer: Chastity Catchings chastity.catchings@myrvla.org

Section 504 Coordinator:

You can report discrimination and discriminatory harassment to any school staff member or to the schools Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your school’s nondiscrimination policy and procedure, contact your school administration.

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A scholar or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a scholar's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the school's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your school’s sexual harassment policy and procedure, contact your school administration.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child’s principal or with the school’s Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the school should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the civil rights compliance coordinator.

Step 2: School Investigates Your Complaint

Once the school receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the

school will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School Responds to Your Complaint

In its written response, the school will include a summary of the results of the investigation, a determination of whether or not the school failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the school into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School

If you disagree with the school's decision, you may appeal to the school's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the school received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the school's complaint and appeal process, or (2) the school has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or

- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if Rainier Valley Leadership Academy had no knowledge of such conduct.

Within six months of assumption of a position, Rainier Valley Leadership Academy shall provide effective interactive training and education regarding sexual harassment to supervisory employees in the amount of at least two (2) hours and to all other employees in the amount of at least one (1) hour. Such training will be provided every two (2) years thereafter and will address all legally required topics, including, but not limited to, information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. As a component of the training, Rainier Valley Leadership Academy shall include prevention of abusive conduct and training inclusive of harassment based on gender identity, gender expression, and sexual orientation (with practical examples presented by trainers or educators with knowledge and expertise in those areas). Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of

unlawful harassment.

Other Types of Unlawful Harassment

Unlawful harassment on the basis of any legally protected characteristic is prohibited. This includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected classification;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on protected classification;
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual's protected status;
- Retaliation for reporting or threatening to report harassment; and
- Disparate treatment based upon any of the protected classes outlined in this policy.

Abusive Conduct Prevention

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

Reporting Harassment, Discrimination, and/or Retaliation

Any employee who believes that he or she has been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, client, vendor, customer, or any other third party interacting with Rainier Valley Leadership Academy in violation of the foregoing policies, or who is aware of such behavior against others, should immediately provide a written or verbal report to his or her supervisor, any other member of management, or Rainier Valley Leadership Academy Washington's Human Resources Department at 206-539-6250 or HR@myrvla.org.

Employees are not required to make a complaint directly to their immediate supervisor. Supervisors and managers who receive complaints of misconduct must immediately report such complaints to Human Resources. When a report is received, Rainier Valley Leadership Academy will conduct a fair, timely, complete and objective investigation where corrective action will be taken if any misconduct is found. Rainier Valley Leadership Academy expects all employees to fully cooperate with any investigation conducted into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other Rainier Valley Leadership Academy

policies. Rainier Valley Leadership Academy will maintain confidentiality surrounding the investigation to the extent possible and to the extent permitted under applicable law. Complaints will be investigated by impartial, qualified internal personnel unless external involvement is warranted. The process will be documented and tracked for reasonable progress and closure of the investigation.

Upon completion of the investigation, Rainier Valley Leadership Academy will communicate its conclusion as soon as practical. If Rainier Valley Leadership Academy determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

The Federal Equal Employment Opportunity Commission (EEOC will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency's website at www.eeoc.gov.

Protection Against Retaliation

Employees' notification to Rainier Valley Leadership Academy is essential to enforcing this policy. Retaliation is prohibited against any person by another employee or by Rainier Valley Leadership Academy for using Rainier Valley Leadership Academy's complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

III.C. Whistleblower Policy

Rainier Valley Leadership Academy requires its Board of Directors, Board designees, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities. As Rainier Valley Leadership Academy representatives, such individuals must comply with all applicable laws, regulations, and Rainier Valley Leadership Academy policies and procedures. The purpose of this policy is to maintain an ethical and open work environment, and to encourage and enable directors, officers, employees, and volunteers to raise serious concerns about the occurrence of illegal or unethical actions before turning to outside parties for resolution.

All Rainier Valley Leadership Academy Board of Directors members, Board designees, employees, and volunteers are responsible for reporting any action or suspected action taken within Rainier Valley Leadership Academy that is illegal, unethical, or violates any adopted Rainier Valley Leadership Academy policy or procedure. Anyone reporting a violation must act in good faith, without malice to Rainier Valley Leadership Academy or any individual, and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who, in good faith, reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or an adverse employment action.

All Rainier Valley Leadership Academy Board of Directors members, Board designees, employees, or volunteers who desire to make a report should provide a clear and concise statement of the alleged improper act and what evidence exists to confirm the claimant's statement. The report should be made to Rainier Valley Leadership Academy's Human Resources Department or other appropriate manager. The report and identity of the claimant shall remain confidential to the extent possible. Whistleblowers should be cautioned that their identity may become known for reasons outside the control of Rainier Valley Leadership Academy.

Upon receiving a report, and prior to any such potential investigation, Rainier Valley Leadership Academy will evaluate the report to determine whether it has enough potential merit to warrant an investigation. Depending upon Rainier Valley Leadership Academy' initial findings, Rainier Valley Leadership Academy may conduct an investigation into the facts alleged in the complaint to determine whether an act occurred that violates applicable laws, regulations, and/or Rainier Valley Leadership Academy policies and procedures.

III.D. Internal Complaint Policy

Rainier Valley Leadership Academy believes that if an employee has a question, suggestion, or complaint, the employee should first discuss this with his/her immediate supervisor. If the issue is not resolved, or if the employee is uncomfortable discussing the issue with his/her immediate supervisor, the employee may present the problem to the Rainier Valley Leadership Academy Washington's Human Resources Department at 206-539-6250 or hr@myrvla.org Information obtained from complainants will remain as confidential as possible and appropriate, but absolute confidentiality cannot be assured. In conjunction with Rainier Valley Leadership Academy's Whistleblower Policy, complainants are protected against retaliation as a result of the filing of any complaints or participation in any complaint process. Ultimately, it's Rainier Valley Leadership Academy's goal to identify a reasonable solution in accordance with the policy and the context of the situation.

The following procedure does not guarantee that every issue will be resolved to each employee's satisfaction. However, Rainier Valley Leadership Academy values its employees' observations and encourages its employees to raise issues of concern, in good faith, without the fear of retaliation (in conjunction with Rainier Valley Leadership Academy's Whistleblower Policy).

Notification

This policy is intended to address complaints filed by employees with the employee's supervisor or Rainier Valley Leadership Academy's Human Resources Department.

Procedures

Depending on the nature of the complaint, the complainant will be provided information concerning the applicable policy and procedures to be followed. If there is no applicable policy or procedures, Rainier Valley Leadership Academy shall encourage, and shall assist, the complainant to seek an informal resolution of the issues. If this is not possible due to the nature of the complaint or if informal resolution has been unsuccessfully attempted, Rainier Valley Leadership Academy shall undertake a responsible inquiry into the complaint to ensure it is reasonably and swiftly addressed. When appropriate, Rainier Valley Leadership Academy will obtain a written statement from the complainant.

If the complainant files a written complaint and no other policy or procedure is applicable, the Principal (or designee) or Human Resources Department, and Chief Executive Officer (or designee), shall abide by the following process:

- After receipt of the complaint, Rainier Valley Leadership Academy shall use its best efforts to investigate the matter by speaking with the parties identified in the complaint and to ascertain the facts relating to the issue/dispute and the positions of all parties.
- In the event that Rainier Valley Leadership Academy finds that a complaint is valid, appropriate disciplinary action may be taken. As appropriate, Rainier Valley Leadership Academy may also simply instruct employees regarding their conduct without initiating disciplinary measures.
- In the event that Rainier Valley Leadership Academy finds that the complaint would best be resolved through a meeting of all parties, such a meeting shall be called and the Chief Executive Officer/Executive Director (or designee) shall attempt to mediate the dispute among the parties. In the event that mediation is not appropriate or the mediation is unsuccessful, the Chief Executive Officer/Executive Director (or designee) shall respond to the complaint and provide all parties with a written statement indicating Rainier Valley Leadership Academy's findings and resolution of the complaint.

Rainier Valley Leadership Academy's decision relating to the complaint shall be final unless

it is appealed to the Board of Directors of the Rainier Valley Leadership Academy entity by which the complainant is employed. In the event a party wishes to appeal the decision, he/she shall submit a written request for the Board of Directors to hear the appeal to the Chair of the Board of Directors within five (5) business days of Rainier Valley Leadership Academy's decision. The Chair of the Board of Directors shall schedule a hearing before an ad hoc committee, or otherwise appropriate committee, of the Board of Directors, which may review and modify the decision as it deems appropriate. Such proceedings shall typically be conducted in closed session due to the potential for disciplinary action to be taken against an employee, unless the employee requests otherwise, or there is no potential for disciplinary action to be taken.

If a complainant disagrees with the appeal decision of the Board of Directors, or if Rainier Valley Leadership Academy fails to comply with the procedures in WAC 392-190-065, or WAC 392-190-070, the complainant may file a complaint with the Washington State Office of the Superintendent of Public Instruction (OSPI). A complaint must be received by OSPI within twenty calendar days after the complainant received Rainier Valley Leadership Academy's written appeal decision, unless OSPI grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand deliver. A complaint must be in writing and include:

- A description of the specific acts, conditions, or circumstances alleged to violate WAC Chapter 392-190 or the guidelines adopted under WAC 392-190-005 and the facts on which the complaint is based;
 - The name and contact information, including an address, of the complainant;
 - The name and address of the school district of public charter school subject to the complaint;
 - A copy of Rainier Valley Leadership Academy's complaint and appeal decisions;
 - A proposed resolution of the complaint or relief requested; and
 - If the allegations regard a specific student, the complaint must also include:
 - The name and address of the student, or in the case of a homeless child or youth, contact information for the student; and
 - The name of the school and school district, or public charter school, the student attends.
- Upon receipt of a complaint, OSPI may initiate an investigation, which may include reviewing relevant information or conducting an independent on-site review. OSPI may, at its discretion, investigate additional issues related to the complaint that were not included in the initial complaint or appeal to Rainier Valley Leadership Academy under WAC 392-190-065 or 392-190-070.
 - Following an investigation, OSPI will make an independent determination as to whether Rainier Valley Leadership Academy has failed to comply with this chapter or the guidelines adopted under WAC 392-190-005. OSPI will issue a written decision to the complainant and Rainier Valley Leadership Academy that addresses each allegation in the complaint and any

other noncompliance issues that OSPI has identified in the investigation. The written decision will include the corrective actions deemed necessary to correct any noncompliance and any documentation Rainier Valley Leadership Academy must provide to ensure that the corrective action is completed. OSPI will provide this written decision in a language that the complainant can understand, which may require language assistance for complainants with limited-English proficiency, in accordance with Title VI of the Civil Rights Act of 1964.

- All corrective actions must be completed within the timelines established in the written decision unless OSPI grants an extension. If timely compliance by Rainier Valley Leadership Academy is not achieved, OSPI may take actions to ensure compliance. Such actions may include, but are not limited to, referring Rainier Valley Leadership Academy to appropriate state or federal agencies empowered to order compliance with the law or the initiation of sanctions or corrective measures under WAC 392-190-080.
- A complaint may be resolved at any time when, before the conclusion of an investigation, the complainant, or Rainier Valley Leadership Academy voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods necessary to resolve a complaint.

III.E. Child Abuse Reporting (Mandated Reporting)

Rainier Valley Leadership Academy is committed to the well-being and safety of its students. Rainier Valley Leadership Academy recognizes that child abuse and neglect has severe consequences and that it has a responsibility, in alignment with applicable law, to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. Although all Rainier Valley Leadership Academy employees may not be mandated reporters, as defined by law and administrative regulation, this policy applies to all Rainier Valley Leadership Academy employees, including part-time, temporary, and seasonal employees whose employment exceeds six weeks from the first date of paid service. Volunteers, unless required by law, are not required to adhere to this policy, but Rainier Valley Leadership Academy may make available training regarding the reporting duties of mandated reporters to volunteers whose duties required continued direct contact or supervision of children.

Employees to whom this policy applies are obligated to report all known or suspected incidents of child abuse and neglect. Such employees shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

All Rainier Valley Leadership Academy employees are required to participate in training within the first six (6) weeks of employment and on an annual basis for the length of their

employment thereafter. However, a lack of training does not excuse any mandated reporter from any applicable duty under law to report suspected child abuse and neglect. Failure to complete the training by the due date may result in being placed on an unpaid leave of absence.

Child Abuse Reporting Procedures

An employee suspecting child abuse/neglect must immediately, or as soon as practically possible, report such suspicions to an appropriate child protective agency or the local law enforcement department serving the school per applicable state law. The employee will also inform his/her supervisor.

Prohibited Actions

- Never contact the child's or the alleged perpetrator's parent/guardian if indicators point to possible abuse or if abuse is suspected prior to making a report.
- Never conduct an investigation of any kind once abuse or neglect is suspected or prior to making a report.
- No removal or arranging of any clothing is permitted to provide a visual inspection of the underclothing, breast, buttocks, or genitalia of a pupil.

Consequences for False Reporting/Failure to Report

- A violation of Rainier Valley Leadership Academy policies may lead to disciplinary action, up to and including suspension, demotion, and/or termination.
- Generally, school employees are immune from civil and criminal liability when reporting suspected child abuse as required by law.
- A violation of the law (e.g., making a false report) and/or failure to report suspected child abuse varies from state to state but may include a misdemeanor, imprisonment, and/or a monetary fine.

Washington Child Abuse Reporting Procedures and Agencies

If professional school personnel have a reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the Washington Department of Social and Health Services/Child Protective Services as provided in RCW 26.44.040. "Professional school personnel" include, but are not limited to, teachers, counselors, administrators, child care facility personnel, and school nurses.

When any person, in his or her official supervisory capacity with Rainier Valley Leadership Academy, has reasonable cause to believe that a child has suffered abuse or neglect caused by a person over whom he or she regularly exercises supervisory authority, he or she shall report such incident, or cause a report to be made, to the proper law enforcement

agency, provided that the person alleged to have caused the abuse or neglect is employed by, contracted by, or volunteers with Rainier Valley Leadership Academy and coaches, trains, educates, or counsels a child or children or regularly has unsupervised access to a child or children as part of the employment, contract, or voluntary service. No one shall be required to report under this section when he or she obtains the information solely as a result of a privileged communication as provided in RCW 5.60.060.

"Abuse or neglect" means sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined in RCW 26.44. "Child" or "children" means any person under 18 years of age.

An immediate oral report must be made by telephone or otherwise to the proper law enforcement agency or the Department of Social and Health Services and, upon request, must be followed by a report in writing. The report must be made at the first opportunity, but in no case longer than 48 hours after there is reasonable cause to believe that the child has suffered abuse or neglect. Such reports must contain the following information, if known:

1. The name, address, and age of the child;
2. The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child;
3. The nature and extent of the alleged injury or injuries;
4. The nature and extent of the alleged neglect;
5. The nature and extent of the alleged sexual abuse;
6. Any evidence of previous injuries, including their nature and extent; and
7. Any other information that may be helpful in establishing the cause of the child's death, injury, or injuries and the identity of the alleged perpetrator or perpetrators.

Reports to the Washington State Department of Social and Health Services/Child Protective Services ("CPS") may be conducted by calling 1-866-ENDHARM (1-866-363-4276) or contact the local office <https://fortress.wa.gov/dshs/f2ws03apps/caofficespub/offices/general/OfficePick.asp>.

The principal or the principal's designee shall contact the parent or legal guardian in coordination with CPS. The parent or legal guardian should not be notified if there is reasonable cause to believe that individual is responsible for the abuse. Additional information can be found at <https://www.dshs.wa.gov/ca/child-safety-and-protection/how-report-child-abuse-or-neglect>.

IV. BUSINESS ETHICS AND STANDARDS OF CONDUCT

IV.A. Code of Conduct

The following conduct is prohibited and will not be tolerated by Rainier Valley Leadership Academy. This list of prohibited conduct is illustrative only and applies to all employees of Rainier Valley Leadership Academy; other types of conduct that threaten security, personal safety, student and employee welfare and Rainier Valley Leadership Academy operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees.

- Poor or unsatisfactory performance
- Failing to respond in a timely manner to communications received in the ordinary course of business.
- Discourteous or disrespectful treatment of others, including Rainier Valley Leadership Academy employees, parents, students or stakeholders.
- Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
- Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
 - Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on Rainier Valley Leadership Academy property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
 - Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of Rainier Valley Leadership Academy property.
 - Fighting or instigating a fight on Rainier Valley Leadership Academy premises.
 - Violations of the drug and alcohol policy.
 - Using or possessing firearms, weapons or explosives of any kind on Rainier Valley Leadership Academy premises, unless otherwise allowed by applicable law.
 - Gambling on Rainier Valley Leadership Academy premises.
 - Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
 - Recording the clock card, when applicable, of another employee or permitting or arranging for another employee to record your clock card.
 - Use of profane, abusive or threatening language in conversations with other employees, parents, students, or stakeholders and/or intimidating or interfering with other employees.

- Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
- Unauthorized use of Rainier Valley Leadership Academy equipment, time, materials, or facilities.
- Unprofessional conduct.
- Violating any safety, health, security, or School policy, rule, or procedure, or engaging in any conduct which risks injury to the employee or others.
- Engaging in conduct which constitutes a material conflict of interest.
- Excessive absenteeism or tardiness excused or unexcused.
- Posting any notices on Rainier Valley Leadership Academy premises without prior written approval of management, unless posting is on a Rainier Valley Leadership Academy bulletin board designated for employee postings.
- Immoral or indecent conduct.
- Conviction of a criminal act.
- Engaging in sabotage or espionage (industrial or otherwise).
- Violations of the unlawful harassment, discrimination, or retaliation policy.
- Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
- Sleeping during work hours.
- Release of confidential information without authorization.
- Any other conduct, whether during work hours or not during work hours, that is detrimental to other employees or Rainier Valley Leadership Academy's interests or its efficient operations.
- Refusal to speak to supervisors or other employees.
- Dishonesty.
- Failure to maintain appropriate credential(s) required for the position.
- Abandonment of position.

IV.B. Alcohol, Smoking and Drug Use Policy

Smoke-Free Workplace

In compliance with applicable law, Rainier Valley Leadership Academy prohibits smoking, which includes vaping, in the workplace. Additional requirements dictate that Rainier Valley Leadership Academy school grounds remain entirely smoke-free environments. For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and vehicles when used for the provision of academic or extracurricular programs, and structures that support these buildings, including, but not limited to administrative buildings, kitchens, maintenance shops, and garages. "Land" includes parking lots, sports fields, playgrounds and quads. Any violation or disputes arising under this policy should be reported to Rainier Valley Leadership Academy's Human

Resources Department.

Alcohol and Drug-Free Workplace

Rainier Valley Leadership Academy desires to maintain a working environment that is free of the problems associated with the abuse and/or inappropriate use of controlled substances listed in Schedules I through V of § 202 of the Federal Controlled Substances Act, 21 U.S.C. § 812 (“Controlled Substances”), intoxicants, or alcohol. The abuse and/or inappropriate use of controlled substances, intoxicants, or alcohol is inconsistent with the behavior expected of employees or others on Rainier Valley Leadership Academy property and subjects the organization and employees to unacceptable risks of workplace accidents and other events that undermine Rainier Valley Leadership Academy’s ability to operate effectively and safely.

Therefore, no employee may use, possess, distribute, sell, transport, solicit, or be under the influence of alcohol, or Controlled Substances during work hours, while on Rainier Valley Leadership Academy premises, and/or while conducting business-related activities anywhere. Consumption of alcohol during working hours is prohibited.

If management reasonably suspects that any associate is under the influence of alcohol or a Controlled Substance while at work (e.g., exhibiting bleary eyes, staggering, slurred speech, smell of alcohol), or that an employee is otherwise violating this policy, the employee may be required to undergo and pass a drug or alcohol screening before being allowed to return to work, subject to applicable law.

Any employee who is taking a prescribed medication that may adversely affect the ability to perform assigned duties safely must inform Rainier Valley Leadership Academy’s Human Resources Department. Employees will not be required to disclose the name of the medication or the medical reasons for taking the medication. If there is any question concerning the ability to perform assigned duties safely, the employee will be assigned other work, if, in the sole discretion of management, such duties are appropriate and available, or you will be sent home. Rainier Valley Leadership Academy will comply with all reasonable accommodation requirements.

Employee Assistance Program

When it is determined that an associate is suffering from an alcohol or drug abuse problem, efforts will be made to assist the employee using available resources. Any Rainier Valley Leadership Academy efforts to assist employees do not, however, otherwise preclude Rainier Valley Leadership Academy from administering discipline to associates who are found to be in violation of this Alcohol and Drug-Free Workplace Policy, up to and including termination from employment. In addition to overall support personal and professional matters, Rainier Valley Leadership Academy’s Employee Assistance Program (“EAP”) assists employees with drug/alcohol related problems in finding effective treatment. Employees with such problems are encouraged to voluntarily seek assistance under EAP or

other available programs. In certain circumstances, Rainier Valley Leadership Academy may make a referral to its EAP, or similar mental health or addiction counseling provider, as a condition of their continued employment.

Should an employee wish to utilize EAP's services, he/she can contact the HR department by emailing HR@myrvla.org for more information.

Notification of Conviction for Drug-Related Offense Employees who are convicted of drug-related violations under either state or federal law which occurred on Rainier Valley Leadership Academy property or during working hours, or who have plead guilty to any such violation must, in writing, notify Rainier Valley Leadership Academy's Human Resources Department within five (5) days of such conviction or guilty plea. Any employee who fails to give such written notice within the five (5) day period may be terminated.

Protection for Disabled Persons Employees with past substance abuse may be deemed to be a disabled individual under the Americans with Disabilities Act ("ADA") and/or applicable state laws. In addition, where an employee successfully completes a rehabilitation program as required by this Alcohol and Drug-Free Workplace Policy, the employee may also be considered a disabled person for purposes of these same federal and state laws. Under these circumstances, the applicant/employee will be afforded all rights and protections of the ADA and pertinent state law. Whether an individual is disabled within the meaning of controlling federal or state laws and, if so, the protections to which he/she is entitled are technical questions which must be answered on the basis of the facts in each, individual instance. An individual who has a past history of drug use and/or alcohol abuse cannot be denied a job on that basis alone.

IV.C. Professional Boundaries: Staff/Student Interaction Policy

Rainier Valley Leadership Academy recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest learning environment possible.

Professional Boundaries

This policy is intended to guide all Rainier Valley Leadership Academy employees in conducting themselves in a way that reflects the high standards of behavior and professionalism required of employees who interact with students and to specify the boundaries between students and staff. Trespassing the boundaries of a student/staff relationship is deemed an abuse of power and a betrayal of public trust.

Although this policy gives specific, clear direction, it is each employee's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues

were standing next to me?” Some activities may seem innocent from an employee’s perspective, but can be perceived as inappropriate from a student or parent point of view. The objective of providing the examples of acceptable and unacceptable behaviors listed below is not to restrain innocent, positive relationships between employees and students, but to prevent relationships that could lead to, or may be perceived as, sexual or other misconduct. Employees must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes.

Examples

Examples of Unacceptable Behaviors (Violations of This Policy) Absent Extraordinary Circumstances (e.g., a familial relationship)

- Giving gifts to an individual student that are of a personal and intimate nature.
- Kissing of any kind.
- Any type of unnecessary physical contact with a student in a private situation, including hugging a student.
- Intentionally being alone with a student away from the school.
- Cursing or making or participating in inappropriate comments related to sex, sexual orientation, race, or other characteristic protected by law.
- Failing to intervene when students curse or make inappropriate comments related to sex, sexual orientation, race, or other characteristic protected by law.
- Seeking emotional involvement with a student for your benefit, including involving students in adult issues.
- Listening to or telling stories that are sexually oriented.
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Allowing students in your home.
- Sending emails, text messages, posts, or letters to students if the content is not about school activities.
- Giving students a ride to/from school or school activities. Without prior approval, liability form completion and written permission from the students parents and the district representative
- Being alone in a room with a student at school with the door closed.
- Remarks about the physical attributes or development of anyone.
- Excessive attention toward a particular student.

Examples of Acceptable and Recommended Behaviors

- Getting school and parental written consent for any after-school activity.
- Obtaining formal approval (using the Rainier Valley Leadership Academy Transportation Policy and Guidelines) to take students off school property for activities such as field trips or competitions.
- E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- Keeping the door open when alone with a student.
- Keeping reasonable space between you and your students.
- Stopping and correcting students if they cross your own personal boundaries.
- Keeping parents informed when a significant issue develops about a student.
- Keeping after-class discussions with a student professional and brief.
- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- Involving your supervisor if conflict arises with the student.
- Informing your principal about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- Asking another staff member to be present when you must be alone with a student.
- Giving students praise and recognition without touching them.
- Pats on the back, high fives and handshakes are acceptable.
- Keeping your professional conduct a high priority.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to the school administrator or his/her immediate supervisor for Home Office employees. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and report thoroughly the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Use of Electronic Media by Staff to Communicate with Students

Although Rainier Valley Leadership Academy employees enjoy free speech rights guaranteed by the First Amendment to the United States Constitution, certain types of communication, typically by virtue of their subject-matter connection to campus, may relate enough to school to have ramifications for the author or subject at Rainier Valley Leadership Academy. Knowing participation by Rainier Valley Leadership Academy employees with students in social media (e.g., Facebook, Snapchat, Twitter, Instagram, video games) or other similar means can lead to violations of the

following that may result in disciplinary action, up to and including termination from employment from Rainier Valley Leadership Academy:

- Use of personal technology for non-Rainier Valley Leadership Academy business should be limited to off-duty time and designated breaks.
- Any participation by any Rainier Valley Leadership Academy employee with students, including through the use of electronic media or technology, should always be limited to school business.
- Rainier Valley Leadership Academy employees must maintain a clear distinction between their personal social media use and any Rainier Valley Leadership Academy-related social media sites.
- Rainier Valley Leadership Academy employees' social networking profiles, personal blogs, or other personal online platforms should not be linked to Rainier Valley Leadership Academy students' online profiles.
- Rainier Valley Leadership Academy employees shall not invite students to join social networks unless authorized by Rainier Valley Leadership Academy.
- When in doubt about contacting a Rainier Valley Leadership Academy student during off-duty hours using either Rainier Valley Leadership Academy- owned communication devices, network services, and Internet access route or those of the employee, employees must begin by contacting the student's parent(s) or legal guardian(s) through their phone number registered with Rainier Valley Leadership Academy.

Rainier Valley Leadership Academy employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to Rainier Valley Leadership Academy students. Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the students' parents, or their supervisor.

IV.D. Dress Code

A large part of the image that Rainier Valley Leadership Academy's schools project to the public, clients, visitors, and vendors is through its employees. Rainier Valley Leadership Academy does not have an explicit dress code; however, it asks all employees to dress appropriately.

Employees must use good judgment in determining what types of clothing are considered appropriate attire. Clothing should be professional, clean and neat in appearance at all times. Hairstyles, make-up, grooming, and personal hygiene should be reasonable and in accordance with customary business practices. An employee's personal grooming, hygiene, hair style and clothing should not distract from the learning or working environment, nor should it offend students, parents, or other staff members. Rainier Valley Leadership Academy will take appropriate and reasonable measures to accommodate all employee requests relating to dress code issues, including requests

for religious, gender identity, disability and medical reasons. Any request for accommodation relating to the dress code should be directed in advance to Human Resources. If an employee believes these guidelines are implemented in a discriminatory manner, the employee must immediately report this to Human Resources.

Each school's administration may specify particular dress code requirements. Please see your school staff handbook or administrator for more information.

IV.E. Public Relations Policy

Rainier Valley Leadership Academy believes in freedom of the press and does not have an explicit policy on how its employees should interact with the media. If you receive a request from the media, employees are asked to refer the matter to Rainier Valley Leadership Academy's Principal for guidance. Rainier Valley Leadership Academy requires its employees to not make statements or representations on behalf of Rainier Valley Leadership Academy or any of its schools without Rainier Valley Leadership Academy's advance written consent. Furthermore, employees are expected to use their best judgment if authorized to speak with media and are to be aware that their statements may be construed as not just representing themselves, but the entire Rainier Valley Leadership Academy organization.

IV.F. Proprietary and Confidential Information

Rainier Valley Leadership Academy protects the private information of its students, its staff, and their families. This includes, but is not limited to, information found in student lists, student cumulative files, student health files, student individualized education programs, personnel files, and computer records. In addition, federal law prohibits student information from being disseminated except under certain limited conditions. (FERPA, 20 U.S.C. §1232g, 34 CFR Part 99).

Employee personal information is also confidential and may not be discussed with anyone other than the employee's supervisor or Rainier Valley Leadership Academy's Human Capital or Human Resources Departments.

Other records not subject to public disclosure pursuant to any applicable law shall not be shared. If an employee is unsure of the proprietary nature of information, he/she is encouraged to consult his/her supervisor or a member of the Rainier Valley Leadership Academy's Human Resources Department. Rainier Valley Leadership Academy employees may be subject to disciplinary action, up to and including termination, for violating this section.

With the exception of the above, Rainier Valley Leadership Academy feels that sharing knowledge with other charter organizations, school districts, and other parties interested in the greater good is central to its goal of widespread educational reform and to its responsibilities as a not-for-profit organization that receives charitable and public funds. Rainier Valley Leadership Academy has often shared its documents, policies, processes, and best practices with other organizations.

The generosity of others helped Rainier Valley Leadership Academy become what it is today, and this spirit of openness is at the core of Rainier Valley Leadership Academy.

Outside Employment:

Employees are permitted to work a second job as long as it does not interfere with their job performance with Rainier Valley Leadership Academy. Employees with a second job are expected to work their assigned schedules at Rainier Valley Leadership Academy. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

IV.H. Student Transportation Policy and Guidelines

Rainier Valley Leadership Academy is committed to transporting students safely and recognizes that, in addition to general busing of students by Rainier Valley Leadership Academy approved licensed bus drivers, situations arise that require student transportation by the authorized staff of Rainier Valley Leadership Academy. Such situations include transportation of students for:

- Rainier Valley Leadership Academy or school-sponsored field trips, excursions, or other extracurricular activities (e.g., athletic competitions); and
- Compelling circumstances (e.g., an emergency situation reasonably requiring action to help ensure student safety and/or health). Should compelling circumstances exist, an employee of Rainier Valley Leadership Academy and/or its schools shall: (1) attempt to contact the student's parent or guardian for permission to transport a Rainier Valley Leadership Academy student in his/her personal vehicle; and (2) receive permission from the school principal or designee to transport a Rainier Valley Leadership Academy student in his/her personal vehicle.

Without preventative measures, the foregoing situations may expose Rainier Valley Leadership Academy to potential legal liability. Unconventional transportation arrangements (e.g., staff driving students home after an extracurricular activity), or students being left on or near campus without transportation, elevate the risk of liability to Rainier Valley Leadership Academy.

To help avoid such liability, employees of Rainier Valley Leadership Academy shall not transport students in their personal vehicles unless, prior to driving students, the:

- Student's parent has completed the *Transportation Permission and Release of Liability Form* and returned it to the student's school of attendance; and
- The driver has completed the [Employee Driver Agreement](#), which has been approved by an administrator at the employee's assigned school. (The driver shall follow all instructions delineated in the *Employee Driver Agreement* to obtain permission to transport a Rainier Valley Leadership Academy student and adhere to all terms contained therein.)

To determine quickly whether a student is permitted to be transported by a Rainier Valley Leadership Academy employee, and whether a potential driver is authorized to transport a Rainier Valley Leadership Academy student, the completed Transportation Permission and Release of Liability Form, and the *Employee Driver Agreement* shall be kept on file at the student's school of attendance and the employee's assigned school, respectively.

IV.I. Violence Prevention Policy

Rainier Valley Leadership Academy is committed to providing a safe environment for its employees and students. Violent behavior, threats of violence, or physical intimidation will not be tolerated in Rainier Valley Leadership Academy's workplace. Rainier Valley Leadership Academy has numerous safety procedures in place, including sign-in procedures requiring visitors to sign in and out at the schools.

Rainier Valley Leadership Academy recognizes that workplace violence is a growing concern at schools and offices across the country. Therefore, Rainier Valley Leadership Academy is committed to providing a safe, violence-free workplace and school environment. In this regard, Rainier Valley Leadership Academy strictly prohibits employees, students, volunteers, parents, consultants, customers, visitors, stakeholders, or anyone else on Rainier Valley Leadership Academy premises or engaging in a Rainier Valley Leadership Academy-related activity from behaving in a violent or threatening manner. Moreover, as part of this violence prevention policy, Rainier Valley Leadership Academy seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

Any employee who witnesses or is the recipient of violent behavior must promptly inform their supervisor, manager, Rainier Valley Leadership Academy's Human Resources Department, or dial 911 in the event of an emergency. All threats will be promptly investigated by Rainier Valley Leadership Academy's Human Resources Department or designee and appropriate remedial action will be taken. No employee will be subject to retaliation, intimidation, or discipline as a result making a good-faith report pursuant to this Violence Prevention Policy. Depending on the circumstances, Rainier Valley Leadership Academy may be obligated to report incidents to external agencies (e.g., law enforcement). Rainier Valley Leadership Academy's policy is to comply fully with its reporting obligations in all cases.

Any individual engaging in violence against Rainier Valley Leadership Academy's employees or its property may be prosecuted to the full extent of the law. Any such act or threatening behavior may result in disciplinary action up to and including termination.

V. FINANCE AND ACCOUNTING POLICIES

V.A. Payroll

Rainier Valley Leadership Academy's pay periods run from the 16th of the prior month to the 15th of

current month. Completed and approved timesheets are due no later than 18th of each month. Paychecks are issued monthly on the first day of the month unless those days fall on a weekend or holiday, in which case checks will be distributed on the preceding business day. All employee payroll amounts are calculated based upon approved rates included in the employee's personnel file. Any changes to pay rates or benefits must be properly initiated and authorized using the designated process in Rainier Valley Leadership Academy's Human Resources Information System ("HRIS", e.g., skyward).

If for any reason, an employee receives the incorrect amount of pay, Rainier Valley Leadership Academy will handle each situation as follows:

- If an employee is materially underpaid (i.e., gross adjustment due is in the amount of \$100 or more) due to erroneous processing by Payroll or due to submission of incorrect information by managers/administrators, then a manual check may be issued as soon as possible.
- If an employee is overpaid due to erroneous processing by Payroll or due to submission of incorrect information by the employee/managers/administrators, then a repayment arrangement will be negotiated with that employee to repay the overpayment to Rainier Valley Leadership Academy. The employee will agree, in writing (e-mail is acceptable), that deductions from future pay checks meet with his/her approval. Repayments to Rainier Valley Leadership Academy should be completed by the end of the fiscal year. An employee's refusal to comply with this policy may result in disciplinary action up to and including termination. Any employee who believes that he/she has been paid incorrectly must notify Human Resources immediately.

Direct Deposit

All Rainier Valley Leadership Academy employees are encouraged to sign up for direct deposit and can do so on their own throughout their employment via Rainier Valley Leadership Academy's HRIS, skyward.

Payroll Deductions

In compliance with applicable law, Rainier Valley Leadership Academy will make only required or authorized deductions from employees' wages. The following deductions, if applicable, will be made from employees' gross wage payments:

- Deductions to pay the employee portion of local, state and federal taxes.
- Deductions required pursuant to a withholding order for support, an earnings assignment order, an earnings withholding order or other similar court order.
- Deductions required pursuant to a wage garnishment order.
- Other deductions authorized in writing by the employee, including deductions to cover insurance premiums or payments for other employee benefits.

All deductions will be itemized on employees' paycheck stubs. Employees with questions regarding

any deductions taken from their paychecks should immediately contact Rainier Valley Leadership Academy's Payroll Manager.

All Rainier Valley Leadership Academy employees are subject to normal state and federal pay deductions (e.g. taxes, social security, Medicare) per applicable law. Please see Payroll and Benefit Parameters set by the United States Internal Revenue Service ("IRS") and your state of employment for the most recent calendar year for further details.

Additional payroll deductions (e.g., retirement, benefits) may be withheld and deposited in a timely manner, if applicable.

Arrears In the event an employee has a scheduled deduction, but does not receive a paycheck in an amount to cover the deduction, the deduction will accumulate. Such accumulated balance, which shall be made available to review by the employee in Rainier Valley Leadership Academy's HRIS, will be deducted from the employee's immediately following paycheck(s), in full, until the accumulated balance equals zero (\$0.00). All normal deductions will also occur in addition to the deductions of the accumulated balance. Upon an employee's termination from employment with Rainier Valley Leadership Academy, the full balance of the accumulated balance will be deducted from his/her final paycheck and any shortfall will be paid by the employee to Rainier Valley Leadership Academy. Additionally, deductions for health benefits that result in the employee earning less than minimum wage is allowable as long as the employee has voluntarily elected such benefits.

Time Entry for Hourly Employees

Hourly employees will log their worked time, including meal periods taken, by using the check in and check out feature in skyward. Hourly employees will attest that the hours logged through the check in/check out process are accurate and complete by using the submission process in skyward.

Hourly employees should clock in each day based on when they actually start working and clock out for meals or at the end of the day when they actually stop working. Hourly employees should have clearly defined start, end, and meal times defined with their supervisor. Should an hourly employee arrive early but is not actually performing work, or stays late but is not actually performing work, he or she should not be clocked in.

Submission of time is due on the 18th. If the 18th of the month is not a business day, time may be submitted earlier, for example, the last day worked in the pay period. Supervisors will approve submitted time by the 18th of each month. If the 18th is not a business day, the approval is due the next business day. An hourly employee should inform his or her manager immediately if he or she missed a clock in or clock out time that needs to be updated in skyward so that hours worked are accurately reflected in skyward at all times and ready for submission at the end of the pay period. Repeated errors in time entry may result in disciplinary action.

Request Time Off

Each employee is responsible for reporting his/her time off through skyward. Submitted time off is approved by the employee's supervisor. Supervisors are responsible for ensuring that all time off is entered in skyward. If an employee does not enter their time off in skyward, the supervisor (or his/her designee for this process) may enter the employee's time off in skyward. Time off will be submitted and approved by the 1st and 16th of each month. Please refer to the "Sick Leave and Paid Time Off" policy in this handbook for more details. Failure to report absences in skyward may result in disciplinary action, up to and including termination.

Stipends

From time to time, a stipend may be offered to an employee for specific services rendered that fall outside his/her normal role and responsibilities. Stipends are subject to all state and federally required taxes and other deductions.

Stipends for Volunteers

Stipends may also be offered to eligible volunteers. To ensure volunteers receive their stipend, the required paperwork must be submitted to Human Resources. Subsequently, Accounts Payable will process the stipend and provide it to the volunteer.

Overtime

Generally, teachers and administrators are exempt. Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Non-exempt employees may be required to work beyond the regularly scheduled work day or work week as necessary. Only actual hours worked in a given work day or workweek can apply in calculating overtime for non-exempt employees. Rainier Valley Leadership Academy provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal laws. All overtime work must be pre-approved by the employee's supervisor. If an employee works overtime without pre-approval, he/she will be compensated for that time in accordance with applicable law. That said, he/she could be subject to discipline, up to and including termination, should he/she continue to work overtime without prior approval.

For purposes of calculating hours worked and overtime pay, the Rainier Valley Leadership Academy work week begins each Monday at 12:01 a.m. and ends on Sunday at midnight. The Rainier Valley Leadership Academy work day begins at 12:01 a.m. and ends at midnight twenty-four (24) hours later.

For employees subject to overtime, all hours worked in excess forty (40) hours in a seven day work week shall be treated as overtime and shall be paid at a rate of one and one-half (1 1/2) times the employee's regular rate of pay. For overtime purposes, holiday pay is not considered hours worked

during the work week.

On a monthly basis, Payroll data encompassing regular time and overtime incurred in the period is provided to the appropriate Home Office Budget Director/Manager or Home Office department head. The data is reviewed for reasonableness and discussed with appropriate administrators and department heads as necessary.

Meal and Rest Periods

It is important to Rainier Valley Leadership Academy that all employees take daily rest time away from their work areas. Rainier Valley Leadership Academy offers fully functional break rooms at all work locations to allow a place for employees to rest and eat during their breaks. If an hourly employee is required to attend professional development or other work related functions during a meal time that does not allow freedom to their own time, the employee should remain clocked in. If this is the case, supervisors should ensure they are still following the appropriate meal laws to provide the employee with any required meal breaks.

All nonexempt employees are entitled to a paid rest break of at least ten minutes for each 4 hours worked. The rest break must be allowed no later than the end of the third hour of the shift.” All nonexempt employees are allowed at least a 30 minute meal period. He/she must be at least 2 hours into the shift before the meal period can start. The meal period cannot start more than 5 hours after the beginning of the shift. He/she must clock out for his/her meal period. He/she will be permitted a reasonable opportunity to take this meal period, and he/she will be relieved of all duty. During his/her meal period, he/she is free to come and go and is free to leave the premises. He/she is expected to return to work promptly at the end of any meal period.

Recording Meal and Rest Periods

All non-exempt employees must clock out for any meal period and record the start and end of the meal period. Employees are not allowed to work “off the clock.” Such employees must report all work time accurately on their time record. If, for any reason, an employee is not provided a meal period in accordance with this “Meal and Rest Periods” policy, or if any such employee is in any way discouraged or impeded from taking his/her meal or rest periods or from taking the full amount of time allotted, the employee must immediately notify his/her supervisor, manager or Rainier Valley Leadership Academy’s Human Resources Department. Anytime that a meal period was missed that should have been provided (or any portion of a provided meal or rest period is worked), the employee must report to his/her immediate supervisor and document the reason for the missed meal or rest period or time worked.

Lactation Accommodation

Rainier Valley Leadership Academy accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The

break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the non-exempt employee shall be unpaid and must be documented by the employee for time-tracking/payroll purposes.

Rainier Valley Leadership Academy will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

Transferring to a Non-Teaching Position from a Teaching Position

Teachers who transfer to a year round role will receive their agreement pay through the end of the fiscal year as worded in their employment agreement. Pay for the new non-teaching position will be effective according to their signed employment agreement.

V.B. Consultants and Independent Contractors

An individual not employed by Rainier Valley Leadership Academy who performs a service for the organization may be considered a consultant or an independent contractor. In order to preserve the nature of the principal and consultant/independent contractor relationship, several requirements should be met before contracting with a third-party. In particular, consultants/independent contractors should:

- be free from Rainier Valley Leadership Academy's control and direction in performing the service, both under a contract and in fact;
- provide a service that is outside Rainier Valley Leadership Academy's usual expertise;
- be engaged in an independent trade, occupation, profession or business of the same type;
- not receive any fringe benefits directly, although their fee may include a provision for fringe benefits;
- not be assigned a permanent workstation or Rainier Valley Leadership Academy equipment;
- use his/her own invoice in billing for services; and
- provide proof of appropriate insurance.

Independent contractors and consultants are not entitled to any of the benefits that Rainier Valley Leadership Academy provides its employees, including, but not limited to, workers' compensation, disability insurance, leaves of absence, vacation, or sick leave. Consultants and independent contractors are responsible for providing disability, workers' compensation, or other insurance as well as licenses, credentials, and permits usual or necessary for performing the applicable services.

Under no circumstances shall Rainier Valley Leadership Academy be considered or interpreted to be a consultant's or an independent contractor's employer, partner, agent, or principal for any purpose.

Prior to services being rendered, Rainier Valley Leadership Academy's Human Resources Department must be contacted to develop a written engagement agreement. The use of consultants and independent contractors are closely monitored so as not to vary from the rules of applicable law. The drafting of all contracts for consultants and independent contractors should be based on the standard contract template jointly developed by Rainier Valley Leadership Academy's Human Resources and Legal Departments. Any significant changes to the standard template should be reviewed by Rainier Valley Leadership Academy's appropriate administrators and Legal Department before the execution of the contract to limit Rainier Valley Leadership Academy's exposure to liability or legal action.

Additionally, independent contractors are required to follow the criminal background check requirements as outlined in this Handbook prior to completing the contracting process. Once cleared to begin work, independent contractors are required to submit written, detailed invoices for payments which are processed through the Rainier Valley Leadership Academy's Accounts Payable Department.

Conflicts of Interest – Employee-Vendor Relationships

Rainier Valley Leadership Academy adheres to its Conflict of Interest Code and/or Policy. Rainier Valley Leadership Academy attempts to avoid preferential treatment in purchasing goods and services by separating employees' personal interests from the interests of Rainier Valley Leadership Academy. Current Rainier Valley Leadership Academy employees cannot sell goods or services as independent contractors to Rainier Valley Leadership Academy. An employee-vendor relationship is any relationship between a Rainier Valley Leadership Academy employee and a proposed vendor that might create a conflict of interest. An employee-vendor relationship exists when a family relationship exists between the person involved in the selection of the vendor and the proposed vendor. Examples of employee-vendor relationships include:

- A Rainier Valley Leadership Academy employee acts as a vendor to sell goods or services to Rainier Valley Leadership Academy.
- A Rainier Valley Leadership Academy employee buys goods or services for Rainier Valley Leadership Academy from a vendor who is a member of the employee's family.
- A Rainier Valley Leadership Academy employee or member of his or her family owns or controls at least 10% of the business from which Rainier Valley Leadership Academy purchases goods or services.

V.C. Acceptable Use of Public Funds

The term "public funds" is not limited to money, but includes anything of value belonging to a public agency such as equipment, supplies, compensated staff time, and use of telephones, computers, and fax machines and other equipment and resources.

Due to the receipt of public funds from various public sources, there is increased scrutiny over Rainier Valley Leadership Academy's use of public funds. Rainier Valley Leadership Academy

adheres to applicable law regarding the use of public funds. Private funds commingled with public funds are considered public funds and must be spent in accordance with applicable law regarding allowable use of public funds.

Gifts of Public Funds

Using public funds for gifts of a personal nature is not allowed because they confer a tangible benefit to an individual. Except as explained below, gift certificates, flowers, and candy are most often viewed as personal as opposed to public in character and, therefore, should not be purchased with Rainier Valley Leadership Academy funds. Gift certificates and gift cards are characterized as gifts of public funds and, therefore, are not allowed, except when purchasing gas cards for students designated as homeless under the McKinney-Vento Homeless Assistance Act (refer to “McKinney-Vento Program” below). However, gift certificates and gift cards originating directly from a donation from external vendors or individual contributors can be transferred by Rainier Valley Leadership Academy administrators to employees for various organizational purposes. The employee is responsible for ensuring that the gift or benefit received is in accordance with the “Acceptance of Personal Gifts” section of this Handbook.

Staff appreciation meals are also considered a gift of public funds and, therefore, not allowed due to the fact that staff appreciation meals do not serve a direct and/or substantial public purpose. Note that meals served at professional development trainings are allowable. Employees must provide appropriate support or proof that a professional development session took place. Appropriate support includes, but is not limited to, an agenda, a brief description of the session, and list of participants.

Flowers may be used for awards ceremonies or as decorations for public events.

Additionally, Rainier Valley Leadership Academy’s funds shall not be used for donations to nonprofit organizations or students/families in need because they are considered a gift of public funds, no matter how worthy the cause. Rainier Valley Leadership Academy’s tax identification numbers allow donations to the schools to be tax deductible, but once the funds are received they are commingled with other monies received for a variety of purposes. Sending a portion of the funds to another nonprofit agency constitutes a gift of public funds.

In general, fundraising that occurs should be for the benefit of the school and not for other organizations. However, a group of students or employees may organize a fundraiser to support a charity as long as the event is clearly identified as raising funds for that charity. All donations not going to Rainier Valley Leadership Academy should be in the form of checks made payable to the charity and should be picked up by, or delivered to, the charity so that funds are not deposited into the Rainier Valley Leadership Academy account (note – such donations are also not eligible for a tax exemption letter provided by Rainier Valley Leadership Academy as Rainier Valley Leadership Academy is not the recipient.). Rainier Valley Leadership Academy resources should not be utilized to support outside charities and funds cannot flow through Rainier Valley Leadership Academy.

Prizes and Awards

Students: To recognize student achievement, prizes and awards may be issued. Prizes and awards are gifts of tangible personal property presented to students in recognition of outstanding achievement in academic performance or other performance-related activities that involve a skill rather than luck, and are part of the educational experience. The prize or award cannot be cash or a cash equivalent (e.g., gift cards).

Employees: Awards may be issued to recognize employee achievement. An employee achievement award is an item of tangible personal property that must be awarded as part of a meaningful presentation. The prize or award cannot be cash or a cash equivalent. The award should be of a *de minimis* nature with a value of less than \$200 per employee and provided infrequently. On an annual basis, employee achievement awards may not exceed \$400 per employee. The purpose and description of the prize/award must be provided during the purchasing and payment process. Since monetary prizes and awards are not allowed, gift cards may not be purchased.

To award employees for exceptional contribution, Rainier Valley Leadership Academy must find that the employee did one (1) or more of the following:

- Proposed procedures or ideas that thereafter are adopted and effectuated, and that resulted in eliminating or reducing expenditures or improving operations.
- Performed special acts or special services in the public interest.
- By their superior accomplishments, made exceptional contributions to the efficiency, economy, or other improvement in the operations of Rainier Valley Leadership Academy.

Life transition events such as birthdays, weddings, holidays and other similar circumstances can happen to anyone and cannot be considered superior accomplishments, or merit an award.

Gas Card Purchases Under the McKinney-Vento Program

When a student qualifies as homeless under the McKinney-Vento Homeless Assistance Act, the local education agency (“LEA”) is required to provide access to transportation to stay in a public school of origin or enroll in a neighborhood public school. The LEA may agree, determined on a case by case basis, to reimburse transportation between school and current residence at the state mileage reimbursement rate in lieu of LEA- provided transportation and may provide a gas card as reimbursement. The following is the procedure for gas card reimbursement:

- The parent or guardian of a homeless student must complete and submit to Rainier Valley Leadership Academy’s Homeless Student Liaison a McKinney Vento Request for Student Transportation Form (located in Rainier Valley Leadership Academy’s Connect page).
- A Mileage Reimbursement Request (“Request”) form must be signed and completed by the parent or guardian, and submitted to Rainier Valley Leadership Academy’s Homeless Student Liaison. The Request expires at the end of the current school year or at withdrawal from school. The Request must be approved by the Director of Finance and Operations and Rainier Valley

Leadership Academy's Homeless Student Liaison (or equivalent position).

- If the request is approved, then each month the parent or guardian must complete and sign a Mileage and Attendance Monthly Form for verification and processing. The form must be sent to Rainier Valley Leadership Academy's Homeless Student Liaison within thirty (30) days of the last day of the month being requested or sooner.
- Rainier Valley Leadership Academy's Homeless Student Liaison shall reconcile the Mileage and Attendance Monthly Form against attendance in Rainier Valley Leadership Academy's electronic student information database (e.g., PowerSchool) to verify the dates of attendance and makes any necessary corrections to the request.
- Rainier Valley Leadership Academy's Homeless Student Liaison shall submit the Mileage and Attendance Monthly Form to the Director of School Operations (or equivalent position) for processing. Where available, a "Fuel-Only" gas card is purchased in the nearest denomination needed for mileage reimbursement.
- Rainier Valley Leadership Academy's Homeless Student Liaison shall maintain a log that includes the date the "Fuel Only" Gas Card was issued and who received the "Fuel Only" Gas Card.
- If the student relocates to housing within the bus boundary, the previous arrangement for Mileage Reimbursement will end and alternate transportation will be provided.

V.D. Purchasing

Purchasing refers to the process of acquiring goods and services best suited for the specific needs of Rainier Valley Leadership Academy. By creating purchase orders in ExpenseWatch, Rainier Valley Leadership Academy can purchase items/services to support the needs of students, staff, and class instruction. Textbooks, technology equipment, and furniture must be purchased centrally by each region's Home Office to adhere to required specifications and maintain appropriate asset tagging.

For commonly purchased items, a list of approved vendors is available in ExpenseWatch (located under the "Purchasing" tab as "Company Documents"). Prior to purchasing an item, this list should be consulted to determine if an existing vendor offers the desired item.

New vendors will not be set up for products/services offered by existing approved vendors.

Signing Authority

Only specific employees are authorized to encumber financially and make representations on behalf of Rainier Valley Leadership Academy. Those employees are responsible for making authorizations in accordance with policies applicable to the specific item being authorized. Please reference Rainier Valley Leadership Academy's *Finance and Accounting Policies and Procedures* for

additional details. Categories of financial encumbrances include:

- Purchase Orders/Invoices;
- Expense Reimbursements;
- Rainier Valley Leadership Academy Credit Card Transactions;
- Service Contracts (requires legal and procurement review prior to execution);
- Loans (requires legal and finance department review prior to execution); and
- Lease Agreements (requires legal and finance department review prior to execution).

Other types of documents requiring a signature may indirectly encumber the Rainier Valley Leadership Academy financially and should be reviewed by Rainier Valley Leadership Academy's Legal and Finance department if there is any uncertainty.

The limits in the chart below refer to amounts for each encumbrance and align with Rainier Valley Leadership Academy's Board of Directors-approved procurement policy. For example, if a contract encumbers the organization over five (5) years for \$12,000/year, the total amount is above \$50,000, therefore requiring a signature from the CEO/CFO/Executive Director.

Position Limits: Purchase Orders/Invoices, Expense Reimbursements, Rainier Valley Leadership Academy

Credit Card Transactions Limits: Service Contracts, Loans, Lease Agreements

DRAFT

***Requires a minimum of two (2) quotes or proposals obtained from qualified sources for goods and services greater than \$10,000 and less than \$50,000.**

****Requires a minimum of three (3) quotes or proposals obtained from qualified sources for goods and services greater than \$50,000 and less than \$150,000; \$150,000 and above requires comprehensive requests for proposals that include clear, accurate descriptions of goods and/or services solicited, proposals must be publicized, and a formal method for their evaluation and selection must be followed for more than \$150,000.**

All grant applications and agreements must be signed by the CEO or Board Chairs.

Checks

Accounts payable checks and manual payroll checks shall be signed by the CEO/Chair of the Board. In addition, all accounts payable checks greater than \$10,000 require dual signatures prior to the release of the check. The secondary signer for accounts payable checks greater than \$50,000 is CEO//Chair of the Board.

ACH Payments and Bank Transfers

All ACH payments and bank transfers can only be processed after the appropriate position has approved the transfer (i.e. executed contract). Only the CFO, Controller, and designated Senior Accountant can initiate an ACH payment or bank transfer and all ACH payments and bank transfer require dual authorization with the initiator counting as first authorization.

Employment Contracts

All employment contracts can only be signed by the CEO/Principal.

Employees who are not authorized to encumber and make representations on behalf of Rainier Valley Leadership Academy who nevertheless do so may be subject to disciplinary action, up to and including termination.

Use of Credit Cards

This section is a brief summary of Rainier Valley Leadership Academy's credit card policy. For the complete policy, please refer to the *Credit Card Reference Manual*, which can be downloaded from <http://connect.greendot.org/accounts-payable>).

Cardholder Agreement—all Rainier Valley Leadership Academy credit card users must sign and date the *Cardholder Agreement*, which is located on page 3 of the *Credit Card Reference Manual*.

Credit cards will be issued only with the formal approval of the employee's manager and Rainier Valley Leadership Academy's CFO (or designee), with proper justification. The issuance of a credit card and the justification thereof should be based on functional considerations of transactional

frequency and how many schools and departments the employee serves. The cost/benefit to Rainier Valley Leadership Academy should be fully reviewed to ensure that no other method of payment is appropriate. Credit cards that are issued will be assigned to a specific Rainier Valley Leadership Academy employee and should be used only for business-related expenditures. The employee is expected to use it for all travel and expense purchases and is discouraged from using personal credit cards for business-related expenditures.

On an annual basis, the Card Program Administrator and Rainier Valley Leadership Academy's CFO (or designee) will review the list of cardholders to reevaluate the need of the cardholder in the coming year. When the employee transfers to a different company or position, the cardholder will surrender his or her card.

To request for temporary credit limit increase, the request:

1. must be in writing, and must include proper justification;
2. must be approved by the cardholder's manager; and

3. will be effective for one month.

All Rainier Valley Leadership Academy credit card charges must be supported by itemized receipts which detail the items purchased and reflect the amount of sale/use tax paid to the vendor. A list of attendees and specific business purposes must also be included. If the expenditure is for professional development, an agenda will be provided.

On a monthly basis:

- Employees are required to reconcile their credit card statements to receipts and submit to their reviewer by the 8th of the month. A personal check for personal charges or missing receipts are due on the 13th of the month. Payment should be submitted to the Director of Finance and Operations and will be processed by ESD 101.
- The reviewer will check that the charges are supported by itemized receipt, reimbursement for personal charges are paid, and report noncompliance to the supervisor by the 13th of the month.
- The supervisor must approve the credit card expense report by the 17th of the month. A complete reconciliation must include the month's statement and receipts for all transactions. Failure to provide completed reconciliation for a month will result in suspension of cardholder's credit privileges.

Cardholders with any infraction for any three (3) months within a consecutive twelve (12) months rolling period will be subject to loss of eligibility of their credit card for twelve (12) months. Cardholders may request to have their card reinstated twelve months after their last infraction and after completing thirty (30) minutes of credit card training from the Accounts Payable Department.

The cardholder shall avoid using his or her Rainier Valley Leadership Academy credit card for personal purchases.

Improper use of a Rainier Valley Leadership Academy issued credit card will result in disciplinary action up to and including termination.

V.E. Donations and Fundraising

In keeping with Rainier Valley Leadership Academy's tax-exempt status, Rainier Valley Leadership Academy focuses on grant writing and fundraising for Rainier Valley Leadership Academy and its schools. However, Rainier Valley Leadership Academy encourages schools and employees to obtain additional monetary and non-monetary donations through individual grants, personal relationships, and fundraising events which will benefit the school and organization.

Employees should check with their supervisor or department head prior to soliciting any donations or setting up any fundraisers to ensure compliance with local, state, and federal laws as well as Rainier Valley Leadership Academy internal policies. Prospective donations from large organizations or individuals should be coordinated with RVLA's Development Department prior to pursuing the donation.

Monetary Donations

A myriad of laws and regulations governing donations to charitable organizations, as well as rules related to using funds only in strict accordance with the donor's wishes, require the following:

- Solicitations of donations including school-site fundraising must be explicit as to the purpose(s) for which the funds are being sought.
- Donations exceeding \$25 must be acknowledged, in writing, and will be done so with RVLA's Development Department.
- Under rare, applicable circumstances, separate restricted accounts will be required to ensure that donor funds are handled appropriately.
- All donor funds will be promptly recorded and then deposited into the applicable bank account.
- Employees responsible for monitoring donor funds will ensure that the funds are used strictly in accordance with the donor's understanding as to why the funds were raised and/or any specific written restrictions.
- Once a restriction has been fulfilled, any remaining funds will be returned to the donor(s), if required, or transferred to unrestricted funds for use in the support of Rainier Valley Leadership Academy's mission.

If a potential donor wishes to make a financial gift to Rainier Valley Leadership Academy, please check with your school principal and/or direct the donor to Rainier Valley Leadership Academy's Development Department. Donors should be reminded that to protect the deductibility of their contributions, the appropriate Rainier Valley Leadership Academy entity should be listed as the recipient of the funds rather than the individual school, if applicable. Rainier Valley Leadership Academy will ensure that all donations earmarked for an individual school will be restricted to the specified use by the named school(s). Below are all entities (with each corresponding federal

employer identification number (“FEIN”) operating under Rainier Valley Leadership Academy’s control or using Rainier Valley Leadership Academy’s academic and professional models:

- Delta Properties, Inc. (FEIN: 82-0212806);
- Rainier Valley Leadership Academy Public Schools California (FEIN: 95-4679811);
- Rainier Valley Leadership Academy Public Schools National (FEIN: 46-5740783);
- Rainier Valley Leadership Academy Public Schools Tennessee (FEIN: 47-0970499);
- Rainier Valley Leadership Academy Public Schools Washington State (FEIN: 46-4128856);
- and
- United Parents and Students (FEIN: 81-3413763)

All payments should be made payable to the applicable entity. If the donation is for a specific school, the school to receive credit for the funds should be noted elsewhere on the documents (e.g., the memo area of the check) to ensure the donation is earmarked for the individual school and will be restricted to the specified use by the named school(s).

Donation of Assets

Rainier Valley Leadership Academy recognizes the value of donated goods that may be offered on a sporadic basis without charge to the organization. All donated goods must be related to an educational function and approved by the Principal or Rainier Valley Leadership Academy department head.

Acceptance of Goods:

- A description of the goods, including the value and contact information for the donor must be provided to Rainier Valley Leadership Academy’s Finance and Accounting Department upon acceptance.
- Technology equipment must meet the standards comparable to those already established by Rainier Valley Leadership Academy. Please contact the Rainier Valley Leadership Academy technology department prior to accepting any technology goods.
- Goods that will be attached to the building or grounds must be assessed by a member of the Rainier Valley Leadership Academy Operations team prior to acceptance. These goods may create ongoing costs, therefore a thorough evaluation of such costs should be completed prior to acceptance (i.e. installation, electricity, maintenance)
- Acceptance of goods shall be made without any reciprocating commitment by any employee on behalf of Rainier Valley Leadership Academy
- Rainier Valley Leadership Academy may request evidence of ownership of any good prior to acceptance
- All goods donated shall be accepted solely for benefit of students and not for any salary, benefit and/or stipend

Use of Goods: All donated goods shall be considered property of Rainier Valley Leadership

Academy. Employees who receive donated goods must leave those items with the school if they leave Rainier Valley Leadership Academy, unless otherwise stated, in writing, by the donor. Such instructions must be provided at the time of donation.

Rainier Valley Leadership Academy will not perform an appraisal and will not place any value for donated goods on behalf of the donor. The donor shall be responsible for obtaining his/her own appraisals for tax purposes along with any fees or other expenses as may be related to such appraisal.

Rainier Valley Leadership Academy may decline an offer for goods if it is deemed not to be in the best interest of Rainier Valley Leadership Academy. Grounds for declining goods may include, but is not limited to:

- Technology or other goods that do not meet the Rainier Valley Leadership Academy required minimum standards
- An offer that would initiate an additional expense for service or ongoing maintenance
- An offer that would create unreasonable inequity in to a specific segment of the student population

Any uncertainty as to whether a donated good falls under the acceptable Rainier Valley Leadership Academy policy should be geared towards the applicable Rainier Valley Leadership Academy department head or the Rainier Valley Leadership Academy Finance and Accounting Department.

School Site Fundraising

Schools may fundraise in several different ways. Depending on the purpose of the fundraising, schools can choose the best method to raise funds to match the need. All school fundraisers must be approved by the Principal (or designee) prior to beginning the fundraiser. Furthermore, any fundraising occurring on a digital media platform (i.e. school-based webpages and social media pages, Go Fund Me, Donor's Choose, etc.) will need to be communicated to Rainier Valley Leadership Academy's Development Department.

One way to fundraise is by using Rainier Valley Leadership Academy's tax exempt status. In order to do this, all donor checks must be made payable to the Rainier Valley Leadership Academy regional entity in which the school operates, or the fundraising campaign must be posted using Rainier Valley Leadership Academy's crowdfunding platform or another crowdfunding platform with which Rainier Valley Leadership Academy has registered. In order to fundraise using Rainier Valley Leadership Academy's tax exempt status, the fundraiser must meet the following criteria:

- Educational in nature;
- Open to all eligible students for which eligibility is determined through an objective and measurable test (e.g. "Students must have a 3.0 GPA to participate"); and
- Is not a gift to a specific individual who would privately benefit (e.g. fundraising to purchase school supplies for a particular student).

Some examples of fundraisers that cannot be held using Rainier Valley Leadership Academy's tax exempt status include:

- Gift certificates for individuals;
- Donations to charities (e.g. – you cannot fundraise to buy blankets that students will give out to the homeless); or
- Political or religious activities.

If there is any uncertainty about using Rainier Valley Leadership Academy's tax exempt status for a fundraiser, schools should contact Rainier Valley Leadership Academy's Development Department. Furthermore, schools planning fundraisers that involve raffles and/or auctions must contact Rainier Valley Leadership Academy's Finance and Accounting Department to ensure compliance with applicable law. Fundraising proceeds will only be disbursed in accordance with Rainier Valley Leadership Academy's standard practices and in accordance with the reason(s) for which the funds were raised.

If a school wishes to raise funds for purposes outside the realm of Rainier Valley Leadership Academy's tax exempt status, schools can choose to create personal campaigns through crowdfunding sites like Go Fund Me. Donations received through Go Fund Me are considered to be personal gifts which, in general, are not taxable income in the United States (however, employees should check with a tax expert if they are unsure). Although personal campaigns through a crowdfunding site can be a great way to raise funds, donors do not receive a tax exemption for their donation.

Regardless of which fundraising method a school chooses, all fundraisers must be approved by the Principal (or designee) and comply with applicable law.

Raffles

Legal requirements must be followed when conducting raffles to avoid any appearance of gambling. Students shall not be barred from an event or activity because they did not participate in the raffle. Potential donors, including parents/guardians and community stakeholders, should not be unduly pressured to contribute to Rainier Valley Leadership Academy or its schools. Staff is expected to emphasize the fact that donations are always voluntary.

Rainier Valley Leadership Academy may conduct raffles to raise funds for beneficial or charitable purposes in the state subject to the rules outlined in Washington Administrative Code Section 230-11 et seq. Rainier Valley Leadership Academy may offer two unlicensed raffles to the public each year, if the combined gross revenue from the two raffles does not exceed \$5,000 in a calendar year. If the limits are exceeded, you will need to apply for a raffle license. If any employee desires to organize a Green-Dot sponsored raffle, please contact Rainier Valley Leadership Academy's Finance and Accounting Department in advance for more information to comply with applicable laws.

V.F. Scholarships

Rainier Valley Leadership Academy is proud to act as a conduit for donors who wish to make contributions to assist students by helping to defray the cost of either their secondary or post-secondary education. It is recognized that donors may specify the conditions under which such aid may be awarded. However, Rainier Valley Leadership Academy retains the right not to accept any largess or make any award that in its opinion may be construed to be discriminatory in nature.

From time to time, Rainier Valley Leadership Academy may offer an award to students to assist with the cost of post-secondary education. The qualifications for receiving these funds, the amount of the award(s) and the terms for selection of the final awardees will be made available to all Rainier Valley Leadership Academy students. At the time of selection, awardees will be provided with a Rainier Valley Leadership Academy pledge specifying the conditions and the amount of the award. However, the purpose of these awards is to promote continuing education and, as such, checks will not be made payable to an awardee. Awardees can request that funds be disbursed directly to a post-secondary school of his/her choice to be used solely to support his/her education under the condition that no refund of unused funds can be made directly to the awardee. As an alternative, awardees can elect to request reimbursement of education related expenses up to the amount of the award upon the presentation of adequate expenditure documentation.

Rainier Valley Leadership Academy may not use public funds or resources or to establish scholarship programs that aim specifically to provide financial assistance for students who cannot qualify for college attendance financial aid from any Federal sources due to the student's undocumented status. To avoid the mingling of private donations for this specific purpose with the state and federal funding, the schools are encouraged to work with an outside agency that accepts donations for this purpose.

From time to time, Rainier Valley Leadership Academy Public Schools National may provide scholarships at its sole discretion.

V.G. Acceptance of Personal Gifts

No employee may solicit or accept gifts of significant value, lavish entertainment or other benefits from students, parents, donors, vendors and other stakeholders. Special care must be taken to avoid even the impression of a conflict of interest. Employees are not allowed to accept any gift which would cause the cumulative amount of gifts from an individual source to exceed \$250 during any calendar year, or applicable law, whichever is deemed lesser. If an employee is unsure if a gift will violate this policy, please consult a supervisor or Controller.

The term "gift" does not include:

- Meals provided to Rainier Valley Leadership Academy staff at an event at which an official

speaks, participates in a seminar or similar activity or provides a similar service.

- Reimbursement of travel expenses and meals paid for by a local, state, federal or foreign government agency.
- Payment for travel expenses from a nonprofit organization of which Rainier Valley Leadership Academy is a member.

V.H. Expense and Travel Reimbursement

Transportation:

Lodging:

Whenever possible, lodging will be booked by school personnel, following approval from the Chief Executive Officer, prior to traveling and receipts will be submitted directly to the school's business manager by the Chief Executive Officer. Employees will access room accommodations typically occupied by business travelers.

Meals:

Employees will be granted a per diem stipend of \$50 to cover meal costs. No receipts will need to be submitted as this per diem is based on the number of days of business travel. Staff will be required to submit a travel per diem reimbursement form to invoices@myrvla.org with attached approval for travel and training information.

Rainier Valley Leadership Academy may authorize payment for actual and necessary expenses, including travel incurred by an employee. The majority of day-to-day purchases (e.g., supplies) should be done through the appropriate purchasing processes (see Purchasing Section of the Employee Handbook). Every effort should be made to obtain items from Rainier Valley Leadership Academy-approved vendors using the requisition process. Purchases from vendors outside the home state are subject to that home state's tax, and that tax will be added to the cost of the item and charged to the budget of the site that incurred the charge.

Reimbursement request forms are to be completed and processed through ExpenseWatch. The reimbursement requests require approval (via ExpenseWatch) by the assigned approver (department head, Principal, or direct supervisor).

Therefore, employees must receive approval from their school's Principal, immediate supervisor, or appropriate department head prior to incurring expenses.

In general:

- The General Services Administration (“GSA”) reimbursement rates will be used unless terms of a grant, contract, or Rainier Valley Leadership Academy’s Employee Handbook require that a different rate, such as state-specific rates, be used.
- Expenses can be reimbursed up to forty-five (45) calendar days from the date of the transaction;
- Itemized receipts and/or proof of payment must accompany all expenses;

Failure to comply with the above will result in non-reimbursement of the expense.

Mileage Reimbursement

A mileage log must be submitted for all mileage reimbursement requests and must indicate the points of travel, dates of travel, odometer readings and the miles eligible for reimbursement. Per applicable state and federal law, normal commuting costs of traveling to and from work are not reimbursable and must be subtracted from the reimbursement request.

For example, I travel fifteen (15) miles to get to work on a normal day, but I am requesting reimbursement to visit school site A (5 miles) school site B (5 miles) and then to my assigned office (10 miles). Twenty (20) miles were traveled (5+5+10) but only 5 are eligible for reimbursement, since I normally travel 15 miles.

All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business related travel pre-approved by their supervisor. In addition, parking fees and tolls paid are reimbursable if supported by receipts. All employees requesting such mileage reimbursement are required to furnish an expense report containing the destination of each trip, its purpose and the miles driven, and parking fees and tolls within one month after the travel date, supported by receipts, if applicable. Other transportation expenses such as taxis, rental cars, buses, and airplane tickets will be reimbursed for the actual costs incurred. All applicable receipts must be attached to a completed expense report.

The reimbursable rate per mile is determined using the IRS’ standard mileage reimbursement rate in effect when the request for reimbursement is submitted and processed.. Note: gas, oil or other vehicle maintenance items and insurance related to personal car use for business travel is not reimbursable since this is included in the IRS/government mileage rate.

Employees must acquire and maintain the minimum applicable legal requirements related to driving (e.g., ensure the employee possesses a valid license, and has the minimum insurance coverage) when driving is part of, or is incidental to, his/her job duties (e.g., traveling between school sites).

Meals and Entertainment

For tax reporting purposes, meal expenses are defined as the costs incurred for food and beverages in the conduct of business. Entertainment expenditures require pre-approval. Entertainment expenses include, but are not limited to, the cost of amusement or recreational facilities, attendance at the theater and sporting events.

Meals made necessary by travel are reimbursable based on finance and accounting policies related to travel. Every effort must be made to ensure that the cost of such meals is reasonable. For meals, RVLA has set a maximum daily reimbursement, including food, beverages, taxes and tips, of:

- \$14 for breakfast.
- \$18 for lunch.
- \$34 for dinner.

Tips considered reasonable and necessary are eligible for reimbursement. In addition, exceptions are made for meals with potential donors or funders, but should still be reasonable.

Meals and entertainment expenses require the following documentation for reimbursement to occur:

- Meals and entertainment expenses must be listed separately on the expense form (including those that were paid as part of a hotel bill).
- Itemized, detailed receipts must be included. Each employee must also include a form of payment such as a canceled check, credit card or bank statement.
- The description must include the number of individuals and the names of those attending (include self), their titles and business relationship, if applicable, and business purpose of meal and/or entertainment.
- RVLA does not reimburse an employee for alcohol.

Travel

Non-exempt employees will be paid for travel time when asked to work at a location other than the employee's regularly scheduled location(s). These employees will be paid for time spent driving to-and-from their home to the new location, minus the time the employee regularly spends commuting and for bona fide meal breaks. When air, train or bus travel is required or an overnight stay, the employee will be reimbursed for time spent getting from one location to the next (i.e, time on the plane and time driving from the employee's home to the airport) but will not be reimbursed for time waiting at the airport, time spent for bona fide meal periods or time spent sleeping.

Sales and Lodging Tax Exemptions

Some states and/or municipalities allow exemptions for not-for-profit organizations. Please check

the availability of the exemption for your destination(s). Rainier Valley Leadership Academy will provide a copy of the applicable IRS determination letter so that the exemption can be claimed.

Hotels

Reasonable lodging costs incurred in the course of business travel will be covered by Rainier Valley Leadership Academy whenever a day trip is not appropriate, if approved in advance. Rainier Valley Leadership Academy may have negotiated rates at certain hotels and employees are expected to stay at those hotels, if available. All hotel bookings require approval by the department head in which the travel expense will be incurred. Additionally:

- Rainier Valley Leadership Academy employees are expected to stay in standard business class lodgings that charge a reasonable rate.
- Rainier Valley Leadership Academy will not pay for lodging costs when staying in a city longer than is justifiably necessary.

The itemized hotel bill showing the form of payment used (charge slip or zero balance) must be submitted with the expense form or credit card reconciliation as documentation. A charge slip alone is not acceptable. In the event of an express checkout, a hotel invoice along with a form of payment on the invoice (such as a credit card number) is acceptable.

When work commitments require Friday and Monday trips to the same city, the traveler is ordinarily expected to return home for the weekend. However, if such travel would be more costly or time-consuming than remaining at the distant location over the weekend, lodging and reasonable meal costs for the traveler would be reimbursable with the following restrictions:

- The travel must be pre-approved;
- Costs of entertainment such as gym use, movies, cocktails and cultural events are considered personal in nature and will not be reimbursed;
- Hotel laundry or valet charges are not reimbursable, unless for unexpected extended trips; and
- Items of clothing purchased when traveling are not reimbursable. This includes replacement of lost or stolen items, as well as clothing purchased as a result of an unexpected extended stay.

Air Travel

Rainier Valley Leadership Academy employees are expected to travel using the lowest available logical fare in economy class. Air booking searches on Egencia will automatically find the lowest available logical fare. All air travel requires approval by the department head in which the travel expense will be incurred. Additionally:

- The only legitimate reason for flying any class other than economy is if seats are not available in coach or if an employee has a disability for which a reasonable accommodation is required. If

this is the case, approval must be obtained from his/her manager before purchasing the ticket.

- Only actual costs will be reimbursed upon completion of travel. No reimbursement will be made for the value of premiums earned through frequent traveler programs applied to business travel. This includes free upgrades or free flights. Miles and points earned are the property of the employee.

Rainier Valley Leadership Academy is not responsible for lost, stolen or damaged luggage. Please file a claim with the airlines and/or personal insurance company.

Flight changes which incur costs will only be paid for by Rainier Valley Leadership Academy if they are business related and reasonable.

When at all possible staff should travel with a carry on bag unless traveling for extended periods of time. Staff who require a checked bag with a fee may be responsible for the baggage fees please refer to your supervisor for deciding if a bag fee will or will not be covered by the organization.

Car Rentals

Car rentals should be used only when needed and alternate forms of road transportation (e.g., taxis, public transit and personal vehicles) are not more feasible or available.

Rainier Valley Leadership Academy staff should rent “mid-size” models or lower. Upgrade charges are generally not reimbursable, though reasonable exceptions may be allowed if previously approved and adequately explained.

Rentals over a weekend or holiday period are generally not reimbursable, unless adequately explained and previously approved by a manager.

Every effort should be made to refuel at a gas station prior to returning the vehicle at the end of the rental period, instead of purchasing the refill directly from the car rental company (except when the refill option is more economical).

Employee vehicles that are damaged or stolen on school site property will be reimbursed up to the amount of the deductible or \$250, whichever is lesser. The burden of proof for demonstrating that the damage occurred on School/work property shall rest on the employee.

Other Transportation

Reimbursement will be made for reasonable expenditures for transportation other than air, travel and car rentals. This category includes:

- Taxi fares between office/home and airport as well as between airport / hotel and final destination (e.g., conference) when traveling. Employees should verify whether the hotel or conference location has a free shuttle from the airport to the hotel/conference prior to travel

since many such shuttles are available free of charge.

- Tolls and parking fees incurred when using personal car for business travel (gasoline is not reimbursable, see mileage reimbursement policy).
- Tolls, gas and parking fees incurred during business travel while using a rental car.

Reimbursement guidelines are updated annually. All expense and travel reimbursement exceptions should be forwarded to invoices@myrvla.org for review and approval prior to occurrence.

Advances

In specific circumstances in which a staff member has limited funds to pay Rainier Valley Leadership Academy expenses while traveling for work purposes, Rainier Valley Leadership Academy may issue an advance. Every effort should be made to process as much of the projected out-of-pocket expenses through Rainier Valley Leadership Academy's Accounts Payable Department as possible to minimize any required advance amount and if possible eliminate the need for an advance altogether. For example, airfare and hotel can be paid for upfront by Rainier Valley Leadership Academy check or corporate credit cards.

The employee must complete the "Cash Advance Request" form that presents an estimate of costs which will be the basis for any advanced amount. Advances must be pre-approved by the department head or Principal, as appropriate. The "Cash Advance Request" form should be submitted to Rainier Valley Leadership Academy's Accounts Payable Department as soon as possible to ensure that the employee receives the advance in enough time to purchase the goods or services. The advance will be issued, via a check, from Rainier Valley Leadership Academy's Accounts Payable Department. The employee must follow all reimbursement guidelines as stated in this Expense and Travel Reimbursement Policy. The employee will need to submit an expense report with receipts within forty-five (45) days of the dates on the receipts, or the conclusion of travel whichever is later. Advances will only be granted when it is deemed absolutely necessary by Rainier Valley Leadership Academy.

Non-Reimbursable Expenses

Rainier Valley Leadership Academy must adhere to certain guidelines as set forth by the State of Washington Office of Superintendent of Public Instruction for the use of State and Federal funds. The following is an illustrative list which outlines the majority of non-reimbursable expenses including, but not limited to: personal expenses, alcohol, tobacco, mini-bar expenses, spouse or family member expenses, laundry or cleaning expenses (except for unexpected extended trips), traffic citations, pay-per-view movies in hotels, cultural events, monetary gifts or gift cards, and unreasonable or extravagant expenses.

Other non-reimbursable expenses include the fee for obtaining a background check in order to secure employment with Rainier Valley Leadership Academy.

V.I. Reporting of Theft and Other Criminal Activity

Employees must report any known alleged theft or other financially-related criminal activity as soon as possible to their supervisor. All supervisors/managers must report any known alleged theft or other financially-related criminal activity as soon as possible to Rainier Valley Leadership Academy's COO, CEO, or equivalent position. As appropriate and determined by Rainier Valley Leadership Academy's COO, CEO or equivalent position, an internal investigation may be conducted by Rainier Valley Leadership Academy management and law enforcement may be notified.

VI. HEALTH AND RELATED BENEFITS Rainier Valley Leadership Academy provides all regular, full-time employees with a benefits package provided by the State Employees Benefits Board that includes:

- Medical
- Dental
- Vision
- Basic Life and Voluntary Life
- Disability
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account
- Employee Assistance Program
- 457B Deferred Compensation Plan
- State Retirement Plans

For more details on Rainier Valley Leadership Academy's benefits package, please visit Rainier Valley Leadership Academy's benefits website at <https://myaccount.hca.wa.gov/auth>.

VI.A. Health Benefits

All regular and temporary full-time employees working a minimum of thirty (30) hours a week are eligible for benefits on their first day of employment with Rainier Valley Leadership Academy, and have thirty (30) calendar days from their start date to enroll in benefits. Employees may be eligible for health benefits if Rainier Valley Leadership Academy determines that he/she worked at least 30 hours per week during a measurement period as defined in the applicable Affordable Care Act rules and regulations. Rainier Valley Leadership Academy provides these benefits for employees, as well as their eligible dependents (e.g., spouses, domestic partners, and children). Upon enrollment of eligible dependents, Rainier Valley Leadership Academy will require documentation to verify eligible dependents. When an employee first joins Rainier Valley Leadership Academy, he/she is asked to select his/her benefits thru skyward from the available providers and plans. If an employee fails to select a plan within thirty (30) calendar days from his/her start date, the employee will be defaulted to "no coverage" for the medical, dental and vision plans.

Employees who have a spouse who also works for Rainier Valley Leadership Academy will not be eligible for double insurance coverage, nor will they be eligible for the monetary incentive and must provide Rainier Valley Leadership Academy with proof of marriage (e.g., marriage certificate).

Employees who have a spouse or domestic partner covered under the Rainier Valley Leadership Academy insurance must provide Rainier Valley Leadership Academy with proof of marriage or a notarized Affidavit of Domestic Partnership, available from Rainier Valley Leadership Academy's Benefits Department.

For more information on Rainier Valley Leadership Academy's most up-to-date benefits providers and plans, please visit the Rainier Valley Leadership Academy Benefits Website at <https://myaccount.hca.wa.gov/auth> or contact Rainier Valley Leadership Academy's Human Resources department at HR@myrvla.org.

Open Enrollment

Once a year, Rainier Valley Leadership Academy holds an open enrollment period during which employees can change their benefit plans based on those available for the upcoming year. Open enrollment occurs annually from October 1st and November 15th and any changes made during open enrollment will take effect on January 1st of the following year. Employees are not allowed to make health benefit changes outside of this period unless certain qualifying life events have occurred (e.g., marriage, birth/adoption of a child, divorce, midyear loss or gain of other coverage). Under such circumstances, employees have thirty (30) calendar days from the date of the qualifying life event to submit their applicable changes to their benefit plan in skyward. If an employee fails to do so within thirty (30) calendar days of the event, the employee will have to wait until the next Open Enrollment period to make any changes to their benefit plans. For more information regarding benefit coverage and qualifying life events, contact Rainier Valley Leadership Academy's Human Resources department at HR@myrvla.org.

COBRA Benefits

When coverage under Rainier Valley Leadership Academy's medical dental, vision, EAP, or Health Care FSA plans ends, employees or their dependents can continue coverage under such plans under COBRA. COBRA continuation coverage is generally available for up to eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. However, the maximum COBRA period for the Health Care FSA is the last day of the plan year in which the COBRA qualifying event occurred. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and Rainier Valley Leadership Academy's previous contribution plus a possible administrative charge.

Medical, dental, vision and EAP coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their medical, dental, vision and EAP coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reach age sixty- five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rainier Valley Leadership Academy will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, die, or when a dependent child no longer meets the eligibility requirements, the employee or a family member is responsible for notifying Rainier Valley Leadership Academy in writing within thirty (30) days of the event via email (HR@myrvla.org). Rainier Valley Leadership Academy will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan;
- Rainier Valley Leadership Academy stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

For more information regarding COBRA, contact Rainier Valley Leadership Academy's Human Resources department at HR@myrvla.org.

VI.B. Retirement

State Retirement Plans

Washington Teachers' Retirement System

All employees whose job requires certification/licensure (e.g. teaching, counseling, administration credentials, etc.), hold a valid credential on file with the Washington State Office of Superintendent of Public Instruction ("OSPI"), and are deemed eligible by the Washington State Department of Retirement Systems automatically participate in the Washington State Teachers' Retirement System ("TRS"). A position is eligible if it normally requires at least five months each year in which regular compensation is earned for seventy (70) hours per month. Both the employee and Rainier Valley Leadership Academy are required to contribute to TRS in addition to social security deductions. Employee contributions are made on a tax-deferred basis. For employees who are new to TRS, they will have ninety (90) days to select a plan. If an employee does not formalize his/her choice within the first 90 days, he/she is automatically defaulted to a plan and a contribution rate. Employees will not be able to change their plan or contribution rate unless they change to a different public sector employer.

For more information on TRS, such as plan options, vesting rules and retirement benefits calculations, please visit the TRS website at <http://www.drs.wa.gov/member/systems/trs/>.

Washington School Employees' Retirement System and Public Employees' Retirement System

All employees whose job does not require certification/licensure or employees who do not hold a valid credential on file with OSPI, and are deemed eligible by the Washington State Department of Retirement Systems automatically participate in the Washington State School Employees' Retirement System ("SERS") (unless deemed eligible for Washington State Public Employees' Retirement System ("PERS") Plan 1 in which membership was established before October 1, 1977). A position is eligible if it normally requires at least five months each year in which regular compensation is earned for 70 hours per month. Both the employee and Rainier Valley Leadership Academy are required to contribute to SERS, but are not subject to social security deductions. Employee contributions are made on a tax-deferred basis. For employees who are new to SERS, they will have 90 days to select a plan. If an employee does not formalize his/her choice within the first 90 days, he/she is automatically defaulted to a plan and a contribution rate. Employees will not be able to change their plan or contribution rate unless they change to a different public sector employer.

For more information on SERS or PERS, such as plan options, vesting rules and retirement benefits calculations, please visit the SERS website at www.drs.wa.gov/member/systems/sers/ or the PERS website at www.drs.wa.gov/member/systems/pers/

Washington State Deferred Compensation (457b) Plan

Rainier Valley Leadership Academy provides all employees the option to participate in the Washington State Department of Retirement Systems Deferred Compensation Program (“DCP”). Participation in the DCP is voluntary and employees are eligible to enroll on their first day of employment with Rainier Valley Leadership Academy. Contributions are automatically deducted from an employee’s paycheck and employees may choose to defer a percentage or specified dollar amount of their income. For more information on the DCP please visit the DCP website at <http://www.drs.wa.gov/dcp/dcp.htm>.

VI.C. Holidays

All regular full-time active employees will be paid for the following holidays (when observed). Regular part-time employees will be paid the average daily hours they have worked during the previous full quarter (first day of each quarter is July 1, October 1, January 1, and April 1) or predicted average daily hours upon hire for each holiday. Temporary employees, seasonal employees, independent contractors, employees on leave, and inactive employees do not qualify for holiday pay. Employees will only receive holiday pay while in active, paid status. Specifically, an employee must either work or be on approved PTO/sick leave the day before or the day after a holiday. If an employee terminates service with Rainier Valley Leadership Academy the day before a holiday, he/she will not be paid for that holiday.

Teachers & Counselors and 10- month Employees (12-month Employees)

- **Labor Day: September 5, 2022**
- **Veteran’s Day: November 11 2022**
- **November Break/Native American Heritage Day: November 24-25, 2022**
- **Winter Break: December 19, 2022-December 30, 2022**
- **Martin Luther King Jr. Day: January 16, 2023**
- **President’s Day/Mid Winter Break: February 20-24, 2023**
- **Spring Break: April 10-14, 2023**
- **Memorial Day: May 29, 2023**
- **Juneteenth: Jun 19, 2023**

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, Rainier Valley Leadership Academy will select either the following Monday or the preceding Friday as a substitute holiday.

Floating Holidays

Subject to manager approval, salaried, exempt employees who are required to work on Rainier Valley Leadership Academy recognized holidays and breaks may be eligible to take that time off on a different date within that fiscal year. Unused floating holiday time will not be paid out upon an employee's exit from the organization unless required by law.

Religious Observances

Rainier Valley Leadership Academy supports providing reasonable accommodations for its employees' sincerely held religious beliefs. To that end, an employee may request time off for religious observances that are not listed in Rainier Valley Leadership Academy's regular holiday schedule above. The employee shall make a written request for such leave to his or her immediate supervisor, which shall only be denied when an employee's absence from work would create an undue hardship on Rainier Valley Leadership Academy's operations.

Since religious holidays are scheduled events, the employee must provide his or her supervisor with adequate advance notice when requesting leave under this policy. If approved, and should an employee not have sufficient available PTO/sick leave to cover the requested day(s) off, Rainier Valley Leadership Academy shall grant the time off as unpaid.

VI.D. Attendance

Every job is essential to the efficient operation of the organization and employees are expected to be present, and arrive on time, every work day. If, for any reason, an employee is going to be late or absent from work, the employee must notify the appropriate individual(s) via the steps designated by his/her supervisor. If that supervisor is not available, the employee should leave a message for her/him. Excessive absences and/or lateness are unacceptable and may lead to disciplinary action, up to and including termination.

Any employee who fails to report for work for three (3) consecutive work days without giving prior notice may be deemed to have voluntarily resigned from employment.

Where permitted under applicable state law, any employee who is absent due to illness or injury for three (3) consecutive work days or longer shall submit a medical authorization supporting his or her absence and authorizing his/her return to work.

When substitute coverage is needed, absences should be requested in half- or full-day

increments. A full-day is defined as eight (8) hours.

An employee must work the day before or the day after a holiday to receive compensation for said holiday or break. If an employee terminates service with Rainier Valley Leadership Academy the day before a holiday or break he/she will not receive compensation for that holiday or break.

VI.E. Sick Leave and Paid Time Off (“PTO”)

Rainier Valley Leadership Academy recognizes the importance of time off from work related to illness/injury or to relax, spend time with family, and enjoy leisure activities. As such, Rainier Valley Leadership Academy offers sick leave and/or PTO to all of its regular and temporary full-time and part-time active employees. Rainier Valley Leadership Academy does not offer sick leave and/or PTO to seasonal, consultant, or independent contractor status unless required by applicable law. All PTO, or planned sick leave (e.g., scheduled surgery), must be requested through the employee’s supervisor as far in advance as possible and submitted via skyward.

Non-exempt (typically hourly) employees who take PTO or sick leave must account for the hours they are absent from work by applying accrued PTO or sick time. In the event a non-exempt employee takes time off that is not considered PTO or sick leave, they will not be paid for that time.

Exempt (typically salaried) employees must report to their supervisor any days they are away from work during the normally scheduled workweek, so Rainier Valley Leadership Academy can track PTO and sick leave usage (as applicable). Rainier Valley Leadership Academy will not make deductions from an exempt employee’s salary, except as otherwise expressly permitted by applicable law. Specifically, in any workweek in which an exempt employee performed any work, their salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Absences for jury duty, attendance as a witness, or military leave in any workweek in which the employee has performed any work.
- Any other deductions prohibited by applicable law.

However, it is not an improper deduction to reduce an employee’s accrued PTO for full or partial day absences for personal reasons, or if the employee has exhausted his/her sick leave. If you have any questions or concerns, or if you believe that an erroneous deduction has been made from your pay, you should immediately report this information to your manager and Human Resources. If it is determined that an improper deduction has been made, you will be promptly reimbursed.

PTO

PTO is only applicable to year round 12 month employees. 10 month employees utilize a different PTO is time that is accrued and can be used for personal reasons including sick leave and vacation. PTO will begin to accrue on an employee's date of hire or re-hire, and will continue to accrue each pay period the employee is employed. Accrued PTO is noted on each employee's pay stub. It is each employee's responsibility to monitor the amount of his/her accrued PTO. PTO cannot be used unless it has been earned. If an employee chooses to take time off without having enough time earned, the time taken will be unpaid, subject only to the restrictions regarding deductions from exempt employee pay noted above.

The maximum PTO that any employee may accrue at any time shall not exceed two hundred and forty (240) hours. It is not the responsibility of Rainier Valley Leadership Academy to notify employees when they have reached the maximum. If an employee has reached this maximum, the employee will cease to accrue any additional PTO until some PTO is taken. Employees whose accrued PTO reaches the maximum hours are encouraged to make arrangements to use their PTO.

All PTO must be requested through the employee's supervisor as far in advance as possible. The supervisor will make the final determination regarding the PTO request depending on workload and scheduling needs. Management reserves the right to deny a PTO request based on business demands. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve PTO scheduling conflicts.

Employees are responsible for reporting their PTO per the process identified by their supervisor. Failure to report PTO may result in disciplinary action, up to and including termination of employment.

When an employee changes from a position that accumulates PTO to a position that earns a different time-off benefit (e.g., sick time), or changing employment from Rainier Valley Leadership Academy to another entity that owns, or is licensed to use, the "Rainier Valley Leadership Academy" brand, his/her PTO will be paid out based on the employee's salary while in the position that accumulated PTO. This payout will occur at the time the employee transitions to the new position and shall not exceed the maximum balance of two hundred and forty (240) hours.

PTO benefits will not be cashed out except when an employee separates from employment, or in a special circumstance approved on an individual basis by the Head of School (or designee). Special circumstances can include financial hardship or an unforeseen emergency arising as a result of events beyond the control of the employee. Payment of PTO hours will not be allowed in excess of hours accrued, or the maximum as noted above.

Sick Leave

Sick leave is defined as time (in hours) that is given to eligible employees at the start of each fiscal year.

Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners/designated person, grandparents, grandchildren, or siblings), or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking. Paid sick leave is also available for bone marrow or organ donation by an employee or their family member, to provide care for a guide, signal or service dog of an employee or their family member, or if Rainier Valley Leadership Academy or an employee's child care provider's business is closed due to a public health emergency.

Sick leave cannot be used as a means to supplement holiday and/or PTO. Sick leave can be accumulated without limit, and is not paid out upon separating from employment. Pay stubs shall display the total balance of an employee's accumulated sick leave hours. Requests for the use of sick leave for any purpose not outlined in this handbook may not receive manager approval and may be considered unpaid time off.

Personal Necessity Leave ("PNL") is a subset of Sick Leave provided to regular full-time employees who do not accrue PTO. PNL can be used for personal reasons including sick leave and vacation. All PNL must be requested through the employee's supervisor, as far in advance as possible. Any unused PNL at end of an annual accrual cycle does not roll over from year to year and at the end of the year will convert into sick time hours.

Employees who are eligible to participate in a state-sponsored pension with Rainier Valley Leadership Academy shall be entitled to transfer sick leave accrued from previous employment in a school district, charter school or public school within the same state while participating in a state pension so long as the sick leave is verified appropriately by the prior employer. Please see Rainier Valley Leadership Academy's Human Resources Department for the "Transfer of Accumulated Sick Leave" form.

An employee is required to call his or her supervisor as soon as the need to be absent is known, but in no event less than ninety (90) minutes (i.e., 1 1/2 hours) prior to the start of the work day, unless in the case of an emergency, to permit the employee's supervisor to plan adequately for the absence.

PTO and Sick-Leave for Part-Time and Temporary Employees

Regular part-time employees will receive a proportional amount of PTO relative to the number of hours for a full-time employee in a comparable position. Regular part-time employees will receive PTO hours based on the total monthly hours they have worked during the month..

Part time temporary and Seasonal employees will accrue one hour of Sick Leave for every 30 hours worked as of their first day of employment.

PTO and Sick Leave Chart

All PTO and sick leave outlined below is provided per year.

Washington PTO and Sick Leave Chart

N/A 10 Days of which 3 days are PNL

12-Month Employees (ex. Home Office staff, Administrators, Operations staff)

FULL TIME EMPLOYEE CHART

Tenure with Rainier Valley Leadership Academy	ANNUAL TOTAL	PTO	SICK LEAVE	PT EMPLOYEE
0-36 months	5 days	3.33	6.66	Based on PT status
36-72 months	10 DAYS	6.66	6.66	Based on PT status
72+ months	15 days	9.99	6.66	Based on PT status

Temporary employees may accrue time

Donation of Sick Leave

At-will employees are prohibited from donating or requesting donation of sick leave from any other Rainier Valley Leadership Academy employee.

VII.F. Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her manager at least two (2) days' prior notice.

VII.G. Time Off for Jury Duty

An employee's manager and Rainier Valley Leadership Academy's Human Resources Department should be promptly notified when an employee receives a summons for jury duty. Rainier Valley Leadership Academy will continue a non-exempt employee's full salary and benefits for up to five (5) working days for jury duty. For exempt unrepresented employees, Rainier Valley Leadership Academy will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned. If the employee is called to jury duty, he/she must give his/her manager reasonable notice so that accommodations can be made to manage the workload. If an employee seeks to be excused from jury duty, it is his/her responsibility to request to be excused in accordance with those exemptions provided for in applicable law. It will be the responsibility of the employee, when possible, to request a call in program for performing his/her jury duty and to submit the required information reflecting his/her jury duty service in Skyward.

Any compensation, less any mileage expenses, received for serving as a juror shall be endorsed over to the school site or Home Office so that the employee's compensation for any days of absence for the above purposes shall not be in excess of nor less than, his/her regular pay, unless required by applicable law.

VII.H. Bereavement Leave

All employees may be granted up to three (3) days off from work at the regular base pay rate for bereavement of a member of their immediate family (spouse, parent, sibling, child, grandparent, mother-in-law, father-in-law, or domestic partner) without deduction from other leave benefits. This leave may be extended to five (5) days if travel of more than two hundred (200) miles (roundtrip) is required. Subject to manager approval, an employee desiring additional time off to attend services may use accrued PTO or sick time.

Rainier Valley Leadership Academy may require employees to submit a death certificate that justifies the use of any bereavement leave.

VII.I. School Appearance and Activities Leave

As required by law, Rainier Valley Leadership Academy will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of Rainier Valley Leadership Academy, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the

planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification to their supervisor or Rainier Valley Leadership Academy's Human Resources Department of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

VI.J. Emergency or Weather Shutdown

In the event of severe weather conditions, natural disasters or other emergencies, Rainier Valley Leadership Academy may be closed. The decision to close Rainier Valley Leadership Academy may be made by the Head of School (or designee) of Rainier Valley Leadership Academy. Employees should expect to be contacted directly to know Rainier Valley Leadership Academy's decision for the particular day. Any compensation for employees throughout the duration of such closures will be subject to the decision of Rainier Valley Leadership Academy's Head of School or designee to the extent allowable under applicable law.

For exempt employees, no loss of pay will occur as a result of missed or truncated days for these reasons as long as they are on active duty at the time of the event (i.e., not on a leave of absence, taking PTO, etc.).

Additionally, if exempt employees report to work and find that Rainier Valley Leadership Academy is unexpectedly closed due to an emergency, no loss of pay will occur for that day.

Non-Exempt full-time employees may receive up to five (5) paid days during an emergency or weather shut down each year, if applicable.

VII. LEAVES OF ABSENCE

It is Rainier Valley Leadership Academy's policy to grant leaves of absence to all eligible employees on a non-discriminatory basis. A leave of absence ("LOA") will be granted for all legally mandated leaves including, but not limited to:

- Family/Medical Leave
- Pregnancy Disability Leave
- Military/Reserve Duty

Personal unpaid leaves may also be granted. Please contact Human Resources for information on available leaves.

Unless specified in the individual policies outlined below, the following addresses various issues related to leaves of absence:

Request for Leave

Requests for a LOA should be provided thirty (30) days in advance, or as far in advance as practically possible. All leave requests must be submitted, in writing, to Rainier Valley Leadership Academy's Human Resources Department using the appropriate Request for Leave of Absence form available on Connect.

Compensation

Compensation during a LOA is not provided by Rainier Valley Leadership Academy unless required by applicable law. An employee may be eligible for wage replacement through Rainier Valley Leadership Academy's Supplemental Disability Insurance Administrator and/or state programs. Employees may also elect to replace lost wages with accrued sick leave or PTO while on leave. Payout of any sick leave or PTO will be pro-rated and coordinated with disability payments and/or state provided payments so not to exceed an employee's base rate of pay.

Employment Status

While an employee is on an approved LOA, the employee will be placed on inactive status. During inactive status, employees do not continue to accrue benefits based on hours worked including paid holidays, PTO, sick, and retirement benefits.

Health Benefits

Rainier Valley Leadership Academy will continue an employee's health insurance policies while on an approved leave in accordance with applicable law or up to 30 days while on a non-job protected leave of absence not to exceed the applicable law maximum. If an employee has exhausted a job protected leave but qualifies for another job protected leave within 30 days, Rainier Valley Leadership Academy will continue benefits coverage. Employees on leave are responsible for paying their employee benefit contributions that they would otherwise be deducted from their paycheck. Please refer to the arrears policy in the payroll section of the employee handbook. Rainier Valley Leadership Academy will offer employees COBRA benefits at their own cost (full premium plus administrative fee) who no longer qualify for continued benefits coverage as stated above. Employees who waive medical benefits during this period will continue to receive a waiver benefit reimbursement to be paid upon return from a LOA. It is the employee's responsibility to make this request for reimbursement.

VII.A. Family and Medical Leave

Family and medical leave shall be provided in accordance with federal and state laws.

The following policy demonstrates Rainier Valley Leadership Academy's compliance with the Family and Medical Leave Act ("FMLA") which requires employers to grant twelve (12) unpaid work weeks of FMLA leave in a twelve (12) month period to eligible employees for certain medical and family-related reasons. Rainier Valley Leadership Academy abides by any state regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws. Rainier Valley Leadership Academy has adopted the rolling calendar period for the purpose of calculating time off under FMLA. Using this method, time off under FMLA is measured backward twelve (12) months. Each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the twelve (12) weeks which has not been used during the immediately preceding twelve (12) months.

Events That May Entitle an Employee to FMLA Leave

Twelve workweeks of leave in a twelve (12) month period for:

1. The birth of a child and to care for the newborn child within one year of birth;
2. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. To care for the employee's spouse, child, or parent who has a serious health condition;
4. A serious health condition that makes the employee unable to perform the essential functions of his or her job, including a serious health condition resulting from an on-the-job illness or injury;

Military Family Leave Entitlements

Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their twelve (12) week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees

to take up to 26 weeks of leave to care for a covered service member during a single twelve (12) month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

Employee Eligibility Criteria

To be eligible for FMLA leave, the employee must have been employed by Rainier Valley Leadership Academy for the last twelve (12) consecutive months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave.

Leave Designation. If an employee does not expressly request FMLA leave, Rainier Valley Leadership Academy reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, workers' compensation, and/or any other leave where permitted by state and federal law.

Interaction with Accrued Paid Time Off. FMLA leave, and paid vacation or sick time will run concurrently as provided under Rainier Valley Leadership Academy policy except where prohibited by state law.

Job Protection. An employee's job, or an equivalent job, is protected while the employee is on a job protected leave of absence. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA or other job protected leave. Note: If an employee is unable to return to work after the expiration of federal or state job protected leave, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA), state law or in certain workers' compensation cases.

Military Leave Rainier Valley Leadership Academy supports the military obligations of all employees and grants leaves without pay for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor and provide a copy of the official orders or instructions. Additionally, the employee must submit a Leave of Absence request form to the Benefits Department, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed

time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of five (5) years and still retain employment rights.

Seniority

An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same seniority he or she had when the leave commenced, if applicable.

Procedures for Requesting and Scheduling FMLA Leave

1. An employee should request FMLA leave by completing a Request for Leave Form and submitting it to his/her Supervisor. An employee asking for a Request for Leave Form will be given a copy of Rainier Valley Leadership Academy's current Leave of Absence Request Packet.
2. If the need for the leave is foreseeable (i.e., for planned, non-emergency medical treatment), the employee must give a minimum of thirty (30) days advance notice to Rainier Valley Leadership Academy. If an employee fails to provide the requisite thirty (30) days advance notice for foreseeable events without any reasonable excuse for the delay, Rainier Valley Leadership Academy reserves the right to delay the taking of the leave until at least thirty (30) days after the date the employee provides notice of the need for leave. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to disrupt unduly Rainier Valley Leadership Academy's operations.
3. If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
4. If an employee needs intermittent leave or a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, that leave/schedule is subject to the approval of the employee's health care provider. The employee must also work with his or her supervisor to schedule the leave so as not to unduly disrupt the organization's or school's operations. The employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
5. Rainier Valley Leadership Academy will respond and provide a notice of eligibility to a FMLA leave request within five business days of acquiring knowledge that the leave is

being requested for an FMLA-qualifying reason. If an FMLA leave request is granted, Rainier Valley Leadership Academy will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Medical Certifications

1. An employee requesting FMLA leave because of his/her own or a family member's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by Rainier Valley Leadership Academy. (The term "family member" shall be as defined in the FMLA.) Failure to provide the required certification within fifteen (15) days of the leave request may result in denial of the leave request until such certification is provided.
2. If Rainier Valley Leadership Academy has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, Rainier Valley Leadership Academy may request a second opinion by a health care provider of its choice (paid for by Rainier Valley Leadership Academy). If the second opinion differs from the first one, Rainier Valley Leadership Academy will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
3. Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Re-certifications may also be required every 30 days upon the request of Rainier Valley Leadership Academy. Failure to submit required re-certifications can result in termination of the leave.

Should the employee not complete and return the Leave of Absence paperwork and/or submit the appropriate medical certifications in alignment with this policy and the guidelines set forth in the Leave of Absence packet his/her leave request may be viewed as an unauthorized absence that could result in termination of employment.

Return to Work

1. Upon timely return at the expiration of the FMLA leave period, an employee (other than a "key" employee, as defined in the FMLA, whose reinstatement would cause serious and grievous injury to Rainier Valley Leadership Academy's operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.
2. Before an employee will be permitted to return from FMLA leave taken because of his or her own serious health condition, the employee must obtain a certification from his or her health care provider that he/she is able to resume work.

3. If an employee can return to work with limitations, Rainier Valley Leadership Academy will evaluate those limitations and, if reasonable, will accommodate the employee as required by law.

Limitations on Reinstatement from FMLA Leave

1. Rainier Valley Leadership Academy may refuse to reinstate a “key” employee if the refusal is necessary to prevent substantial and grievous injury to Rainier Valley Leadership Academy’s operations. A “key” employee is an exempt salaried employee who is among the highest paid ten percent (10%) of Rainier Valley Leadership Academy’s employees within seventy-five (75) miles of the employee’s worksite.

2. A “key” employee will be advised, in writing, at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he or she qualifies as a “key” employee and the potential consequences with respect to reinstatement and maintenance of health benefits if Rainier Valley Leadership Academy determines that substantial and grievous injury to Rainier Valley Leadership Academy’s operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, Rainier Valley Leadership Academy will notify the “key” employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee’s reinstatement would cause Rainier Valley Leadership Academy to suffer substantial and grievous injury. If Rainier Valley Leadership Academy realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

Employment During FMLA Leave

An employee on FMLA leave may not accept employment with any other employer without Rainier Valley Leadership Academy’s written permission. An employee who accepts such employment will be deemed to have resigned from employment at Rainier Valley Leadership Academy.

VII.B. Pregnancy and Parent Leave

Washington State Family Leave Act

The following policy demonstrates Rainier Valley Leadership Academy’s compliance with Washington State Family Leave Act (“FLA”) permitting each eligible employee to take up to 12 work weeks of FLA leave in a 12-month period under certain circumstances in accordance with federal and state laws. FLA leave will run concurrently with all other appropriate leaves applicable under federal and state laws including FMLA. FLA does not run concurrently with FMLA when leave is taken for pregnancy disability.

Employee Eligibility Criteria

To be eligible for FLA leave, the employee must have been employed by Rainier Valley Leadership Academy for a total of 12 months and must have worked at least 1,250 hours during the 12-month period immediately preceding commencement of the FLA leave.

Events That May Entitle an Employee to FLA Leave

The FLA provides time off for the purpose of:

- The birth of an employee's child and subsequent care for that child.
- Placement of a child with the employee for adoption or foster care.
- The care for an employee's family member who has a serious health condition.
- The employee's own serious health condition that makes the employee unable to perform the functions of his or her position.

Amount of FLA Leave Which May Be Taken

FLA leave can be taken in one or more periods, but may not exceed 12 workweeks total for any purpose in any 12-month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve of the employee's normally scheduled workweeks. For a full-time employee who works five eight-hour days per week, "twelve workweeks" means 60 working and/or paid eight-hour days. The "12 month period" in which 12 weeks of FLA leave may be taken is the 12 month period immediately preceding the commencement of any FLA leave.

When FLA leave is taken for the birth, adoption, or foster care placement of a child, leave must be completed within one year of the qualifying event.

Health Benefits during FLA Leave

The provisions of Rainier Valley Leadership Academy's various employee benefit plans govern continuing eligibility during FLA leave, and these provisions may change from time to time. The health benefits of employees on FLA leave will be paid by Rainier Valley Leadership Academy during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When an employee's request for FLA leave is granted, Rainier Valley Leadership Academy will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period. Employees who waive medical benefits during this period will continue to receive a - waiver benefit reimbursement to be paid upon return from leave of absence. It is the employee's responsibility to make this request for reimbursement.

Seniority

An employee on FLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FLA leave will return with the same seniority he or she had when the leave commenced, if applicable.

Procedures for Requesting and Scheduling FLA Leave

An employee should request FLA leave by completing a Request for Leave Form and submitting it to his/her supervisor. An employee asking for a Request for Leave Form will be given a copy of Rainier Valley Leadership Academy's current FLA leave policy.

An employee should generally provide 30 days' advance notice when the need for the leave of absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee should provide notice to his or her immediate supervisor as soon as practicable.

Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to disrupt unduly Rainier Valley Leadership Academy's operations.

If FLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

If an employee needs intermittent leave or a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, that leave/schedule is subject to the approval of the employee's health care provider. The employee must also work with his or her supervisor to schedule the leave so as not to disrupt unduly Rainier Valley Leadership Academy's operations. The employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave other than the employee's regular position.

In most cases, Rainier Valley Leadership Academy will respond to a FLA leave request within two days of acquiring knowledge that the leave is being taken for a FLA-qualifying reason and, in any event, within ten days of receiving the request. If a FLA leave request is granted, Rainier Valley Leadership Academy will notify the employee in writing that the leave will be counted against the employee's FLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

Medical Certifications

An employee requesting FLA leave because of his or her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by Rainier Valley Leadership Academy. Failure to provide the required certification within 15 days of the leave request may result in denial of the leave request until such certification is provided.

If Rainier Valley Leadership Academy has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, Rainier Valley Leadership Academy may request a second opinion by a health care provider of its choice (paid for by Rainier Valley Leadership Academy). If the second opinion differs from the first one, Rainier Valley Leadership Academy will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required re-certifications can result in termination of the leave.

Return to Work

Upon timely return at the expiration of the FLA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FLA leave.

Before an employee will be permitted to return from FLA leave taken because of his or her own serious health condition, the employee must obtain a certification from his or her health care provider that he or she is able to resume work.

If an employee can return to work with limitations, Rainier Valley Leadership Academy will evaluate those limitations and, if possible, will accommodate the employee as required by law.

Employment During FLA Leave

An employee on FLA leave may not accept employment with any other employer without Rainier Valley Leadership Academy's written permission. An employee who accepts such employment will be deemed to have resigned from employment at Rainier Valley Leadership Academy.

VII.C. Military/Reserve Leave

Rainier Valley Leadership Academy shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (“USERRA”). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, Rainier Valley Leadership Academy shall continue the employee’s health benefits. For service of more than thirty (30) days, the employee shall be permitted to continue his/her benefits at his/her expense through COBRA. Employees are entitled to use accrued paid time off as wage replacement during time served, provided such time accrued prior to the leave.

Except for employees serving in the National Guard, Rainier Valley Leadership Academy will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. Exceptions to this policy will occur wherever necessary to comply with applicable laws. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA law shall be credited, upon his or her return to Rainier Valley Leadership Academy, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

Washington Spouses of Deployed Military Personnel

During a period of military conflict, a Rainier Valley Leadership Academy employee, working twenty (20) or more hours per week, who is the spouse of a member of the armed forces of the United States, National Guard, or Reserves who has been notified of an impending call or order to active duty or has been deployed is entitled to a total of 15 days of unpaid leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment or when the military spouse is on leave from deployment.

An employee requesting leave under the Washington State Military Family Leave Act must complete the Request for Leave form and provide Rainier Valley Leadership Academy notice of the request for leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

VII.D. [Intentionally Left Blank]

VII.E. Domestic Violence Leave

Washington Leave for Victims of Domestic Violence, Sexual Assault and Stalking

An employee who is themselves a victim or who is an immediate family member of a victim subjected to domestic violence, sexual assault, or stalking may take reasonable leave from work for legal or law- enforcement assistance, medical treatment or counseling work with a domestic violence shelter or rape crises program, or for safety and relocation issues.

An employee requesting leave under this policy will be required to provide written notice and/or certification verifying the need for leave. An employee must give advance notice, when possible, and no later than the end of the first day of leave when the need for leave is an emergency. Rainier Valley Leadership Academy will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

VII.F. [Intentionally Left Blank]

VII.G. Emergency Services Leave

An employee may take unpaid time off to perform training or emergency duty as a volunteer firefighter, reserve peace officer, volunteer emergency rescue personnel or civil air patrol.

Employees may take up to ten (10) days of unpaid leave for civil air patrol duty each calendar year and up to fourteen (14) days of leave per calendar year for the purpose of engaging in fire or law enforcement training. However, civil air patrol leave for a single emergency mission cannot exceed three (3) days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by Rainier Valley Leadership Academy. Please alert your supervisor that you may have to take time off for emergency duty. An employee must give advance notice, when possible, and no later than the end of the first day of leave when the need for leave is an emergency.

VII.H. Personal Leave

Any request for a personal leave of absence without pay must be submitted, in writing, by the employee to his/her immediate supervisor and Rainier Valley Leadership Academy's Human Resources Department as far in advance as possible. The request will be reviewed on a case-by-case basis by the Human Resources Department in coordination with the employee's supervisor. The decision to approve or disapprove is based on the applicable law, circumstances, length of time requested, employee's job performance and attendance

record, reasons for the leave, effect the employee's absence will have on the work in the department, and the expectation that the employee will return to work when the leave expires. Employees on unpaid leaves will be re-instated, if possible, upon return from such approved leaves. While Rainier Valley Leadership Academy will make reasonable efforts to find a suitable available position, such position cannot be guaranteed. If a position becomes available, it may be different in terms of job duties and compensation from the position vacated at the start of the leave.

Employees have the choice of using existing PTO or sick leave for a leave under this policy. If no such leave is available, leave under this policy will be unpaid. During the time that an employee is on a personal leave of absence, the employee is not eligible to accrue PTO. Personal leaves of absence may not exceed 30 days, unless otherwise granted by Rainier Valley Leadership Academy and allowable under applicable law. Employees on a personal leave of absence for one month or less will continue to be enrolled in eligible Rainier Valley Leadership Academy health and welfare benefits plans subject to all employee contributions per Rainier Valley Leadership Academy's arrears policy. Employees on an approved personal leave longer than one month will have the option to convert to COBRA at their own expense (full premium plus an administrative fee) or elect an insurance policy independent of Rainier Valley Leadership Academy. Unemployment insurance benefits cannot be collected while on a personal leave of absence.

VII.I. Short Term and Long Term Disability Plans

Full-time regular employees may be eligible for up to two (2) tiers of disability coverage provided by Rainier Valley Leadership Academy.

1. Rainier Valley Leadership Academy's Short Term Disability Program – Rainier Valley Leadership Academy's Short Term Disability plan provides coverage beginning the 1st day, subject to a state mandated waiting period, and continues through the 90th day of a disability with doctor certification. Through a combination of state disability insurance payments (where applicable) and Rainier Valley Leadership Academy's insurance carrier's payments, the employee will receive 60% of pre-disability earnings to a maximum of \$1,500 per week.
2. Rainier Valley Leadership Academy's Long Term Disability Program – Rainier Valley Leadership Academy's Long Term Disability plan provides coverage beginning on the 91st day of a disability with doctor certification. The employee will receive 60% of pre-disability earnings to a maximum of \$10,000 per month. Coverage will continue for the length of the maximum benefit period as defined by Rainier Valley Leadership Academy's insurance carrier.

Rainier Valley Leadership Academy's Human Resources Department must be notified of the need for a leave of absence due to a medical condition. Before any payments will be made to the employee under this plan, a certificate from his/her health care provider certifying the

disability must be provided to the disability insurance carrier. The employee may be required to provide periodic updates of his/her status, such as the expected date of, and intent to, return. During the leave, the employee may be asked for additional information certifying the need for the leave within the limits of applicable law. Prior to returning to work, the employee must provide Rainier Valley Leadership Academy's Human Resources Department with a written release to return to work from the health care provider who is treating the employee.

This Disability Policy is not intended to supersede, change or modify an employee's eligibility for a protected leave of absence under applicable law, including FMLA. If approved, disability benefits run concurrently with any protected leave of absence under applicable law, including FMLA, and any applicable state pregnancy/parental leave laws.

VIII. OTHER EMPLOYMENT POLICIES AND PRACTICES

VIII.A. Safety and Emergency Preparedness

Rainier Valley Leadership Academy is committed to providing a workplace for all employees that is safe, healthy and pleasant. In being able to provide such an environment, employees should familiarize themselves with all of the following safety policies. Failure to follow any of the safety policies may result in discipline, up to and including termination of employment.

Workplace Security

It is critically important that employees follow security procedures established at each work location for the protection of all employees and stakeholders, and the facility and the assets contained in that facility. The following are a set of important security principles.

- Employees who are issued keys, access cards, and/or gate clickers ("Access Items") should maintain those items in a safe and secure place and should not allow others to borrow those items. If an item has been misplaced or stolen, employees must report those items missing to his/her immediate supervisor within twenty-four (24) hours and may be responsible for the cost of the replacement. When an employee leaves Rainier Valley Leadership Academy, Access Items must be returned to his/her immediate supervisor within twenty-four (24) hours or as soon as practicable thereafter.
- Employees who are issued security codes to access facilities on off-hours must not share his/her code with anyone else.
- Any employee who believes he/she may be the last to leave the premises for the day should make sure all external entrances and windows are secured and properly locked.
- Employees who would like to have someone visit a Rainier Valley Leadership Academy work location should follow the visitor procedures for that location.
- Employees should secure any valuable items (e.g., computers, LCD projectors) at the end of each day in a locked desk, cabinet, or closet.
- Employees should contact their location's security or their supervisor immediately if they

observe any suspicious activity, including, but not limited to unidentified visitors, persons loitering, or other potential security risks.

- Employees are discouraged from bringing any personal property onto a Rainier Valley Leadership Academy facility, unless authorized pursuant to a duly executed agreement. Except as noted directly below, Rainier Valley Leadership Academy is not responsible for any lost, damaged, or stolen personal property brought onto a Rainier Valley Leadership Academy site. Rainier Valley Leadership Academy is also not responsible for any damages resulting from any use of unauthorized personal property while on a Rainier Valley Leadership Academy facility or within the scope of employment.
- Notwithstanding any applicable provision in a collective bargaining agreement, on a case-by-case basis and as determined by Rainier Valley Leadership Academy's Director of Finance and Operations (or equivalent position) or designee, Rainier Valley Leadership Academy may provide reimbursement or partial reimbursement to an employee for personal property that is stolen or damaged while at a worksite or work-related activity by means of no negligence by the employee. Such personal property must be reasonably foreseeable to be present with the employee on a worksite or work-related activity (e.g., personal cell phone, technology for classroom instruction authorized in advance by an immediate supervisor). Further, the employee shall bear the burden to show that the personal property was in working order prior to the theft or damage, and that the theft or damage occurred through no negligence of the employee.
- If an item of Rainier Valley Leadership Academy property has been misplaced or stolen, employees must report such items to his/her immediate supervisor within one (1) business day of learning of the misplacement or theft, and the employee may be responsible for the cost of the replacement (see the Technology Policy for additional information).

Workplace Facilities

Respecting Rainier Valley Leadership Academy facilities is important in creating a pleasant place to work. All employees are asked to do their fair share in keeping work areas, offices, bathrooms and common areas neat and attractive. Below is a set of important principles related to facilities:

- Employees consuming food or beverages in personal work areas or common areas should dispose of the related trash in a timely manner.
- Hazards, such as wet or slippery floors, leaks, plumbing problems, exposed wiring, or anything else that may promote an unsafe condition should be reported to the designated facilities liaison at the site or to the employee's immediate supervisor immediately.
- Employees should ensure paths of travel and doorways are clear from any blockage and no electrical or other cords are used in a manner in which they would create a tripping or other hazard.
- Employees should alert their immediate supervisor, school administration, or building maintenance immediately upon discovering any open or broken building entrances/exits, including, but not limited to, fences, doors, and windows.
- Employees whose job requires the use of hazardous materials and/or equipment may be

required to complete annual training to ensure full knowledge of safety standards.

- Employees shall not alter any portion of a Rainier Valley Leadership Academy facility, (e.g. painting of walls, doors), without appropriate approval by their immediate supervisor and Rainier Valley Leadership Academy's Director of Facilities or equivalent position.
- Employees shall not bring any personal furniture items, such as refrigerators, space heaters, couches, and other furniture or appliances, without prior approval by their immediate supervisor.

Bloodborne Pathogens

All Rainier Valley Leadership Academy employees are required to complete annual bloodborne pathogens training within 6 weeks of hire and annually within the first 6 weeks of the new school year.

Bloodborne pathogens are microorganisms (e.g., viruses) transmitted through blood, or other potentially infectious material (such as certain bodily fluids like vomit or feces, or tissues).

In the event of an injury resulting in the release of blood or other body fluids that could contain pathogens (e.g., HIV, HBV), the first step is to treat the injured party. Employees should familiarize themselves with their location's first response team for this matter.

Spilled blood or body fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case in which spilled body fluids need clean-up, this procedure must be followed by all Rainier Valley Leadership Academy employees, as follows:

1. Inform the Principal, Assistant Principal, or supervisor on duty. The informed supervisory individual should be aware of the individual(s) doing the actual clean-up and the purpose of the clean-up.
2. Clean up the spilled blood or body fluids, as follows:
 - a) Put on protective gloves (latex, vinyl or other leak-proof material).
 - b) Spread the absorbent material (use paper towels when possible) on the spilled blood or body fluids, or use the Emergency First Responder Pack kit located in the school's medical supply cabinet.
 - c) Neutralize the potential pathogens with a 10% bleach-with-water solution or use the solution provided in the Emergency First Responder Pack. Cover the spill for fifteen (15) minutes.
 - d) Place all potentially contaminated materials in a leak-proof plastic bag.
 - e) Sweep/mop-up any additional neutralized/absorbed fluids and place in the leak-proof plastic bag.
 - f) Clean sweep/mop materials with hot, soapy water.
 - g) Remove gloves from inside-out and place in the bag.
 - h) Secure the bag, place a biohazard sticker on it and discard it properly.
 - i) Wash hands thoroughly in hot, soapy water.

3. After all activity is completed and checked by the supervisory individual, the supervisor should complete an incident report.

Failure to complete the training by the due date may result in being placed on an unpaid leave of absence.

Emergency Preparedness

Rainier Valley Leadership Academy employees shall follow all applicable emergency preparedness plan(s) and each Rainier Valley Leadership Academy location shall conduct safety drills as required by law. Employees shall familiarize themselves with the appropriate plans, including, but not limited to:

- Emergency Communication Codes
- Evacuation routes and procedures
- Lock down codes and procedures
- Locations of alarms and fire extinguishers, and procedures for using them if the need should arise
- Location of emergency supplies
- Weather-related school closure procedures.

Workers' Compensation

Workers' Compensation is designed to ensure that employees who are injured, become ill, or are disabled on the job are provided with needed medical care and wage-loss protection. Employees with a work-related injury must immediately notify their immediate supervisor and Rainier Valley Leadership Academy's Human Resources Department. Employees must also complete the Injury On-Site Packet found on the Human Resources Department's page on Connect within twenty-four (24) hours of the incident.

Employees may not qualify to see their personal physician under Rainier Valley Leadership Academy's Workers' Compensation insurance.

Employees should work with Rainier Valley Leadership Academy's Human Resources Department to determine which doctors qualify prior to seeing a doctor. However, in case of an emergency, employees should call 911 or go to the nearest hospital emergency room for treatment.

Time off for the purpose of a work related injury or illness, including treatment, will be considered time off under the FMLA and any other applicable federal or state mandated leaves. While they engage in the Workers' Compensation process, in accordance with law and the guidelines outlined on Connect, employees may have the ability to use accrued sick leave or PTO.

Rainier Valley Leadership Academy has a legal obligation to notify the insurance company of any concerns of false or fraudulent claims.

VIII.B. Technology Policies

Acceptable Use Policy

Technology is an integral part of classroom instruction, school operations, and organizational efficiency. Rainier Valley Leadership Academy aims to provide the tools and infrastructure for its employees to leverage technology efficiently and to provide the best service possible to Rainier Valley Leadership Academy's stakeholders.

This acceptable use policy lays out Rainier Valley Leadership Academy's guidelines for the following aspects of technology use:

- Use of Rainier Valley Leadership Academy's Network
- Internet Safety, Content Filtering & Monitoring
- Organizational Data & Privacy
- Electronic Communication
- Social Media
- Mobile Phones
- Asset Management

For specific questions, contact Rainier Valley Leadership Academy's technology helpdesk,

The Rainier Valley Leadership Academy network is the backbone of connectivity in all regions. This includes WAN, LAN, wireless, Internet, VOIP, IP speakers/clocks, IP security cameras, and Rainier Valley Leadership Academy's core applications, including PowerSchool, Tableau, and other hosted systems.

Use of Rainier Valley Leadership Academy's network should be limited to professional activities only and take into account shared use of this network among all Rainier Valley Leadership Academy regions. Rainier Valley Leadership Academy reserves the right to monitor all communications and network usage for improper use. Examples of improper use include:

- Accessing other users' files or accounts, including email.
- Using Rainier Valley Leadership Academy's applications & data systems to promote unethical practices or any activity prohibited by law.
- Transmitting material via Rainier Valley Leadership Academy's applications & data systems that is threatening, obscene, disruptive or sexually explicit, or

that could be construed as libel, slander, threats of bodily harm, or harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

- Downloading and/or using copyrighted material without the author's permission.
- Vandalism or hacking of any applications & data systems. This includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.

Internet Safety, Content Filtering, & Monitoring

Rainier Valley Leadership Academy provides content filtering on a region-by-region basis. Content, including SPAM mail, is filtered based on the following criteria:

- Content poses a risk to staff and student safety (e.g., Facebook, Twitter, Instagram, Snapchat).
- Content poses a risk to the integrity of all network and IT systems (e.g., file sharing, phishing).
- Content violates Children's Internet Protection Act (CIPA), which dictates that Internet access to minors must be filtered from content that is inappropriate, unauthorized, unlawful, and/or harmful.

In the event that a Rainier Valley Leadership Academy employee wishes to have a specific website or application reviewed, he/she should follow the steps below:

- Document the URL (e.g., www.website.com), the type of content on the website, and why he/she needs access to that particular website.
- Present this request to his/her school site administrator (Principal or Assistant Principal) or immediate supervisor.
- Administrators/Supervisors will review the request and provide feedback.

Organizational Data & Privacy

Rainier Valley Leadership Academy takes seriously the task of ensuring the security of its data systems and applications. All Rainier Valley Leadership Academy enterprise systems, including those hosted internally and externally, are encoded and inaccessible without Rainier Valley Leadership Academy-provided access. Access can only be provided to Rainier Valley Leadership Academy employees and, when applicable, third party vendors providing services to Rainier Valley Leadership Academy.

Employees and students should be aware that all content and communications over Rainier Valley Leadership Academy-affiliated electronic networks, including email, phones, and data

systems, are not private. Rainier Valley Leadership Academy reserves the right to access employee and student accounts and information via multiple systems and methods including, but not limited to:

- Gmail and Google Drive (e-mail)
- Google Apps for Education & Google Drive
- Skyward
- Dean's List
- IO Assessment (formerly known as EADMS)
- NWEA
- Connect
- Employee & student computers & devices
- Employee & student files

Employees who violate Rainier Valley Leadership Academy's organizational data security guidelines will be subject to disciplinary action, revocation of the user account, and legal action as appropriate. Violations include:

- Sharing personal login information to Rainier Valley Leadership Academy applications & data systems.
- Accessing other users' personal files or accounts, including email.
- Additional violations as stated in the *Use of Rainier Valley Leadership Academy's Network* section.

Violations of these policies should be reported to Rainier Valley Leadership Academy's IT Department immediately.

Passwords

Password Use Rules

- Never send passwords through email or in other forms of electronic communication without encryption.
- Never write passwords down.
- Never share your password with others.
- Never reveal your password over the telephone.
- Never hint at the format of your password.
- Never reveal or hint at your password on a form on the internet.

- Password Protection

1. Never use your corporate or network password on an account over the internet which does not have a secure login where the web browser address starts with https:// rather than http://
2. Report any suspicion of your password being broken to the information technology department.
3. If anyone asks for your password, tell them no.
4. Don't use common acronyms as part of your password.
5. Don't use common words or reverse spelling of words in part of your password.
6. Don't use names of people or places as part of your password.
7. Don't use part of your login name in your password.
8. Don't use parts of numbers easily remembered such as phone numbers, social security numbers, or street addresses.
9. Don't use word or number patterns for parts of passwords like abcdefg, 123456, 654321, or zzyxxww.
10. Change your passwords immediately from the default password originally assigned.
11. Be careful about letting someone see you type your password.
12. Do not use the same password for organizational accounts that you use for external accounts such as external email accounts, passwords for ISP accounts, and other internet web site accounts.
13. Be aware that passwords stored on handheld devices and computers unencrypted are very vulnerable and are easily compromised. Even passwords stored in a reversible encrypted format can be cracked.

Password Requirements

The following password requirements will be set by the IT department:

1. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters

2. Minimum Length - 8 characters
3. Minimum complexity - Passwords should use three of four of the following four types of characters:
 - a. Lowercase
 - b. Uppercase
 - c. Numbers (Base 10 digits, 0 through 9)
 - d. Special characters such as !@#\$\$%
4. Passwords are case sensitive and the user name or login ID is not case sensitive.
5. Password history - Require a number of unique passwords before an old password may be reused. The password history is set to 3.
6. Maximum password age - 365 days
7. Minimum password age - 1 day
8. Account lockout threshold - 10 failed login attempts
9. Computer lock timer set to 30 minutes for school site employees. Computers should not be unattended with the user logged on and no password protected screen saver active. Users should be in the habit of leaving their computers locked (they can press the CTRL-ALT-DEL keys and select "Lock Computer").

Student Usernames and Passwords

Student usernames and passwords are set by the district's IT and Knowledge Management staff. Student usernames are set to their first initial from their first name + first 13 letters of their last name *until* space/punctuation + student ID.

Example for Jon Smith (student ID 12345) would be "jsmith12345" and Elver Sandoval-Bustamante (student ID 33257) would be esandoval33257.

Students can change their passwords independently for certain systems. For those that do not support self-service password resets, they should notify their teacher so the teacher can contact Rainier Valley Leadership Academy's technology helpdesk, NerdFone, or the technology department to request a password change.

Electronic Communication

Rainier Valley Leadership Academy may provide its employees with access to electronic communication accounts (e.g., e-mail, text messages). Rainier Valley Leadership Academy will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, harmful to minors, or otherwise inappropriate over Rainier Valley Leadership Academy's network. Rainier Valley Leadership Academy may monitor users' online activities and to access, review, copy, store, or delete any electronic communication or files, and disclose them to others as it deems necessary (consistent with FERPA, the Health Insurance Portability and Accountability Act of 1996, or other applicable law). Users have no reasonable expectation of privacy, during or outside of

work hours, regarding their use of Rainier Valley Leadership Academy technology, including, but not limited to, any electronic communication. System security features, including passwords and delete functions, do not neutralize Rainier Valley Leadership Academy's ability to access data at any time. Employees must be aware that the possibility of such access always exists.

All Rainier Valley Leadership Academy employees must use Rainier Valley Leadership Academy electronic communication for ethical, professional communication purposes, adhering to the following:

- Access to, and use of, Rainier Valley Leadership Academy electronic communication accounts is limited to conducting Rainier Valley Leadership Academy business and educational activities.
- Personal electronic communication accounts should not be used for communicating with students and/or parents/guardians.
- The use of the Rainier Valley Leadership Academy electronic communication accounts, is permitted outside of work hours by exempt employees so long as such use is consistent with all Rainier Valley Leadership Academy policies.
- Communication by electronic means must reflect professional standards at all times.
- When any e-mail correspondence with students, parents, and/or guardians has potential to escalate, the e-mail communication should immediately be discontinued. The staff member should contact the school administrator for next steps. (For additional information regarding e-mail communication with students, please refer to Section IV.C., "Professional Boundaries: Staff/Student Interaction Policy", of this Employee Handbook)
- Rainier Valley Leadership Academy's email accounts may not be used for political or personal gain.
- Rainier Valley Leadership Academy's email accounts may not be used for attempting or successfully sending anonymous messages.
- Rainier Valley Leadership Academy staff members may not delete, copy, modify, or forge other users' names, emails, files, or data.
- Employees should not use personal devices or email accounts for Rainier Valley Leadership Academy-related communications. Such communications should only take place using Rainier Valley Leadership Academy-issued devices and via the employee's Rainier Valley Leadership Academy email account.

When any employee becomes aware of another employee having violated Rainier Valley Leadership Academy's Code of Conduct by means of electronic communication, the following steps apply:

- If the observed behavior appears minor, he or she may speak to this employee or report the matter to an appropriate supervisor in a timely manner; or

- If the observed behavior appears significant, he or she must report the matter to an appropriate supervisor as soon as practicable.

A supervisor receiving the report shall keep the matter as confidential as possible under the circumstances. It is the duty of the supervisor receiving the report to ensure that the matter is investigated and resolved to the extent possible under the circumstances.

Social Media

Individual Use

Social media, including applications such as Facebook, Twitter, Instagram, and Snapchat, are not accessible while on the Rainier Valley Leadership Academy network. Employees may request access from Rainier Valley Leadership Academy's IT Department to specific applications based on their job description and responsibilities.

Rainier Valley Leadership Academy employees are encouraged to limit their use of these types of applications, including use on personal devices and connections, during work hours, except in cases specific to one's job responsibilities.

Rainier Valley Leadership Academy employees should be mindful that all information posted to or uploaded to the Internet is ultimately accessible to users around the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social media they choose to use. Employees should also be aware that information posted online, despite privacy protections, is often easily accessible and may be seen by students, parents, Rainier Valley Leadership Academy administration, and other Rainier Valley Leadership Academy stakeholders.

Educational Use

Rainier Valley Leadership Academy recognizes that social media may have educational value to further Rainier Valley Leadership Academy's mission and values, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

Definitions

"Social media" means an online platform for collaboration, interaction, and active participation (e.g., sites for social networking, media sharing, blogs, microblogs, wikis, and virtual worlds).

“Social networks” are online spaces that allow users to create customized profiles and form connections with other users based on shared characteristics and interests (e.g., Instagram, Facebook, Twitter, LinkedIn).

“Media sharing” are online spaces that allow users to post and share videos, audio files, and/or photos, which may be searchable (e.g., Instagram, YouTube, Flickr, Picasa, Shutterfly).

“Blogs” are online logs or journals in which authors and users can post textual, audio, or video content (e.g., BlogSpot).

“Microblogs” are online spaces that allow users to post short blog entries (e.g., Twitter, Facebook, Foursquare).

“Wikis” are online resources or documents edited collaboratively by a community of users with varying levels of editorial control by the website publisher (e.g., Wikipedia).

“Virtual worlds” are online or software-based platforms that allow users to create avatars (i.e., a graphical image that represents a person) to meet, socialize, and transact with other users.

Social Media Approval Process

Any Rainier Valley Leadership Academy teacher, staff member, coach, or volunteer who seeks to establish social media for Rainier Valley Leadership Academy- related purposes must submit a written request to the Director of Communications or designee for approval. The request must include:

1. The online tools the requestor desires to use
2. The social media platform's purpose
3. How the platform will comply with this policy

4. The name of a proposed individual who will be responsible for monitoring
the social media platforms content

5. Access to management and oversight of the accounts in question

Approval of the proposed social media platform shall only be granted upon written confirmation from the Director of Communications or designee, who must designate the individual responsible for monitoring the content posted to the social media account.

A social media account that is created by a parent-teacher organization, a booster club, or other Rainier Valley Leadership Academy- connected organization, or a student's or an employee's personal site, is not considered to be a Rainier Valley Leadership Academy-approved social media platform. Employees should not create social media accounts that use Rainier Valley Leadership Academy's (or school's) brand, either in explicit or implicit reference (e.g., "MyRVLAGroup", "AnimoCounseling", and RVLA- Pencils).

Guidelines

A Rainier Valley Leadership Academy-approved social media platform shall be used only for its stated purpose(s) and in a manner consistent with this policy. Rainier Valley Leadership Academy-approved social media platform does not create a limited public forum or otherwise guarantee an individual's right to free speech.

All Rainier Valley Leadership Academy-approved social media platforms shall be regularly monitored by Rainier Valley Leadership Academy designees, Rainier Valley Leadership Academy 's Information Technology Department, and Rainier Valley Leadership Academy's Communications' Department. Example of posts that may be removed include, but not limited to, posts that violate Rainier Valley Leadership Academy's policy or content guidelines.