



# Spokane International Academy

## Regular Board Meeting

In Person with zoom option

Published on June 20, 2024 at 6:35 PM PDT  
Amended on June 25, 2024 at 12:12 PM PDT

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### Date and Time

Tuesday June 25, 2024 at 4:30 PM PDT

### Location

Location:

SIA School Building  
777 E Magnesium Rd  
Spokane, WA 99208

Alternate Virtual Option:

Join Zoom Meeting

<https://us06web.zoom.us/j/86362450133?pwd=JBhYaTFYQLHpcXqpBClc3tQuKzVblp.1>

Meeting ID: 863 6245 0133

Passcode: 122486

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### Agenda

Purpose Presenter Time

**I. Spokane International Academy Mission Statement**

Spokane International Academy empowers its students with the academic skills, habits of mind, and global competence necessary to complete advanced courses in high school, and a college degree, in order to become leaders who can powerfully transform their communities.

**II. Opening Items**

- A. Record Attendance
- B. Call the Meeting to Order

**III. Consent Agenda**

**4:30 PM**

The purpose of the Consent Agenda is to act upon routine matters in an expeditious manner. Items placed on the Consent Agenda as determined by the Chair, in cooperation with the HOS, are those that are considered common to the operation of the Board and normally require no special board discussion or debate. A board member may request that any item on the Consent Agenda be removed and inserted at an appropriate place on the regular agenda. Items on the Consent Agenda for this meeting include:

- Approval of minutes from a previous meeting
- Approval of monthly financial statements
- Acknowledgement of monthly enrollment reports
- Approval of updated school policies and/or procedures

<b>A.</b>	Approve Previous Minutes	Approve Minutes	Mary Velazquez	1 m
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Approve minutes for Regular Board Meeting on May 28, 2024

<b>B.</b>	Approve Previous of Minutes	Approve Minutes		
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Approve minutes for Special Board Meeting on May 30, 2024

<b>C.</b>	Monthly Financials	FYI	Sam Schweda	1 m
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The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment.

	Purpose	Presenter	Time
<b>General Fund</b>			
<ul style="list-style-type: none"> <li>• Mid-Month AP (ASB): General Warrant Numbers 16529 through 16529 totaling \$6,714.40</li> <li>• Mid-Month AP: General Warrant Numbers 16530 through 16544 totaling \$94,192.12</li> <li>• End of Month AP (ASB): General Warrant Numbers 16556 through 16559 totaling \$10,641.96</li> <li>• End of Month AP: General Warrant Numbers 16560 through 16596 totaling \$575,551.25</li> <li>• End of Month AP (Special Run for Servpro): General Warrant Numbers 16597 through 16597 totaling \$51,229.57</li> <li>• Payroll (May): Check Number 16540 through 16550, Direct Deposit Number 900006249 through 900006354 totaling \$713,030.19</li> <li>• Wire/ACH AP: Totaling \$5,140.51</li> <li>• Private Checks: Totaling \$456.46</li> </ul>			

<b>D.</b> Approve 24/25 School Calendar	Vote	Morgen Flowers-Washington
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<b>E.</b> Approve Employee Handbook	Vote	Morgen Flowers-Washington
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**IV. Public Comment**

**V. Enrollment 4:32 PM**

<b>A.</b> Enrollment Update	Discuss	Morgen Flowers-Washington	3 m
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**VI. Head of School Updates 4:35 PM**

<b>A.</b> Updates from Morgen regarding hiring for 24/25	FYI	Morgen Flowers-Washington	7 m
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<b>B.</b> School Goals Update	FYI	Morgen Flowers-Washington	8 m
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	Purpose	Presenter	Time
Year end testing results			
<b>VII. Academic Excellence</b>			<b>4:50 PM</b>
A. Academic Excellence		Guillermo Espinosa	5 m
<b>VIII. Development</b>			
<b>IX. Diversity, Equity, and Inclusion</b>			
<b>X. Finance</b>			<b>4:55 PM</b>
A. Approve New Insurance Proposal	Vote	Mary Velazquez	5 m
Approve acceptance of new insurance proposal			
B. Approve Student Transportation contract for 24/25 School Year	Vote	Mary Velazquez	5 m
C. Budget and Investments Update	FYI	Sam Schweda	10 m
<b>XI. Governance</b>			<b>5:15 PM</b>
A. Officer Election	Vote	Mary Velazquez	5 m
Vote to fill: Secretary position - Guillermo Espinosa nominated Vice President position - Bob Castle nominated			
<b>XII. New Business</b>			<b>5:20 PM</b>
A. Date for Annual Retreat / August Board Meeting	Discuss	Cassie Anderson	5 m
Please prepare to discuss your availability for specific dates to attend a half day retreat in August.			
<b>XIII. Other Business</b>			
<b>XIV. Executive Session</b>			<b>5:25 PM</b>
A. HOS Eval Process con't	Discuss	Mary Velazquez	10 m

Purpose

Presenter

Time

A governing body subject to the OPMA is allowed to go into executive sessions *only* for the reasons listed in [RCW 42.30.110](#).

**XV. Closing Items**

**5:35 PM**

**A.** Adjourn Meeting

Vote

# Coversheet

## Approve Previous Minutes

**Section:** III. Consent Agenda  
**Item:** A. Approve Previous Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on May 28, 2024



# Spokane International Academy

## Minutes

### Regular Board Meeting

Zoom meeting

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#### Date and Time

Tuesday May 28, 2024 at 11:30 AM

#### Location

Join Zoom Meeting

<https://us06web.zoom.us/j/86362450133?pwd=JBhYaTFYQLHpcXqpBClc3tQuKzVblp.1>

Meeting ID: 863 6245 0133

Passcode: 122486

Alternate in-person location:

SIA School Building

777 E Magnesium Rd

Spokane, WA 99208

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#### Directors Present

Bob Castle (remote), Cassie Anderson (remote), David James (remote), Jeff Hyslop (remote), John Pell (remote), Josiah Lara (remote), Ken Vorhees (remote), Mary Velazquez (remote), Matthew Hoag (remote), Stacy Hill (remote)

#### Directors Absent

Guillermo Espinosa, Maureen Rosette

#### Guests Present

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Italiana Hughes (remote), Morgen Flowers-Washington (remote), Myra Keast (remote), Sam Schweda (remote), sam

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

Mary Velazquez called a meeting of the board of directors of Spokane International Academy to order on Tuesday May 28, 2024 at 11:32 AM.

## II. Consent Agenda

### A. Approve Previous Minutes

Matthew Hoag made a motion to approve the minutes from Regular Board Meeting on 04-23-24.

Ken Vorhees seconded the motion.

The board **VOTED** unanimously to approve the motion.

### B. Monthly Financials

Matthew Hoag made a motion to approve all items on the Consent Agenda.

Ken Vorhees seconded the motion.

The board **VOTED** unanimously to approve the motion.

### C. Enrollment Policy Revision

## III. Items for Board Approval

### A. Highly Capable Program

Bob Castle made a motion to approve the hi-cap forms.

Ken Vorhees seconded the motion.

The board **VOTED** unanimously to approve the motion.

### B. Out of Endorsement Teaching Staff

Ken Vorhees made a motion to approve the Out of Endorsement Teaching Staff.

Josiah Lara seconded the motion.

SIA is offering a class this year where students are writing books in Spanish. The teacher is teaching ELA to endorse to write in Spanish.

The board **VOTED** unanimously to approve the motion.

#### **IV. Executive Session**

##### **A. Executive Session**

Move this item to the end of the agenda.

#### **V. Enrollment**

##### **A. Enrollment Update**

Brook Wilkerson is unable to attend today's meeting. She is covering the kitchen today. Sam Schweda reported on Brook's behalf.

Lost students between now and last month's board meeting.

The FTE 2024-25 report was sent to the commission.

Note: John Pell joined at 11:38am

##### **B. 24/25 Proposed Organizational Chart**

Morgen Flowers presented the proposed organizational chart.

Morgen has previously discussed the changes to the org chart with Mary Velazquez.

COO, Brook Wilkerson has resigned from her position. Instead of hiring a new COO, the role will be split into two roles: Director of Operations (OPS) and Director of Facilities.

Both will be reporting to the Head of School. Morgen will have 8 direct reports in the new school year. Screening interviews for the Director of Facilities are currently underway.

Some notable changes on the new organization chart:

- New role - Data Coordinator was created and will be under OPS
- Facilities Dept - will comprise of IT; Safety and Security; Facilities Person and Custodians

The Associate Principals will have shared responsibilities of supervision of (1) Counselor and (1) MLL Teacher

Note: 11:39 am - Cassie Anderson joined.

Open positions have been advertised in the last two weeks and posted on social media and school website.

Morgen is currently reviewing applications for the Associate Principal (6-12) position and will start screening.

## VI. Staffing Updates

### A. Updates from Morgen regarding hiring for 24/25

In early spring, questionnaires were sent out to the staff for their plans of returning or not returning for the new school year. There are currently seven (7) people not returning due to relocation, retirement, and pursuing educational goals.

Some Instructional Assistants are ready for the transition to teaching. Job openings have been posted in-house. If needed, we will post externally. Interviews with In-house applicants will start next week.

These are the teaching roles that need to be filled:

- Math
- Science
- Spanish

What is the average # of teachers who leave every year? (Cassie)

Morgen does not have the actual number right now, although this year's openings are fewer than the previous year.

Are AP's involved in hiring (Ken)? Yes, they are. They review resumes and are involved in screening interviews. Nate Pelton will not be involved in the process for the new AP since he has year-end work he has to focus on.

## VII. Diversity, Equity, and Inclusion

### A. Committee Report

Cassie Anderson reporting.

DEI goals:

1. Be consistent in meetings
  2. Training for Board
  3. Provide consultation to Head of School
- Provide resources of voices around the BIPOC community
  - Provide recommendations and assistance/hiring and recruitment of a diverse staff

- Partner with community organizations to promote equity and inclusion

4. SIA will conduct a racial equity survey to identify gaps

May update - Cassie met with BoardOnTrack personnel (Gina Fafard) inquiring on DEI training SIA can use. BoardOnTrack will offer Fostering Diversity, Inclusion, and Belonging course over the summer. The DEI committee will present outcome in August or September meeting.

SIA DEI committee:

1. They meet monthly
2. Morgen will be applying for a grant through WA Charters (\$5,000). Funds will be used for:

- Review training through Spectrum
- Book club study and affinity groups
- Coaching for staff who are struggling in this area

## VIII. Finance

### A. Committee Report

Matt Hoag - no report for this month.

Budget - Sam Schweda

Finalizing the budget in the next couple of weeks. Sam will share electronically with the Board and then present at the June meeting.

Elevator work will not take place this year. No expenditure extension needed at this time.

## IX. New Business

### A. Date for Annual Retreat / August Board Meeting

Mary encouraged the board to set a date for the Annual Board Retreat and the Board meeting. The retreat is usually held in August and since summer schedules fill up quickly, early planning is a good idea.

August 27 is the date set for the regular board meeting. Last year the retreat was on the same day as the board meeting, but it can be a separate day.

Staff training starts on August 26th, which may not be a good week for Morgen for a retreat.

Cassie Anderson will be the new Board Chair and she will send out a Google poll this week to find a date for the retreat.

## **X. Other Business**

### **A. Other Business**

Mary reminded everyone to RSVP to BoardOnTrack meeting invitations.

Mary thanked Cassie, Guillermo, and Bob for joining her in coming to the 8th grade community project presentations last week.

## **XI. Executive Session**

### **A. HOS Eval Process con't**

The board entered executive session at 12:19 pm to discuss both the appeal of a student disciplinary action and the head of school evaluation process.

The executive session ended at 12:39 pm

## **XII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:40 PM.

Respectfully Submitted,  
Myra Keast

# Coversheet

## Approve Previous of Minutes

**Section:** III. Consent Agenda  
**Item:** B. Approve Previous of Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on May 30, 2024



# Spokane International Academy

## Minutes

### Special Board Meeting

Insurance Renewal

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#### Date and Time

Thursday May 30, 2024 at 4:00 PM

#### Location

Morgen Flowers-Washington is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/86936253462?pwd=4SzodqSlvikR4U29dczbzXtaduyQv4.1>

Meeting ID: 869 3625 3462

Passcode: 348283

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#### Directors Present

Bob Castle (remote), David James (remote), Ken Vorhees (remote), Mary Velazquez (remote), Matthew Hoag (remote)

#### Directors Absent

Cassie Anderson, Guillermo Espinosa, Jeff Hyslop, John Pell, Josiah Lara, Maureen Rosette, Stacy Hill

#### Guests Present

Morgen Flowers-Washington (remote), Sam Schweda (remote)

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### I. Opening Items

A.

## **Record Attendance**

### **B. Call the Meeting to Order**

Mary Velazquez called a meeting of the board of directors of Spokane International Academy to order on Thursday May 30, 2024 at 4:08 PM.

## **II. Review Insurance Renewal**

### **A. Review Insurance Renewal Proposal**

Morgen and Sam presented insurance proposal and discussed options with the board. Quorum was not met so no formal vote was taken. All board members present supported moving forward to accept the proposal and then continue to explore additional options for future business.

## **III. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:31 PM.

Respectfully Submitted,  
Mary Velazquez

# Coversheet

## Monthly Financials

**Section:** III. Consent Agenda  
**Item:** C. Monthly Financials  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Additional notes for AP\_Payroll.Board-May.pdf  
May mid AP 2024 ASB.pdf  
May mid AP 2024.pdf  
May EOM AP 2024 ASB.pdf  
May EOM AP 2024.pdf  
May EOM AP 2024-Servpro.pdf  
May Payroll 2024.pdf  
Wire register 05.24.pdf  
Private ck register 05.24.pdf

**Additional notes for Accounts Payable –**

**Recurring Monthly Bills-**

**Amazon** \$6,739.15 school supplies  
**Avista** \$10,472.27 services for Electricity  
**Rodney, Braun** \$3,250.00 Rent for Home office  
**City of Spokane** \$2,640.24 Water and Sewer services  
**Ednetics** \$4,744.71 Telephone/Security/Internet services  
**Harlow's** \$62,319.36 Transportation for April and field trips (\$1,315.37- 2 Field Trips; \$61,003.99-April Transportation)  
**Inland Northwest Therapist** \$21,720.95 Speech, OT and psych services  
**SIA-Magnesium** \$83,253.09 Monthly SIA Lease and Repair  
**Umpqua Credit card** \$5,140.51 School supplies  
**URM** \$36,238.16 Food/ supplies (SCA fund covered \$2,259.47)

**Quarterly paid expenses-**

**SCC** \$12,376.87 Running start enrollment-Winter Quarter

**One time expenses-**

**AmTrust** \$10,278.00 Cyber Insurance (\$2,569.50-23.24SY/ \$7,708.50-24.25SY)  
**Lima Greenhouse** \$6,714.40 Flower Basket Fundraising (ASB)  
**Servpro** \$51,229.57 Water restoration service (insurance recovery)  
**Spokane Restaurant** \$5,387.79 Kitchen equipment (Double-door Refrigerator)  
**T.W. Clark** \$362,773.17 Water Damage Project (insurance recovery)  
**Varsity** \$9,774.62 Yearbook (ASB)  
**Wells Fargo** \$17,955.27 Macbook annual lease (Lease ends in June 2025)

**Additional notes for Payroll-**

New hires include: Ops assistant  
Resignations: NA

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of June 25, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$6,714.40. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16529 through 16529, totaling \$6,714.40

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
16529	LIMA GREENHOUSES, INC.	05/08/2024	6,714.40
1	Computer	Check(s) For a Total of	6,714.40

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	6,714.40
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	6,714.40
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	6,714.40

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As of June 25, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$94,192.12. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16530 through 16544, totaling \$94,192.12

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
16530	AMAZON CAPITAL SERVICES	05/13/2024	2,370.88
16531	BATTIATA, RUSSELL	05/13/2024	203.38
16532	CHEMSEARCHFE	05/13/2024	865.14
16533	CITY OF SPOKANE	05/13/2024	2,640.24
16534	COMCAST BUSINESS	05/13/2024	384.96
16535	DE LAGE LANDEN FINANCIAL SERVI	05/13/2024	1,216.21
16536	FOLLETT SCHOOL SOLUTIONS, LLC	05/13/2024	112.27
16537	LEAF CAPITAL FUNDING, LLC.	05/13/2024	53.64
16538	MELTON, CARMEL S	05/13/2024	101.06
16539	MOON SECURITY SERVICE INC	05/13/2024	165.92
16540	SCHOOL SPECIALTY, LLC.	05/13/2024	1,900.69
16541	SECURLY, INC.	05/13/2024	197.84
16542	SIA-MAGNESIUM LLC	05/13/2024	83,253.09
16543	SUTTON, JAMES B	05/13/2024	473.02
16544	WILKERSON, BROOKI KIM	05/13/2024	253.78

15 Computer Check(s) For a Total of 94,192.12

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	15	Computer	Checks For a Total of	94,192.12
Total For	15	Manual, Wire Tran, ACH & Computer	Checks	94,192.12
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	94,192.12

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As of June 25, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$10,641.96. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16556 through 16559, totaling \$10,641.96

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
16556	AMAZON CAPITAL SERVICES	05/31/2024	346.62
16557	BLICK ART MATERIALS	05/31/2024	270.72
16558	SILVERWOOD INC.	05/31/2024	250.00
16559	VARSITY YEARBOOK	05/31/2024	9,774.62

4 Computer Check(s) For a Total of 10,641.96

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	10,641.96
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	10,641.96
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	10,641.96

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As of June 25, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$575,551.25. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16560 through 16596, totaling \$575,551.25

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
16560	AMAZON CAPITAL SERVICES	05/31/2024	4,368.27
16561	AMTRUST NORTH AMERICA	05/31/2024	10,278.00
16562	AUTO-CHLOR SYSTEM	05/31/2024	353.43
16563	Avista	05/31/2024	10,472.27
16564	BATTIATA, RUSSELL	05/31/2024	302.45
16565	BRAUN, RODNEY	05/31/2024	3,250.00
16566	CENTURYLINK	05/31/2024	240.10
16567	CHAVEZ, CHRISTINE N	05/31/2024	70.33
16568	COLLEGE BOARD	05/31/2024	389.88
16569	COMMUNITY COLLEGES OF SPOKANE	05/31/2024	12,376.87
16570	EAI EDUCATION	05/31/2024	1,601.00
16571	EDNETICS NETWORK	05/31/2024	4,744.71
16572	FATBEAM LLC	05/31/2024	1,390.00
16573	FIKES NORTHWEST, CORP	05/31/2024	555.25
16574	FOUR SEASONS LANDSCAPING INC	05/31/2024	463.25
16575	GOJOE PATROL INC	05/31/2024	868.36
16576	HARLOW'S SCHOOL BUS SERVICE IN	05/31/2024	62,319.36
16577	INLAND NORTHWEST THERAPY, LLC	05/31/2024	21,720.95
16578	MOBIUS SPOKANE	05/31/2024	1,192.00
16579	OSPI CHILD NUTRITION SERVICES	05/31/2024	4,067.67
16580	PACIFIC PIE, INC.	05/31/2024	1,287.15
16581	PATRIOT FIRE PROTECTION, INC	05/31/2024	361.88
16582	RIVERSIDE INSIGHTS	05/31/2024	1,312.95
16583	ROYAL BUSINESS SYSTEMS, INC	05/31/2024	2,535.67
16584	SANDERS, MATHIAS	05/31/2024	16.62
16585	SCHOOL SPECIALTY, LLC.	05/31/2024	737.84
16586	SPOKANE RESTAURANT EQUIPMENT	05/31/2024	5,387.79
16587	SPRAGUE PEST SOLUTIONS	05/31/2024	108.81
16588	STAPLES ADVANTAGE	05/31/2024	1,593.32
16589	SWANSON'S REFRIGERATION AND RE	05/31/2024	1,367.31
16590	T.W. CLARK CONSTRUCTION LLC	05/31/2024	362,773.17
16591	URM	05/31/2024	36,238.16
16592	WELLS FARGO VENDOR FINANCIAL S	05/31/2024	17,955.27

Check Nbr	Vendor Name	Check Date	Check Amount
16593	WEST VALLEY OUTDOOR LEARNING C	05/31/2024	200.00
16594	WORLD RELIEF SPOKANE	05/31/2024	2,500.00
16595	WSIPC	05/31/2024	76.21
16596	ZOOM VIDEO COMMUNICATIONS INC.	05/31/2024	74.95
37	Computer	Check(s) For a Total of	575,551.25

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	37	Computer	Checks For a Total of	575,551.25
Total For	37	Manual, Wire Tran, ACH & Computer	Checks	575,551.25
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	575,551.25

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of June 25, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$51,229.57. The payments are further identified in this document.

Total by Payment Type for Cash Account, UMPQUA BANK:  
Warrant Numbers 16597 through 16597, totaling \$51,229.57

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
16597	SERVPRO OF NORTHEAST SPOKANE	05/31/2024	51,229.57
1	Computer	Check(s) For a Total of	51,229.57

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	51,229.57
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	51,229.57
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	51,229.57

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those payments have been recorded on a listing which has been made available to the board.

As of June 25, 2024, the board, by a \_\_\_\_\_ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: SIA PUBLIC FUNDS ACCT (AP) - UMPQUA BANK Check Number 16545 through 16550 and for payment those Direct Deposits included in the following list and further described as follows: SIA PUBLIC FUNDS ACCT (AP) - UMPQUA BANK Direct Deposit Number 900006249 through 900006354 in the total amount of \$713,030.19.

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
 Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

4pacpv04.p SPOKANE INTERNATIONAL ACADEMY 12:20 PM 05/22/24  
 05.24.02.00.00-010051 PAY SUMMARY FOR PR / Payroll - AFTER CALCS PAGE: 1  
 CHECK DATE: 05/31/2024 PERIOD ENDING DATE: 05/31/2024  
 HR\PA\CP\PE - 748 - Board

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE</u> <u>HOURS</u>
CAPR3	ASSOCIATE PR	4	2.0000		20,771.26	352.00
CASP3	ADMIN OFFICE	1	1.0000		4,200.00	176.00
CCFO3	CHIEF FIN OFF	1	1.0000		10,609.45	176.00
CCOU3	COUNSELOR	5	3.0000		17,309.67	527.99
CCUS4	FACILITIES	6	5.0000		13,263.53	836.00
CDOP3	DIR OF OPS	3	1.0000		6,049.17	179.90
CDSS3	DIR OF SPECIAL	7	2.0000		13,139.51	264.00
CIA3	INST AIDE	57	20.0000		40,635.56	3451.52
CIAB3	INST AIDE	2	1.0000		2,168.26	176.00
CIM13	PRINCIPAL	6	1.0000		13,333.34	176.00
CINT3	INT COACH	6	4.0000		28,223.10	704.00
CKIT4	KITCHEN MGR	1	1.0000		2,636.56	176.00
CKT24	MGR FS/TRANS	1	1.0000		2,022.99	100.00
CKTA4	KITCHEN ASSIST	3	3.0000		6,356.47	528.00
CLGY5	LONGEVITY	17	15.0000		4,625.02	
CMGF3	MANAGER FINANCE	1	1.0000		4,212.07	176.00
CMGH3	HR SPECIALIST	1	1.0000		3,684.54	176.00
CMGT4	MGR TECH	1	1.0000		4,500.00	176.00
CNU13	NURSE	4	1.0000		5,152.74	176.00
COFF3	OFFICE ASSIST	12	3.0000		6,097.33	544.00
COFM3	FACILITES MGR	3	1.0000		11,095.90	176.00
CSP25	SUPPLEMENTAL	13	10.0000		1,736.82	79.72
CSP35	SUPPLEMENTAL	6	4.0000		916.67	355.20
CSU15	SUPPLEMENTAL	4	3.0000		491.67	25.30
CTC13	TEACHER	108	50.0000		263,834.36	8251.20
CTC23	TEACHER	2	1.0000		3,500.17	176.00
CTSU3	BLDG SUB	3	1.0000		3,326.40	176.00
LWOP3	LWOP	24		-112.3300	-2,275.85	-112.41
SUP25	SUPPLEMENTAL	3		3.0000	1,020.84	36.90
TFAC4	FACILITY MGR	1		42.0000	932.82	42.00
TIA3	INST AIDE	7		-36.0000	-699.84	-36.02
TIAS3	INST AIDE-S	5		50.2500	1,764.61	50.50
TSU23	SUBSTITUTE	3		36.0000	699.84	36.00

CHECK DATE: 05/31/2024 PERIOD ENDING DATE: 05/31/2024

HR\PA\CP\PE - 748 - Board

<u>PAY</u>	<u>DESCRIPTION</u>	<u>COUNT</u>	<u>FACTOR</u>	<u>HOURS</u>	<u>GROSS</u>	<u>RETIRE HOURS</u>
TSUB3	SUBSTITUTE	11		243.5000	7,325.14	243.60
	REPORT TOTAL	332	138.0000	226.4200	502,660.12	18571.40

CHECK DATE: 05/31/2024 PERIOD ENDING DATE: 05/31/2024

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	332	30,387.44
1FIT	FED INC TAX	FEDERAL TAX	332	31,116.94
1FIT+	FIT ADD AMT	FEDERAL TAX	54	4,791.00
1MED	MEDICARE	MEDICARE	332	7,106.76
1PFML	WA PAID FML	PFML	332	2,657.06
1ReE2	SERS PLAN 2	RETIREMENT	98	6,285.81
1ReE3	SERS PLAN 3	RETIREMENT	55	2,427.45
1ReT0	TRS PLAN 0	RETIREMENT	14	
1ReT2	TRS 2	RETIREMENT	90	13,137.95
1ReT3	TRS PLAN 3	RETIREMENT	100	13,684.06
1WC	WORKERS' COMP	WORKERS' COMP	332	2,063.12
1WLTC	WA LTC	LONG-TERM CARE	311	2,587.36
ACH#2	ACH#2		2	2,724.00
ALTD	ADJ SUPP LTD		6	3.28
DCP	DCP DRS	TSA-BEFORE TAX	3	2,857.00
DCP R	DCP ROTH	TSA-AFTER TAX	4	1,180.00
DCS-P	CHILD SUPPORT		1	561.00
HCFSA	Medical FSA	OTH BEF TAX	7	180.83
HEHSA	Health Eqty-HSA	OTH BEF TAX	7	1,079.00
KP1CR	Kai WA Smt1 E/C	OTH BEF TAX	3	175.00
KP1ER	Kai WA Smt1 EMP	OTH BEF TAX	2	100.00
KP2CR	Kai WA Smt2 E/C	OTH BEF TAX	3	250.00
KP2ER	Kai WA Smt2 EMP	OTH BEF TAX	4	286.00
KP3ER	Kai WA Smt3 EMP	OTH BEF TAX	3	237.00
KW1ER	Kai WA Core1EMP	OTH BEF TAX	10	192.00
KW1FR	Kai WA Core1FAM	OTH BEF TAX	9	576.00
KW1SR	Kai WA Core1E/S	OTH BEF TAX	2	121.00
KW2CR	Kai WA Core2E/C	OTH BEF TAX	2	172.00
KW2ER	Kai WA Core2EMP	OTH BEF TAX	3	98.00
KW2SR	Kai WA Core2E/S	OTH BEF TAX	2	196.00
KWSCR	Kai WA SndChE/C	OTH BEF TAX	6	345.00
KWSER	Kai WA SndChEMP	OTH BEF TAX	7	345.00
KWSFR	Kai WA SndChFAM	OTH BEF TAX	6	1,085.00
KWSSR	Kai WA SndChE/S	OTH BEF TAX	2	230.00
LTD50	Emp Pd LTD 50%		31	138.16
LTD60	Emp Pd LTD 60%		160	1,022.86
LTDBU	Supp LTD		2	
P-ADJ	PAY ADJUST		2	79.23
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	2	201.00
PHER	Prem Hgh PPOEMP	OTH BEF TAX	13	575.00
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	7	1,405.00
PHSR	Prem Hgh PPOE/S	OTH BEF TAX	2	230.00
PMER	Prem HMCrEPOEMP	OTH BEF TAX	9	80.00
PMSR	Prem HMCrEPOE/S	OTH BEF TAX	4	130.00
PSCR	Prem Std PPOE/C	OTH BEF TAX	2	112.00
PSER	Prem Std PPOEMP	OTH BEF TAX	10	320.00
PSFR	Prem Std PPOFAM	OTH BEF TAX	5	576.00
V1CR	UMPACP-UWMedE/C	OTH BEF TAX	2	151.00
V1ER	UMPACP-UWMedEMP	OTH BEF TAX	14	344.00
V1SR	UMPACP-UWMedE/S	OTH BEF TAX	1	172.00
VACR	UMP Achieve2E/C	OTH BEF TAX	2	198.00
VAER	UMP Achieve2EMP	OTH BEF TAX	9	339.00
VAFR	UMP Achieve2FAM	OTH BEF TAX	2	339.00

CHECK DATE: 05/31/2024 PERIOD ENDING DATE: 05/31/2024

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
VASR	UMP Achieve2E/S	OTH BEF TAX	2	226.00
VHSAE	UMP CDHP EMP	OTH BEF TAX	5	42.00
VHSAF	UMP CDHP FAM	OTH BEF TAX	4	126.00
VHSAS	UMP CDHP E/S	OTH BEF TAX	2	42.00
VUCR	UMP Achieve1E/C	OTH BEF TAX	2	154.00
VUER	UMP Achieve1EMP	OTH BEF TAX	45	1,111.00
			2815	137,351.31

CHECK DATE: 05/31/2024 PERIOD ENDING DATE: 05/31/2024

HR\PA\CP\PE - 748 - Board

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CATEGORY</u>	<u>COUNT</u>	<u>AMOUNT</u>
1FIC	FICA	FICA	332	30,387.44
1MED	MEDICARE	MEDICARE	332	7,106.76
1PFML	WA PAID FML	PFML	332	1,062.59
1ReE2	SERS PLAN 2	RETIREMENT	98	8,853.57
1ReE3	SERS PLAN 3	RETIREMENT	55	4,671.45
1ReT0	TRS PLAN 0	RETIREMENT	16	
1ReT2	TRS PLAN 2	RETIREMENT	90	15,811.16
1ReT3	TRS PLAN 3	RETIREMENT	100	19,910.79
1UC	UNEMPLOYMENT	UNEMPLOY COMP	332	2,714.39
1WC	WORKERS' COMP	WORKERS' COMP	332	4,101.92
SEBB	SEBB		236	115,500.00
VHSS1	UMP CDHP EE HSA		11	250.00
			2266	210,370.07

\*\*\*\*\* End of report \*\*\*\*\*

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board. As of June 25, 2024 the board, by a \_\_\_\_\_ vote, approves payments, totaling \$5,140.51. The payments are further identified in this document. Total by Payment Type for Private/Public Account, UMPQUA BANK: Wire/ACH payments totaling \$5,140.51.

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Type	Vendor Name		Date	Amount
ACH	Umpqua Credit Card	April Statement	5/13/2024	\$ 5,140.51
		1 ACH/Wire	For a Total of	\$ 5,140.51

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board. As of June 25, 2024 the board, by a \_\_\_\_\_ vote, approves payments, totaling \$456.46. The payments are further identified in this document. Total by Payment Type for Private Account, UMPQUA BANK: Warrant Number 1424-1425 , totaling \$456.46.

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
1424	Myra Keast	5/13/2024	\$ 106.46
1425	Walter Saul Reyes Serrano	5/31/2024	\$ 350.00
		2 Checks	For a Total of \$ 456.46

# Coversheet

## Approve 24/25 School Calendar

**Section:** III. Consent Agenda  
**Item:** D. Approve 24/25 School Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** \_2024-25 School Calendar.xlsx - Student 2024-25 Calendar.pdf

September				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

20

October				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23

November				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

17

December				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

15

January				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

19



## 2024-2025

### School Calendar

September 2: Labor Day  
 September 3: First day for grades 1-12  
 September 9: First day Kindergarten  
 October 31: End of Quarter One  
 November 1: Data Day (No school for students)  
 November 11: Veteran's Day (No school)  
 Nov. 12 - 15: Family & Teacher Conferences  
 November 27: Early Release  
 November 28 & 29: Fall Break  
 December 20: Early Release  
 December 23 - Jan. 3: Winter Break  
 January 20: MLK Day (No school)  
 January 28: Start of Second Semester  
 February 17: President's Day (No school)  
 March 27: End of Quarter Three  
 March 28: Data Day (No school for students)  
 April 1 - 4: Conferences  
 April 7 - 11: Spring Break  
 May 23: Snow Make Up Day  
 May 26: Memorial Day  
 June 13: Last Day of School  
 June 16 & 17: Snow Make Up Days  
 June 19: Juneteenth Holiday

### School Hours

Monday - Thursday: 8:00 am - 3:15 pm  
 Friday: 8:00 am - 1:00 pm  
 Early Release Days: 8:00 am - 11:30 am

February				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

19

March				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20

April				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

17

May				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

20

June				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

10

	No School
	1:00 PM Release
	11:30 AM Release
	Semester Two Begins
	Snow Day Make-Up
	End of Quarter

# Coversheet

## Approve Employee Handbook

**Section:** III. Consent Agenda  
**Item:** E. Approve Employee Handbook  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** SIA Employee Handbook (24-25 EDITS).pdf



# EMPLOYEE HANDBOOK

## 2024-2025

## Spokane International Academy

### EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that on the date indicated below, I received a copy of the Spokane International Academy employee handbook. I have been asked to read and familiarize myself with its contents.

I also acknowledge this handbook is intended to provide general guidance only and does not constitute a contractual commitment (expressed or implied) between Spokane International Academy and any or all of its employees, nor does it contain promises of specific treatment in specific situations. I also understand that Spokane International Academy may change information contained in this handbook and that management reserves the right to change any and all such plans, policies, or procedures, in whole or in part, at any time, with or without notice. **I understand that my employment at Spokane International Academy is at-will. I can terminate my employment at any time with or without notice for any reason I think is appropriate. Similarly, Spokane International Academy can terminate my employment relationship at any time with or without notice for any reason Spokane International Academy believes is appropriate.** I understand that no supervisor or representative of Spokane International Academy, except for the Chief Executive Officer of the organization, has the authority to execute any agreement for employment or to make any agreement or promise that is contrary to the foregoing.

I understand the goal of a safe and productive work environment and acknowledge my responsibility toward that goal.

I also understand that all employee handbook amendments, revisions, and updates are maintained by Spokane International Academy. I agree to read all new amendments, revisions, and updates when notified by Spokane International Academy.

Employee's Signature and Date

---

Employee's Printed Name

---

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## I. INTRODUCTION

The mission of Spokane International Academy is to empower its students with the academic skills, habits of mind and global competence necessary to complete advanced courses in high school and a college degree in order to become leaders who can powerfully transform their communities.

As an employee of Spokane International Academy, you are receiving this handbook. Please read and become familiar with its contents. This handbook provides you with an overview of various aspects of the employer-employee relationship and allows us to administer benefits and guidelines in an equitable and consistent manner. It is not intended as a complete statement of your rights and responsibilities, nor is it a contract of employment. It is simply a summary of our current plans, policies, procedures, and benefits. Accordingly, we reserve the right to change any of these plans, policies, procedures, and/or benefits at any time, with or without notice. Our intention is to notify you, to the best of our abilities, as any changes are made.

It is the policy of Spokane International Academy that all employees are employed at the will of the organization for an indefinite period. Employees may resign from the organization at any time for any reason, and may be terminated by the organization at any time, for any reason, with or without notice.

Your handbook is not intended to replace direct, regular communication, but we feel it will be a readily available reference on many matters concerning your employment. We hope that after reading this handbook, you will better understand the work environment and the broad range of benefits offered to you as an employee.

### **Human Resources**

SIA employs a Human Resources and Data Entry Specialist who works under the Chief Financial Officer (CFO) who also oversees all aspects of human resources. If you have questions related to human resources, benefits, or need to discuss something confidentially in terms of the practices at SIA, please contact the Human Resources team at ([hr@spokaneintlacademy.org](mailto:hr@spokaneintlacademy.org)).

## II. FAIR EMPLOYMENT PRACTICES

### i. Equal Employment Opportunity

Spokane International Academy is committed to equal employment opportunity for all qualified job candidates and employees and expects that all employees support diversity in the workplace.

*Spokane International Academy is an equal opportunity employer and does not discriminate against otherwise qualified applicants in any programs or activities on the basis of age, sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts of America and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX, and Section 504 Coordinator: Jacqueline Pariseau, 509-209-8730, [pariseau@spokaneintlacademy.org](mailto:pariseau@spokaneintlacademy.org);*

*Address: 777 E Magnesium Rd. Spokane, WA 99208. Persons who may need some accommodation in the hiring process should contact the Human Resources Office at (509)-209-8730.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

For information regarding the organization's policies for addressing complaints of harassment, please refer to the organization's Harassment policy below. Please also review our policies on Reasonable Accommodation if you need accommodations for a disability or your religious beliefs.

This EEO policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the CFO or the Spokane International Academy leadership team, who may escalate any such notices to the Board of Directors. Employees can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion or discrimination because they: (1) file a complaint with the organization or with federal, state, or local agencies; (2) assist or participate in any investigation, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity statute; (3) oppose any act or practice made unlawful by federal, state, or local law requiring equal employment opportunity; or (4) exercise any other employment right protected by federal, state, or local law or its implementing regulations. Any concerns about retaliation must be promptly reported.

- **Reasonable Accommodation – Disability:** Spokane International Academy recognizes that employees with physical or mental conditions that significantly limit their major life activities may need reasonable accommodations to enable them to perform their essential job functions. Any employee who believes that he or she needs reasonable accommodation should notify the Spokane International Academy leadership team. Although the need for accommodation is determined on a case-by-case basis, generally Spokane International Academy and the employee

engage in an interactive process. This process may require input from the employee's healthcare provider to confirm the existence of a disability and its limitations in the workplace and to explore reasonable accommodations. The employee has an obligation to cooperate with the organization in this process, which may include authorizing the organization to communicate with the employee's healthcare provider concerning the employee's condition, its limitations, and possible accommodations.

- **Reasonable Accommodation – Religion:** Spokane International Academy will make reasonable accommodation for employees' religious beliefs. An employee should share any suggestions about how we might accommodate his or her religion. The Spokane International Academy leadership team will explore available, reasonable accommodations with the employee's supervisor.

## ii. Nepotism

Spokane International Academy permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of Spokane International Academy, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. Spokane International Academy will use sound judgment in the placement of related employees in accordance with the following guidelines:

Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of Spokane International Academy a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

## iii. Harassment Free Workplace

Workplace harassment will not be tolerated. This includes harassment on the basis of an employee's race, color, creed, religion, sex (including pregnancy, childbirth, or related medical conditions), age, national origin, citizenship, marital status, veteran or military status, medical condition, sensory, physical

or mental disability (including HIV status or use of a service animal), genetic information, sexual orientation (including gender identity), political ideology, whistleblower actions, or any other factor protected by local, state, or federal law. Harassment is a form of discrimination and is an "unlawful employment practice" under Title VII of the 1964 Civil Rights Act. Prohibited harassment includes all derogatory comments about protected groups or individuals. Examples include, but are not limited to:

- Written or verbal comments
- Unfounded assumptions
- Jokes and pranks
- Physical contact
- Cartoons, pictures, posters
- Innuendoes and gestures

Harassment also includes activities that are derogatory on the basis of an employee's protected class membership and any negative actions based on an employee's participation in activities identified with or promoting the activities of the protected group. Spokane International Academy takes harassment and related misconduct seriously, and this policy prohibits harassing conduct even if that conduct does not rise to the level of a violation of law.

Sexual harassment is harassment that is unwelcome and sexual in nature. It includes unwelcome sexual advances, requests for sexual favors, graphic verbal or written comments about an individual's sex life or body, sexually degrading words used to describe an individual, or other visual, verbal, or physical conduct of a sexual nature. It also includes harassment based on a person's gender, including pregnancy, childbirth, and related medical conditions. Sexual harassment may also include excessive, one-sided romantic advances, such as requests for dates, love notes, gifts, phone calls, and e-mails. The *recipient* of the action defines an "unwelcome advance," and such definitions must be respected by all individuals affiliated with Spokane International Academy.

Employees are strongly encouraged to report concerns about unwelcome behavior before the situation becomes severe. Spokane International Academy aims to stop behaviors before they rise to the level of sexual harassment or discrimination. If you believe you are being harassed by fellow employees or others, promptly notify your immediate supervisor. If your immediate supervisor is responsible for the harassment or discrimination, or if for any other reason you are uncomfortable discussing the matter with your supervisor, you should report the matter directly to the Head of School or other member of the leadership team as soon as possible.

All employees should be confident that complaints of harassment or discrimination will be promptly and adequately investigated and will be kept confidential except for disclosure reasonably required by the investigation. After the investigation has been completed, prompt and effective corrective action will be taken against anyone found to have violated this policy. Corrective action in each case will depend upon the gravity and circumstances of the offense, and may include termination of employment. Spokane International Academy will also take whatever action is determined necessary to prevent an offense from being repeated. Spokane International Academy expressly prohibits any retaliation against any employee who, in good faith, makes complaints or who provides information about possible violations of this policy. Any individual who feels that he or she has been retaliated against for bringing forward a complaint or participating in an investigation should promptly notify the Spokane International Academy leadership team.

## III. EMPLOYMENT

### **i. Employee Orientation**

Spokane International Academy is a collaborative organization whose employees work across functional areas toward the accomplishment of organization goals. As a new employee, formal orientation will include completion of all new hire paperwork and an explanation of the employee benefits package and handbook. Informal orientation will include introductions to key stakeholders related to your position's responsibilities and meetings and work with the Spokane International Academy team. Any additional or specific questions you may have regarding your role, employment, benefits, or the handbook may be addressed to your supervisor or Human Resources.

For a complete, up to date yearly calendar, see [www.spokaneintlacademy.org](http://www.spokaneintlacademy.org)

### **ii. Employment-at-Will**

Spokane International Academy is an "at-will" employer. Employees may resign from the organization at any time, for any reason, and may be terminated by the organization at any time, for any reason, and with or without notice.

### **iii. Background and Reference Checks**

The School will obtain and retain copies of fingerprint and background checks (record checks) through the Washington state patrol criminal identification system under RCW 43.43.830 through 43.43.834, 10.97.030, and 10.97.050, and through the federal bureau of investigation before hiring an employee or allowing contractors on school premises when the employee, board member, or contractor will have unsupervised access to children. This shall be an ongoing requirement; background checks are renewed every year and fingerprinting will be renewed every two years to determine whether conduct has occurred post-employment.

If the employee or contractor has had a record check within the previous two years, the school may rely on the information contained in OSPI's record check database to satisfy this requirement. When necessary, applicants may be employed on a conditional basis pending completion of the record check(s).

SIA will conduct background checks on all employees by utilizing the Washington Access to Criminal History (WATCH) program. Access to a digital form will be shared with each employee, and the information provided on this form will be entered directly into the WATCH program in order to complete

the background check. A copy of the results of the background check will be maintained by the Human Resources department.

Employees can complete this fingerprint requirement by making an appointment at the ESD101 or Whitworth University. Spokane International Academy will also host a fingerprinting opportunity for current employees in partnership with Whitworth University during the August professional development days before school starts. New employees are responsible for covering the cost of initial fingerprinting when starting out as an employee. Spokane International Academy will then reimburse employees for updating the fingerprints every two years. A reimbursement will be issued once the employee submits a receipt and signed reimbursement form. If completed during the August Professional Development days through Whitworth, SIA will pay the cost directly.

Each year SIA will conduct record checks on volunteers using the Washington Access to Criminal History (WATCH) program before the volunteer is allowed to have unsupervised access to children at the school, or during school sponsored or affiliated events. A copy of the results of the check shall be maintained by the school. Volunteers can complete this process using the form on our website.

Employment verification: Spokane International Academy will verify previous employment listed by the applicant, including dates employed, position(s) held, reasons for departure, eligibility for rehire, and performance information. All teaching experience must be verified with a Verification of Experience form to confirm placement on our salary schedule.

Education verification: Spokane International Academy or an outside firm will verify education listed by the applicant, including dates attended, major(s), and degree(s) earned. All certificated staff must provide the Human Resources department with official transcripts for any degree(s) earned. Any other education such as clock hours must be verified with documentation.

#### **iv. Required Training**

Employment is contingent on the completion of mandatory training at the beginning of each school year or employment period. This includes, but is not limited to, in person training sessions and online (virtual) training.

SIA staff commit to attending training in August prior to the school year starting. This period is the week prior to the beginning of the school year and is considered as part of the offered contract of employment. This training period will include all state mandated training in areas such as, but not limited to, McKinney-Vento, Civil Rights, etc. Continued pro development, detailed below, will also be provided.

Online training modules will also need to be completed by SIA staff each year. These will be assigned at the start of each school year and will have clearly communicated due dates.

If an employee is hired after the start of the school year, they shall be provided and required to attend similar training and complete any required online modules within a specified time frame. This will be communicated throughout the onboarding process.

Instructional Assistants are required to complete appropriate Fundamental Course of Study (FCS) courses based on their years of service.

For more information on clock hours and the Fundamental Course of Study (FCS), please see their respective sections below.

**v. Professional Development**

Spokane International Academy is committed to supporting the professional growth and development of its staff and will offer frequent, relevant "in house" development opportunities. Additional, outside resources can be proposed to the leadership team, and will be considered on a case-by-case, limited basis.

**vi. Classifications**

It is vital that both employment classifications and exempt/nonexempt status are correctly identified for each position in the organization. The following table defines the employment classifications for Spokane International Academy:

CLASSIFICATION	DEFINITION
<b>Regular Full-Time</b>	<ul style="list-style-type: none"> <li>● Regularly scheduled to work 40 or more hours per week</li> <li>● Eligible for all benefits</li> </ul>
<b>Regular Part-Time</b>	<ul style="list-style-type: none"> <li>● Eligible for all benefits if anticipated to work at least 630 hours in a school year</li> </ul>
<b>Temporary</b>	<ul style="list-style-type: none"> <li>● Work a specified time frame</li> <li>● Work normally does not exceed six consecutive months</li> <li>● Eligible for all benefits if anticipated to work at least 630 hours in a school year</li> </ul>

## **vii. Exempt and Nonexempt Status**

Exempt and nonexempt employment status is defined under the Fair Labor Standards Act (FLSA) and applicable state law and is based on the nature of the work and the job responsibilities of each position. Each position at Spokane International Academy is classified as Exempt or Nonexempt.

- **Exempt Employees:** Those who are not required to be paid overtime under the Fair Labor Standards Act because their positions are classified as executive, administrative, professional, outside sales, or other applicable exemptions.
- **Nonexempt Employees:** Those who are required to be paid overtime for all hours worked in excess of 40 in a workweek under the Fair Labor Standards Act and state law.

Spokane International Academy adheres to the federal and state regulations that require exempt employees to be paid on a salary basis. Spokane International Academy continues an exempt employee's salary during workweeks while the exempt employee is on jury or witness duty or temporary military leave, as long as the exempt employee is still providing services to the organization during part of those workweeks. Spokane International Academy also limits the use of unpaid disciplinary suspensions for exempt employees to full days, and to those circumstances allowed by the salary basis regulations. Exempt employees who are FMLA eligible may have their salaries reduced during workweeks in which they take unpaid FMLA leave, whether in full or partial-day increments.

Any exempt employees who believe that improper deductions have been made from their salaries should bring their concerns to the attention of the Spokane International Academy business office. Such concerns should be shared as soon as they are discovered. The business office will investigate the concerns promptly. If improper deductions were made from salaries, Spokane International Academy will reimburse the employees for any improper deductions. Contact your supervisor with any questions about your position status.

## **viii. Immigration and Employment Eligibility**

In compliance with the Immigration Reform and Control Act of 1986, Spokane International Academy will hire only those individuals who are authorized to work in the United States. All employees will be required to submit documentary proof of their identities and employment authorizations. Employees will also be required to complete and sign the U.S. Citizenship and Immigration Services' form I-9. Form I-9 requires employees to attest that they are authorized to work in the job for which they are hired and that the documents submitted are genuine.

If an employee is authorized to work in this country for a limited period of time, the employee must submit proof of continued employment eligibility and sign another I-9 form before the expiration of the initial period in order to remain employed by Spokane International Academy.

Spokane International Academy currently cannot sponsor visas.

### **ix. Outside Employment**

An employee may hold a job with another entity, as long as the outside employment does not create a conflict of interest, and the employee satisfactorily performs his or her job responsibilities with Spokane International Academy. All employees will be judged by the same performance standards and will be subject to Spokane International Academy's scheduling demands and the full performance of their role responsibilities, regardless of any existing outside work requirements.

In accepting outside employment, each employee must avoid any situation that will:

- Adversely impact performance on the job, such as being too tired to perform effectively or being unable to devote required time and effort to Spokane International Academy. Spokane International Academy exempt employees understand that their position may require greater than 40 hours per week on a frequent basis and substantial outside commitments may interfere in such roles.
- Include working in any capacity for an employer offering goods or services that compete with those offered by Spokane International Academy.
- Be or give the appearance of being a conflict of interest.
- Require responding to telephone, fax, e-mail, or other correspondence during Spokane International Academy's regular working hours.

If Spokane International Academy determines that an employee's outside work creates a conflict of interest and/or interferes with performance or the ability to meet the requirements of Spokane International Academy as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Spokane International Academy. Outside employment will present a conflict of interest if it has an adverse impact on Spokane International Academy, as determined solely by Spokane International Academy.

### **x. Volunteer Work**

Spokane International Academy is a mission-driven organization and as such, is happy to support school- and community-related volunteer work. All conditions noted under Outside Employment apply equally to volunteer opportunities; however, employees are welcome to present volunteer opportunities to the Spokane International Academy leadership team for consideration should an interesting opportunity be available. As a rule of thumb, volunteer work must not reduce the amount of time an employee devotes to Spokane International Academy. Volunteer work will present a conflict of interest if it has an adverse impact on Spokane International Academy, as determined solely by Spokane International Academy.

#### **xi. Personnel Records**

Your personnel files contain information about your employment, such as your employment application, education and clock hours, and performance reviews. Spokane International Academy generally regards these files as confidential and limits access to such information. I-9 documents are kept separate from general employment records and are available to others only in very limited circumstances. Please contact Spokane International Academy human resources if you would like to review the information in your file. If you disagree with anything in your file, you may add a statement reflecting your disagreement.

#### **xii. Verification of Employment**

If we are asked to provide a reference for an employee, we will limit it to the following:

- Position(s) held
- Dates of employment
- Role and Responsibilities

We will not release any other information concerning employment with us unless the request is in writing and is authorized by the employee. Spokane International Academy may also require that the employee sign a written release before any information is provided.

#### **xiii. Updating Personal Information**

Personal information should always be kept up-to-date as it can have an effect on your personal tax status, filings, and employment records. Please make sure the following information is accurate:

- Name, address, and/or home telephone number
- Marital status change: you may need to update your W-4 form and health benefit enrollment forms
- Change in your designated beneficiary
- Newly eligible dependent children: they must be enrolled within 31 days to receive health benefits

Please contact human resources or see the employee website for instructions on how to make these changes.

#### xiv. Offer Letters (Renewal and Nonrenewal)

All new employees are given an initial offer letter as a term of employment. The offer letter will clearly identify: term of employment, anticipated position and pre-requirements for qualifying for work.

- **Non-Renewal of Employment:** At the time designated by Spokane International Academy, a supervisor may recommend Non-Renewal of employment, effective at the end of the current school year. The reasons for non-renewal cannot be based on an employee's exercise of Constitutional rights, or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age. Reasons for a recommendation of Non-Renewal may be based on one of the following:
  - Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communication.
  - Failure to fulfill duties or responsibilities. Incompetency or inefficiency in the performance of required or assigned duties.
  - Inability to maintain discipline in the classroom or at assigned school-related functions.
  - Insubordination or failure to comply with official directives.
  - Failure to comply with policies or administrative regulations.
  - Conducting personal business during school hours when it results in neglect of duties.
  - Reduction in Force (RIF) because of financial exigency or program change.
  - Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances.
  - The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property, working in the scope of the employee's duties, or attending any school or school-sponsored activity.
  - Conviction of a felony or any crime involving moral turpitude.
  - Failure by an employee to report his or her indictment, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy.
  - Failure to meet the Spokane International Academy's standards of professional conduct.
  - Failure to comply with reasonable requirements regarding advanced coursework or professional improvement and growth.
  - Disability, not otherwise protected by law, which impairs performance of required duties.
  - Immorality, which is conduct the SCHOOL determines, is not in conformity with the accepted moral standards of the community.
    - Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
  - Any activity, school-connected or otherwise, because of the publicity given it, or knowledge of it among students, faculty, community, impairs or diminishes the employee's effectiveness in the Spokane International Academy.
  - Reasons specified in individual employment offer letters reflecting special conditions of employment such as but not limited to failure to fulfill requirements for certification.

- Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
- A significant lack of student progress.
- Assault on an employee or student.
- Falsification of records or other documents related to the Spokane International Academy's activities.
- Falsification of required information on an employment application.
- Misrepresentation of facts to a supervisor.
- Any attempt to encourage or coerce a child to withhold information from the child's parent.
- **Exhausting their leave balance and accessing too many days of unpaid leave.**

#### **xv. Assurance Letter/Letter of Intent for Continued Employment**

Assurance letters/letters of intent will be issued by May 15th. Letters are due back to admin staff on a date designated at the time of issuance. Letters do not constitute an official employment contract. Hours and job duties are subject to change at contract issuance.

#### **xvi. Employee Separation: Resignation/Termination**

If you separate from Spokane International Academy via resignation or termination:

- **Notify your supervisor and Human Resources ([hr@spokaneintlacademy.org](mailto:hr@spokaneintlacademy.org)) immediately** via email or letter that clearly states the resignation date and reason.
- You must **return all school-issued items**, in their original condition, on or before your last day of work.
- **Provide SIA with current contact information** before leaving, so any payroll documents or communications will be sent to your most up to date address. You will also need to **update contact information in your DRS and SEBB accounts** to reflect your personal information.
- If hourly, **please submit your final timesheet** on your last day of work in order to be accurately paid.
- If resigning, it is preferred that employees provide notice of two weeks whenever possible.
- **Employee emails are deactivated after the last day of employment. Please ensure you download/forward any important documents or emails from your staff email if desired, and check that all benefit programs (SEBB, DRS, etc.) are attached to a *personal* email so you do not lose access after separation.**

Separation Timing & Final Paycheck:

- If separation occurs on or before the 10th of a given month, the separating employee will receive their final paycheck during the month of separation.

- If separation occurs after the 10th of a given month, the separating employee will receive their final paycheck in the month following their separation.
- If separation occurs at the end of a school year, the date of your last paycheck will be communicated to you in your resignation acknowledgement from the human resources department.

#### Paid Time Off Adjustments:

- If separation occurs within the first 30 days of work, all paid time off used will be converted to leave without pay (LWOP) and deducted from available pays.
- Spokane International Academy does not pay out accrued paid time off of any type at the time of separation. Instead, any remaining sick leave will be banked for transfer to future school employment in Washington state (as per Washington state law).
- Please see [RCW 28A.400.210](#) for potential sick leave cashout exceptions regarding retirement or death.

#### Return of School Items:

- SIA reserves the right to withhold final payment if all school materials are not returned, in their original state issued, on or before the date of final payment. SIA reserves the right to deduct from final payment to compensate the school for loss or damage of school property.

#### Insurance Benefits (SEBB):

- SEBB Benefits, including but not limited to health benefits and long-term disability coverage, extend to the last day of the month in which your employment ended.
- If SEBB benefits extend beyond the last working day, the last day of coverage will be communicated in your resignation acknowledgement from the human resources department.
- You will be eligible for COBRA continuing health benefits after separation, and the State Employee Benefits Board (SEBB) will ensure you receive information on how to access those benefits. See "Section V: Benefits" below for more details on COBRA.

#### Retirement (DRS):

- Retirement (through DRS) can always be accessed at [drs.wa.gov](#), where you can monitor how these retirement funds are being managed and are growing. This balance will continue to grow until your retirement age, when you can begin to receive your benefits if you have accumulated enough service credit to become a "vested" member (requirements differ by chosen plan). Please refer to [drs.wa.gov](#), or contact DRS, for details.

#### Exit Interviews:

- In a termination or voluntary resignation situation, Spokane International Academy administration may conduct an exit interview to discuss an employee's reasons for leaving and any other impressions that the employee may have about Spokane International Academy.

- During the exit interview, employees can provide insights into areas for improvement that Spokane International Academy can make. Every attempt will be made to keep all information confidential.

## IV. COMPENSATION

### i. Pay Practices

Our objective is to pay fair and reasonable wages to all employees in accordance with their job knowledge, quality and quantity of work performed, dependability, cooperation and job responsibility. Your pay is determined by several factors, such as job responsibilities, performance, and market rate for jobs requiring similar experience, training and skills.

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the end of the school or fiscal year. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Salary schedules for classified and certificated staff are subject to change without notice, but are available on request from employees.

Every effort is made to avoid errors in your paycheck. Employees who believe an error has been made should notify school leadership and the business office immediately. They will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day.

It is the responsibility of each employee to check their paycheck for accuracy. Instructions for how to access pay stubs can be found on the employee website or by contacting human resources.

### ii. Pay Days

Spokane International Academy's pay frequency (pay period) is once monthly. If you are being paid on an hourly basis, your paycheck will reflect your salary assignment that will be annualized and paid in equal payments plus any adjustments needed based on your monthly timesheet. Timesheets will include hours worked from the 1st to the 31st. If you are being paid on a salaried basis, your salary will be annualized and paid in equal payments each pay period.

The workweek is from Monday to Friday. Paydays are the last business day of each month. However, if the payday falls on a holiday, you will be paid on the last business day preceding the holiday. See dates for paydays for the 2024-2025 school year below:

September 30 <sup>th</sup>	March 31st
October 31 <sup>st</sup>	April 30th
November 29 <sup>th</sup>	May 30th
December 31 <sup>st</sup>	June 30th
January 31 <sup>st</sup>	July 31st
February 28 <sup>th</sup>	August 29th

**iii. Time Sheets (hourly employees only)**

For hourly employees, time sheets are Spokane International Academy’s way of keeping track of actual hours worked so that you will be paid correctly. It is the employee’s responsibility to:

- Fill out your timesheet, indicating hours worked
- Review your timesheet
- Obtain your supervisor's approval
- Return it to his or her supervisor no later than the 1st of each month

All hourly employees will be issued a duty roster that shows the employees expected work schedule for the year. This schedule will be used to calculate a monthly base amount for each hourly employee from September to August. Each month the payroll department will collect the prior month’s timesheets and balance the worked hours to the expected hours (listed on your Duty Roster).

You are expected to work only the hours contracted on your base assignment (listed on your Duty Roster). All deviations from these hours **must be pre-approved by your supervisor**, and will impact pay accordingly. Changes in your typical schedule must be pre-approved by your supervisor. Failure to receive supervisor approval for deviations from your assigned schedule may result in disciplinary action. Any schedule questions should be directed to SIA Human Resources.

All timesheet corrections must be approved by your supervisor. Any timesheet corrections received after the 5th of the month will be reflected on your paycheck in the following month.

For example: An employee submits their March timesheet on April 1st. On April 6th, they realize there was a mistake on the timesheet, and get a correction approved by their supervisor. Since the correction occurred after the 5th, the correction amount will be accounted for in the employee’s May paycheck.

**iv. Breaks and Lunches (Non-exempt employees)**

All non-exempt Spokane International Academy employees must communicate with their supervisor to schedule the break times outlined below. Instructional Assistants are **required** to work with their supervisor to develop a written schedule of breaks and lunches at the beginning of each school year (or the beginning of employment). Any deviations from the outlined policies below must receive written approval in advance. Staff who fail to comply with the policies outlined in this section may be subject to disciplinary action.

Please refer to Washington State Labor & Industries documentation for full, up-to-date guidelines.

#### **Lunches (Meal Periods):**

- **An unpaid meal period must be given and must be taken by the employee if a shift lasts 5 hours or more**
- The lunch must be 30 minutes long and taken between the 2nd and 5th hours of the shift
- Meal periods shall be uninterrupted and completely free of normal work duty
- Staff members are not required to remain on Spokane International Academy premises during meal periods
- Employees are not allowed to skip lunches to alter their schedule (i.e. Skip lunch in order to arrive late or leave early)

#### **Rest Breaks:**

- **A paid rest break of at least 10 minutes will be provided for every 4 hours of work**
  - Employees shall not be required to work more than 3 hours without a rest break
  - Rest breaks cannot be combined
- Breaks must be scheduled/taken as close to the midpoint of the work period as possible (i.e. as close to 2 hours and 6 hours into an 8 hour shift as possible)
- Breaks shall be uninterrupted and free of normal work duty
- Staff members are expected to remain on Spokane International Academy premises during rest breaks
- Rest breaks will be considered "hours worked"

#### **v. Restroom Access**

Spokane International Academy staff shall be provided "reasonable access" to bathrooms and toilet facilities. Spokane International Academy shall not restrict the use of bathroom or toilet facilities to rigid time schedules (e.g., only during scheduled breaks), and shall not impose unreasonable time use restrictions.

#### **vi. Payroll Deductions**

Two kinds of deductions are made from your earnings:

- Those required by law, including federal and, where applicable, state withholding taxes, Social Security/Medicare taxes (an amount determined each year and matched equally by Spokane International Academy), and, by court order, garnishments/wage levies as required in the settlement of certain legal matters.
- Those authorized by you, such as contributory benefit plans, insurance, charitable donations, etc.

### **vii. Automatic Payroll Deposit (Direct Deposit)**

As a service to you, we have implemented a system whereby payroll checks may be automatically deposited into your bank account(s). You may have the entirety of your check directly deposited into your bank account(s). A paycheck stub will still be prepared for you, indicating the amount of the deposit(s) and will be accessed online. You will not receive a paper copy of your paycheck stub unless requested. The direct deposit service can be arranged through the Spokane International Academy payroll department as part of your onboarding. Please contact [hr@spokaneintlacademy.org](mailto:hr@spokaneintlacademy.org) if you have additional questions.

### **viii. Overtime Pay**

Fluctuations in Spokane International Academy's work schedule may require your supervisor to ask you to work overtime for school events (e.g. International Night), Back-to-School Night, Parent-Teacher Conferences, or other school events. **Overtime is not allowed unless pre-approved by your supervisor.**

- **Nonexempt Employees:** Nonexempt employees who are eligible for overtime pay, according to the Fair Labor Standards Act (FLSA) or their state's law, will be paid at one and one-half times their regular hourly rate for hours worked in excess of 40 in a defined work week. Holiday, sick leave and vacation hours will not be considered time worked for purposes of calculating overtime pay. In all cases, supervisor approval is required to be compensated for overtime work completed. This approval can be sought by obtaining a written approval of overtime from your supervisor and attaching it to that month's timesheet.
- **Exempt Employees:** Exempt employees are generally professional positions and such roles often require employees to work more than 40 hours in a given week. Compensation for this expectation is included in an exempt employee's salary rate and such employees are not eligible for overtime by law and will not be paid for overtime. Exempt employees are expected to work the hours necessary to perform their job duties.

Your cooperation in adjusting to changes in your work hours due to fluctuating work requirements is appreciated. Any request you may have for an adjustment to your regular or overtime work schedule should be discussed with your supervisor. **Overtime is not allowed unless pre-approved by your supervisor.** We reserve the right to establish different workweeks in different work groups.

### **ix. Additional Compensation**

Employees may be eligible from time to time to receive additional compensation for additional work. This may come in the form of stipend contracts for leading clubs, extended travel with students, teaching summer school, or other additional work.

**Additional compensation in the amount of \$500 or less will be paid as a lump sum.** If the compensation is greater than \$500, the amount paid on a contract is to be paid based on time/responsibility/incentive. This compensation will be paid over the course of the activity which generated the compensation.

**Any supplemental/stipend contracts received after the 5th of a month will be paid in the following month (or begin payment in the following month if not being paid as a lump sum).**

#### **x. Clock Hours**

To maintain their certification, educators are required by law to complete continuing education credits throughout their career. These credits are offered through “clock hours,” which are units of credit assigned to educators at a professional development or training event. Clock hour rules are available in [Chapter 181-85 WAC](#)

Below is the description of the process for approval of clock hours for training provided by SIA, or by an outside service provider. It is important to remember that teachers are ultimately responsible for submitting their own hours via the EDS platform and submitting copies of clock hour sheets to HR ([hr@spokaneintlacademy.org](mailto:hr@spokaneintlacademy.org)) for documenting on their clock hour transcript. If teachers do not submit clock hour forms to HR, they will not be tracked on the transcript kept by SIA in the employee file.

1. Clock hour providers/trainers will submit an agenda/objectives sheet and pre-populated clock hour form 1125 to the Head of School for the clock hours committee to approve.
2. The committee will respond to the trainer, or employee, seeking approval via email confirming the approval.
3. Trainer will print off adequate copies of the approved form 1125 for staff to complete upon completion of training.
4. Trainer will provide a sign in sheet at the training for staff to document their attendance. Trainer will be responsible for submitting completed sign in sheet to Human Resources following the completion of the training.
5. Following the training, staff will complete an evaluation of the training and submit to the trainer. The trainer will use the evaluations for their own feedback, but will also either submit originals, or copies of the evaluations to Human Resources for filing.
6. Staff will be responsible for submitting the clock hour form 1125 to Human Resources ([hr@spokaneintlacademy.org](mailto:hr@spokaneintlacademy.org)). Human Resources will enter these hours in a shared system and the staff member will be able to access a transcript online.
7. Staff will use hours documented on their transcript to complete the required submission on the EDS platform. (See OSPI’s guidance on this process at [www.k12.wa.us](http://www.k12.wa.us))

#### **Important to remember:**

- Hours submitted only to EDS and not to SIA will not be reflected on your clock hours transcript, and will therefore not be reflected in your pay.
- Employees are solely responsible for uploading hours to the EDS system
- It is in your best interest to keep a copy of all clock hour forms you have completed in case the filing of clock hours at SIA is inconsistent with your records.
- **Staff may not list SIA as the “approved provider” for any unapproved activities.** Staff that do this do so at their own risk. Should their certificate renewal be audited, and found to contain fraudulent activities, they will be held solely responsible for falsely representing their experience.

- Please see [OSPI's "Already Approved Certified Educators" page](#) for full details regarding renewal requirements.
- The best way to get specific information about your renewal is by [contacting OSPI](#) at 360-725-6000 between 8 am and 5 pm.

#### **xi. Fundamental Course of Study**

Instructional Assistants (paraprofessionals) at Spokane International Academy will need to complete 28 hours of Fundamental Course of Study training to meet the requirements set by the Washington Professional Educator Standards Board (PESB).

Full details of the program can be found here: <https://www.pesb.wa.gov/paraeducator-certificate-program/certificate-options/>

- Completion of the Fundamental Course of Study training is typically required within the Instructional Assistant's first two years of employment.
- The Fundamental Course of Study is required for all Instructional Assistants, including those with teaching certificates.
- Instructional Assistants are responsible for scheduling FCS training sessions themselves, and will need to work with human resources and the executive assistant to view their tracker and to schedule these training sessions.
  - Spokane International Academy will **not** sign Instructional Assistants up for FCS training sessions, with the exception of those provided during in-house Spokane International Academy training.
  - Instructional Assistants are encouraged to sign up for training sessions early in the year to allow time for schedule changes (if needed) and to ensure all necessary training sessions are able to be attended.
- New Instructional Assistants are expected to complete at least 14 hours of FCS training in their first year.
- Continuing Instructional Assistants expected to complete the remaining 14 hours of training in their second year (or to otherwise complete any FCS courses not taken during their first year).
- Instructional Assistants hired mid-year are expected to complete the same requirements within reason, and complete 28 hours by the end of their second year regardless of how many sessions are able to be completed before the end of their first school year.

Most of these sessions must be taken through NEWESD 101 or another ESD either virtually or in-person, but some sessions may be covered in SIA's annual all-staff training. SIA will cover the costs of these training sessions.

Instructional Assistants who fail to sign up for and complete the required 28 hours of FCS training may be subject to disciplinary action and/or termination. Instructional Assistants who fail to complete the training before the end of their second year of employment will need to finish any remaining training in their subsequent year(s).

## **xii. Inclement Weather and Natural Disasters**

Spokane International Academy will coincide with the decision of Spokane Public Schools regarding the closure of school for inclement weather. If there is a school closure or delayed start, it will be communicated through the Emergency Communication System (phone tree) and a staff-wide email.

If you are reluctant to drive in inclement weather, you are encouraged to carpool with others whose vehicles might be better equipped to handle the conditions, or to use public transportation. You are encouraged to make every effort to arrive at work on time whenever the facility is open. Employees who do not report to work when the facility is open must use paid vacation time or take an unpaid day. That said, Spokane International Academy strongly values employee personal safety and concerns should be discussed with the Spokane International Academy human resources department.

Spokane International Academy will utilize the emergency notification function of Bloomz, the school website, local news, radio stations, and social media accounts to notify parents, students, and staff of any closures.

Make up days for school closures will be decided following the weather event. SIA builds snow make-up days into our calendar for this purpose.

## **xiii. Performance Evaluations**

Spokane International Academy is committed to maintaining productive working relationships with all employees through frequent feedback on a formal and informal basis. Feedback includes knowing what is expected and how current performance is meeting the standards, goals, and expectations set.

The performance review process is designed to assist certificated employees in their professional development by providing feedback on their performance, identifying areas for employee development and growth, and assisting in performance management. It is based on the underlying philosophy that employee engagement improves performance.

Throughout the year, certificated staff members will be evaluated using the Danielson Framework and the Get Better Faster Framework. Certificated staff will be required to produce growth goals at the beginning of the school year that will assist in their development. Certificated staff will have one scheduled observation and one unscheduled classroom observation at minimum each school year. More information and training will be provided throughout the year. All observation information will be communicated via SchoolMint Grow.

Classified staff evaluations may also include confidential feedback from managers and other employees. The results of these evaluations will include both a celebration of an employee's strengths and a discussion of areas of growth and goals.

#### **xiv. Performance Evaluations - Employees' Responsibility**

Your career development depends on effective performance in your current job and taking the initiative to continue your growth.

A performance evaluation provides an opportunity for frank discussion about your job performance and goals. The value of the evaluation is directly related to a mutual understanding between you and your supervisor about your job. If you do not understand what is expected of you, be sure to ask questions until you do. Your annual goals and evaluations should reinforce your job description. At times, your job description may need alteration and this should be discussed with the Spokane International Academy leadership team. Job descriptions shall be kept on file for reference, especially for use in performance evaluation settings.

The performance review process requires employee participation. You may be asked to submit a self-evaluation of your performance or a portfolio to your supervisor. This will help to ensure that you have input into the performance evaluation process as you highlight your perception of your accomplishments and desires for future development. Performance evaluation is a cooperative process.

You will be asked to sign the review form verifying that you participated in the evaluation and discussion, which can be done through SchoolMint Grow. You may submit comments about the appraisal, which will become part of the record. If you disagree with the performance review, you may discuss the differences with your supervisor.

#### **xv. Travel Time (hourly employees only)**

Spokane International Academy compensates nonexempt employees for business travel. The following are some of the criteria that establish what is (and what is not) business travel. Check with your supervisor if you have any questions regarding travel time.

- Time spent in ordinary travel to and from work is not considered hours worked and is not paid.
- When travel to a temporary job site is required, such time may be paid if you are a nonexempt employee who is: (1) required to report to your regular office at the beginning or end of the day; (2) required to perform work for Spokane International Academy while traveling; or (3) required to drive an organization vehicle or transport other workers to a temporary job site.
- Exempt employees are not eligible for additional compensation for travel related to school business.

All employees who operate vehicles in connection with their employment with us must possess valid driver's licenses, insurance and may be asked to sign forms authorizing Spokane International Academy to examine their driving records.

## xvi. Reimbursed Expenses

Employees are reimbursed monthly for pre-authorized school business related expenses. **All expenses must be supported with approved documentation (receipts, agendas, etc. See below.), the Spokane International Academy Reimbursement Form, and MUST be pre-approved by your supervisor to be reimbursed.** Business expense forms can be obtained in the school office, or on the staff page of the website, and should be returned to the Business Manager.

Each employee must submit their own claim for expenses. Each employee must certify by his or her signature the claim for reimbursement of travel expenses is a true and correct claim for necessary expenses incurred by him or her, and that no payment for any claimed expense has been received by him or her.

Spokane International Academy recognizes that employees may be required to travel or incur other expenses from time to time to conduct business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that:

- Adequate cost controls are in place
- Travel and other expenditures are appropriate
- There is a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by employees

It is the policy of Spokane International Academy to reimburse only reasonable and necessary expenses actually incurred by employees.

- **Qualification of Expenses:** When accruing business expenses, Spokane International Academy expects employees to:
  - Exercise discretion and good business judgment with respect to those expenses.
  - Be cost conscious and spend Spokane International Academy's money as carefully and judiciously as the individual would spend his or her own funds.
  - Report expenses with supporting documentation.

**Expenses must be submitted within 30 days of the qualifying expense in order for the employee to receive reimbursement and will be paid at the end of that month. Failure to meet this deadline may result in the denial of reimbursement.**

Submission requirements are applicable to both employees seeking reimbursement for their expenditures, as well as those who have access to a Spokane International Academy credit card. Paying for expenses on a Spokane International Academy credit card shall not be used to circumvent these requirements.

## xvii. Local Travel

For the purpose of this Policy, local travel shall be considered any travel within the Spokane region 50 miles from Spokane International Academy's current address. In these instances, Spokane International Academy will reimburse employees for reasonable parking expenses incurred. Parking/speeding tickets

will not be reimbursed. Requests for reimbursements of this category must be submitted with receipts when possible.

*Note: Miles traveled in excess of one's normal daily commute are tax deductible to the employee at rates determined by the IRS to the extent that they have not been reimbursed by the employer. Please keep note of all such miles traveled and be sure to include on your itemized personal income tax deductions!*

Employees using their own vehicle for organization business must agree to maintain, at all times, automobile liability and property damage insurance covering the employee's own car and any other car that may be used in the conduct of his or her business. Spokane International Academy requires that third-party liability coverage should be a minimum of \$1,000,000, property damage coverage be a minimum of \$100,000, and reserves the right to see proof of such insurance.

#### **xviii. Overnight Travel – Airfare/Transportation**

Fares and hotels should be booked as soon as is reasonable after travel dates are confirmed. Spokane International Academy will pay for Coach-class tickets; any upgrades can be purchased by employees personally. Extraordinary ticket prices will be reviewed and may not be reimbursable. Hotel receipts must be submitted for reimbursement.

Other methods of travel (rail, personal vehicle mileage) will be 100% reimbursable to the degree they are cheaper than airfare to the same destination.

Transportation expenses such as Uber or taxi must be accompanied by receipts to be eligible for reimbursement. Airport shuttles should be used when available.

Travel by personal vehicle will be reimbursed at the per diem rate per mile, shown here: <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables>.

#### **xix. Overnight Travel - Meals and Per Diem Rates**

Spokane International Academy will reimburse employees for meals using per diem guidelines issued by the Federal GSA ([www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)), not the actual dollar amount spent on food. Agendas must be provided to receive meal reimbursements, and receipts are no longer required. See below.

Employees will only be reimbursed for meals that are not already covered by the lodging or event itself.

- Examples of covered meals include: Continental breakfast or lunches/dinners provided at the conference itself. Cost of meals eaten as an alternative to these covered meals will **not** be reimbursed.

A copy of the conference/workshop agenda must be attached to all travel reimbursement requests, before or after the trip. If the agenda provided by the event coordinator does not mention some/all covered meals, please submit your agenda with notes explaining which meals are covered by the lodging or event coordinator.

- For example: If your agenda provided by the event coordinator does not mention a covered breakfast but your hotel provides continental breakfast, please note that on the agenda you submit.

For purposes of the agenda and reimbursement:

- Breakfast per diem is allowed on the first day of travel if departure time is before 7 am
- Lunch per diem is allowed on the first day of travel if departure time is after 7 am
- Lunch per diem is allowed on the last day of travel if return time is after 2 pm
- Dinner per diem is allowed on the last day of travel if return time is after 7 pm

Employees will be reimbursed based on the Federal GSA per diem rate listed on the website above, and do not need to submit receipts.

## xx. Additional Reminder

Spokane International Academy maintains a strict policy that expenses in any category that could be perceived as lavish or excessive may not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- First class tickets, upgrades or excessive baggage fees
- Travel insurance
- Movies, entertainment, or liquor
- Overnight travel without prior approval
- Uber or taxi fare for transportation not required for the conference

## V. BENEFITS

### i. Benefit Programs

Information about benefits coverage is available on the staff section of the school website. We may modify, add to, or eliminate any of the benefits described in this guide. Employees will be informed about all changes to their benefit package. *The official plan documents supersede this summary; please refer to them for more detailed information.*

### ii. Eligibility for SEBB (Health) Benefits

**You are eligible for School Employee's Benefits Board (SEBB) if you are a regular employee who is regularly scheduled to work at least 630 hours per year.** If the employee's first day of work is on or after September 1st, but no later than the first day of school, coverage begins on the first day of work OR

if the employee's first day of work is any other date of the school year after the first day of school, coverage begins the first day of the month following the employee's first day of work.

Eligible dependents may also participate. These include the following:

- Your spouse
- Domestic partner (Affidavit of Domestic Partnership required)
- Dependent children under age 26 (unmarried and tax dependents of the subscriber)
- Disabled children may be eligible, regardless of age, if approved by the insurance organization

You may enroll dependents during your initial enrollment at your time of hire and their coverage will begin at the same time your coverage begins. If you do not enroll eligible dependents at the time of hire, you may enroll them during:

1. Open Enrollment, which begins in late October and ends in late November. The changes take effect January 1st each year, or;
2. Qualifying Events, examples of which include marriage/divorce, birth or adoption of a child, spouse's new coverage or loss of coverage through their employer, and others (please contact the Spokane International Academy leadership team if you believe you have or will have a qualifying event). When specified, you will need to provide proof of the qualifying event. Acceptance under this option is at the discretion of the insurance organization.

***For more specific details about health care benefits, please refer to the benefits summary (or summaries) provided by your insurance provider(s).***

If you choose to enroll in benefits and have premium payment responsibility, you will be charged the cost of these benefits through regular payroll deductions.

If you are eligible for SEBB benefits, you can waive (opt out of) your enrollment in SEBB medical coverage if you are enrolled in other employer-based group medical insurance, a TRICARE plan, or Medicare. If you waive SEBB medical coverage, you must still enroll in SEBB dental and vision coverage, basic life insurance, basic accidental death and dismemberment (AD&D) insurance, and basic long-term disability (LTD) insurance, as these are provided at no (or very low) cost to the employee.

### **iii. Medical/Dental/Vision Benefits (SEBB)**

You have a choice in selecting medical, dental and vision coverage for yourself and your dependents. The plans offered cover necessary services and supplies as outlined in the plan booklet. Please refer to the benefit summary for a description of each plan.

**iv. Life Insurance and Accidental Death and Dismemberment (AD&D) Insurance (SEBB)**

The SEBB Program provides basic life insurance and basic accidental death and dismemberment (AD&D) insurance at no cost to employees who are eligible for the employer contribution toward SEBB benefits. If eligible, you will automatically be enrolled in basic coverage, even if you waive medical coverage.

**v. Other Supplemental Benefits (SEBB)**

Under the SEBB program, employees who qualify for benefits are eligible for supplemental benefits such as Life Insurance, AD&D, Medical Flexible Spending Arrangements (FSA) and Dependent Care Assistance Program (DCAP). The employee is responsible for any additional costs associated with these supplemental benefits.

**vi. COBRA - Continuing Health Benefits (SEBB)**

If your health benefits end due to a "qualifying event" for you and/or your dependent(s), you may continue the same coverage you had as an active employee for a period of time. The federal law that permits this extension of coverage is known as the Consolidated Omnibus Budget Reconciliation Act, commonly referred to as *COBRA*.

If you qualify, you and your dependents may choose COBRA coverage under our current organization health insurance plans. To preserve your rights under COBRA, you must submit notification within 60 days of a qualifying event (which may include a reduction in hours of work, divorce, employment termination, or a covered dependent ceasing to be a dependent). While you continue coverage under COBRA, your health benefits provide the same features of coverage as those for active employees.

Following is information about qualifying events and length of coverage:

Qualified Beneficiary	Qualifying Event	Length of Continuation
Employee and/or covered dependent(s)	<ul style="list-style-type: none"> <li>● Voluntary or involuntary termination of employment (except for gross misconduct), including retirement</li> <li>● Reduction of hours</li> </ul>	<p>18 months</p> <p>29 months if due to employee/dependent disability</p>
Covered dependent(s)	<ul style="list-style-type: none"> <li>● Death of employee</li> <li>● Divorce or legal separation</li> <li>● Dependent child ceases to qualify as a</li> </ul>	36 months

	dependent under the plan (limiting age) <ul style="list-style-type: none"> <li>● Active employee becomes entitled to Medicare</li> </ul>	
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**vii. Workers' Compensation Insurance**

If you are injured on the job or contract an occupational disease, you may be entitled to medical care and wage replacement (time-loss) benefits through the workers' compensation insurance provided by Spokane International Academy. A small portion of this premium may be paid by you through payroll deduction, as provided by state law.

If you suffer an on-the-job injury or become aware that you have contracted an occupational disease, you must notify the Spokane International Academy leadership team as soon as possible and complete an accident report.

**viii. Social Security/Medicare**

As you are aware, the federal government requires you to contribute a portion of your wages to Social Security/Medicare, which should provide you with income and medical benefits when you retire or become disabled. This deduction is a percentage of your annual compensation, up to a predetermined amount. Spokane International Academy also contributes a matching amount to this program on your behalf.

**ix. Unemployment Insurance**

Unemployment Insurance is a federal/state program that provides some compensation to workers who are temporarily and involuntarily unemployed. Spokane International Academy contributes to this program on your behalf with each payroll.

For more information regarding this benefit, contact the Spokane International Academy human resources department or your local Employment Security Office.

**x. WA Cares Act**

The WA Cares Act is an earned benefit designed to assist individuals in covering long term care expenses. Long term care expenses can be defined as any combination of costs related to services or support for an individual in need of long term care.

This may include professional care, training or support for family members (including spouses or domestic partners) who are caregivers, adaptive equipment (hearing aids, medicine reminders, etc.), home delivered meals, home and safety evaluations, living space modifications (such as wheelchair ramps), transportation, or professional out-of-home care. In order to qualify for these benefits, the individual in need of long term care must need help with 3 activities of daily living, such as bathing, dressing, eating, medication management.

The WA Cares Act is driven by worker (not employer) contributions, and is required for all Washington State employees who have not received an exemption from the Employment Security District. Starting in July 2023, premiums for all employees will be 0.58% of each paycheck unless they receive an exemption (see below).

Distributions from the program begin in July of 2026, with a set lifetime total benefit of \$36,500 which will be adjusted annually for inflation. To apply for these benefits or for an exemption, please see <https://wacaresfund.wa.gov/>.

In order to receive these benefits, you must meet certain contribution criteria. For the purposes of these criteria, you must work at least 500 hours a year (about 10 hours per week) in order for that year to be considered a full year of contribution:

- You must contribute at least 3 of the last 6 years of work at the time of applying for benefits in order to apply.

OR

- You must contribute for a total of 10 years (without a consecutive break in contribution of more than 5 years) in order to receive lifetime access to the benefit. You can apply at any time, regardless of recent contributions, once you meet this criteria. If you are not contributing for more than 5 years (for example, due to exemption or unemployment), the 10 year count resets.

OR

- Employees born before 1968 can earn 10% of the benefit amount for each year they contribute. Working for 1 year would earn them 10% of \$36,500, 2 years 20%, and so on.

In order to receive an exemption, you must contact the Employment Security District. See the table below for exemption criteria:

<b>Permanent Exemption</b>	<b>Conditional Exemption</b>
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Veterans with service-connected disability rating of 70% or greater.	Workers who live out-of-state
	Workers with non-immigrant visas
	Spouses or registered domestic partners of an active-duty US Armed Forces member

You must provide Spokane International Academy with a letter from the Employment Security District confirming the exemption, and must notify your employer of the loss of conditional exemption status within 90 days if you no longer fall under one of the conditional exemption criteria.

**xi. Benefits Questions?**

Since this section of your employee handbook provides only plan highlights, please refer to the staff website for more details and important plan resources. You may also contact human resources at [hr@spokaneintlacademy.org](mailto:hr@spokaneintlacademy.org) with any questions.

## VI. Retirement

**i. Retirement Plans**

Washington State’s Department of Retirement System (DRS) offers two plan options: Plan 2 and Plan 3. These are separated between the SERS (for classified and admin staff) and TRS systems (for teachers and certificated staff), which are detailed below:

**i. School Employees Retirement System (SERS)**

SERS became effective September 1, 2000 and has both a Plan 2 and a Plan 3. An individual establishes membership in the system by being employed as a classified employee of a school district or an educational service district.

- Beginning July 1, 2007 new SERS members and potential SERS members (substitutes) with no prior PERS Plan 2 service hired into eligible positions have 90 calendar days to choose between Plan 2 or Plan 3, or the employer defaults them into Plan 3.
- Effective August 1, 2009 new SERS members with a prior PERS Plan 2 are also given the 90-day plan choice option.

Plan 2 members can retire at age 65 with five years of service or at age 55 with 20 years of service. Retirement benefits for members who retire before age 65 are actuarially reduced. Plan 2 provides disability and survivor benefits.

Plan 3 members have a two-component benefit structure: a defined benefit component and a defined contribution component. Members are eligible for the defined benefit component at age 65 if they have:

- Ten service credit years; or
- Five service credit years, including 12 service credit months after attaining age 44; or
- Five service credit years by September 1, 2000, under Plan 2 and transferred to Plan 3.

Members are also eligible for the defined benefit component at or after age 55 if they have at least ten service credit years. Retirement benefits for members who retire before age 65 are actuarially reduced. Plan 3 provides disability and survivor benefits. Members who separate from employment, at or before the defined benefit eligibility date, have immediate access to the defined contribution component.

#### **ii. Teachers' Retirement System (TRS)**

Beginning July 1, 2007, new and potential (substitute) TRS members hired into eligible positions have 90 calendar days to choose between Plan 2 or Plan 3, or the employer defaults them into Plan 3.

An individual establishes membership in the system by being employed as a teacher in the public schools. "Teacher" means any person who is qualified to teach and who is employed by a public school as an instructor, administrator or supervisor.

Plan 2 members can retire at age 65 with five years of service or at age 55 with 20 years of service. Retirement benefits for members who retire before age 65 are actuarially reduced. Plan 2 provides disability and survivor benefits.

Plan 3 members have a two-component benefit structure: a defined benefit component and a defined contribution component. Members are eligible for the defined benefit component at age 65 if they have:

- Ten service credit years; or
- Five service credit years, including 12 service credit months after attaining age 44; or
- Five service credit years by September 1, 2000, under Plan 2 and transferred to Plan 3.

Members are also eligible for the defined benefit component at or after age 55 if they have at least ten service credit years. Retirement benefits for members who retire before age 65 are actuarially reduced. Plan 3 provides disability and survivor benefits. Members who separate

from employment, at or before the defined benefit eligibility date, have immediate access to the defined contribution component.

## **ii. Retirement Eligibility**

You are eligible to enroll in SERS/TRS on the date of your hire if you work in a position that:

- Works more than 70 hours a month for five months in a year
- Is expected to continue for at least two consecutive years.

As per these regulations, most employees are eligible for DRS retirement systems. Employees eligible for a DRS retirement plan are required to enroll in a plan and may not opt-out of the plan.

Employees who are eligible for a DRS plan and fail to choose between Plan 2 or Plan 3 within 90 days of their start date will automatically be enrolled in Plan 2.

## **iii. Employee Contributions**

When you enroll, your membership choice is permanent. If you choose plan 2, contribution rates are adjusted at intervals set by DRS. If you choose plan 3, contribution rates are locked in once made and you are not able to change your rate unless you change employers. Your contributions come straight out of your paycheck before federal income taxes are withheld.

The IRS limits the annual dollar amount you can put into tax-deferred retirement plans. This dollar limit may change from one year to the next. The payroll system recognizes when you have reached the limit, and deductions will automatically stop.

## **iv. Organization Contributions**

Spokane International Academy will make an annual contribution to your account. The organization contribution amount may vary annually, but you will be given 60 days' notice of any changes. You qualify for the organization contribution if you are currently participating in the plan.

## **v. When Participation Ends**

Your participation in SERS/TRS will end on the day you leave Spokane International Academy for any reason, including termination, retirement, and disability, or otherwise cease to be an eligible employee.

## vi. DRS Account & DRS After Termination/Resignation

For current or past employees, this account can always be accessed by you at [drs.wa.gov](https://drs.wa.gov), where you can monitor how these retirement funds are being managed and growing by setting up an account. This will continue to grow until your retirement age, when you can begin to receive your benefits if you have accumulated enough service credit to become a “vested” member (requirements differ by chosen plan). For exact rules, refer to [drs.wa.gov](https://drs.wa.gov). If you begin working for another organization that participates in Washington’s DRS programs, you will resume contributions into your existing account.

## vii. Beneficiaries

When you enroll in SERS/TRS, you will name a beneficiary who will receive the vested balance of your plan account if you die. Your beneficiary can be anyone you want, but if you choose someone other than your spouse your spouse will have to sign a consent form. Beneficiary information can be entered or revised at any time through your DRS account (see above).

# VI. LEAVES

## i. Description of Leave

The following section describes SIA’s approach to annual leave for both salaried and hourly employees. It is the mission of the school to deliver a world-class education to students and this requires staff to be present as much as possible. Washington State is also facing a substitute shortage which inhibits most schools in our area from finding qualified substitute teachers. Staff are encouraged to take personal time during the year to refresh when needed. They also are encouraged to take sick leave when necessary to ensure a healthy recovery and to prevent the spread of infectious disease.

**Salaried Employees** - At the beginning of the year teachers and administrative staff will be allotted the following annual leave amounts. All of the following information is assumed per 1.0 FTE. Any employee working less than full-time will receive a prorated amount per their contract.

For new employees, leave balances are assigned at the time of hire based on their FTE. If an employee resigns or is terminated on or before their 30th working day, any paid time off that was already taken will be converted to leave without pay and deducted from their available pays.

- **Personal Leave** -
  - 40 hours (5 days) to be used at the employee’s discretion. This bank of time may be used for any purpose.
  - Up to 32 hours (4 days) will be cashed out at the end of August to all certificated employees who remain active as of the last day of the school year at the current pay rate

for a substitute teacher. No personal leave will be allowed to roll over to the following school year.

- Sick Leave (Illness or Injury) -
  - 56 hours (7 days) to be used when the employee is unable to perform their duties because of personal illness, injury or disability. All of which may be rolled into their immediate or Banked Sick Leave balances the following year.
  - Sick leave absences, including COVID-related absences (as per current regulations), of more than 3 consecutive work days must be supported by providing a doctor's note.
  - Employees may hold up to 180 days of banked paid sick leave. An employee's banked paid sick leave will also include any sick leave time transferred from the employee's previous employer. This leave can only be cashed out if the employee meets all requirements under WAC 392-136-020. This leave balance is eligible for transfer as sick leave when employment ends. Please see "Banked Sick Leave" for more details about the Sick Leave Bank.
  - Maternity/Paternity/Adoption: This leave may also be used for pregnancy, childbirth and related temporary disability to employees, to the extent the employee's physician certifies the employee's temporary disability.
  - Family Illness: This leave may be used in the event of illness within the immediate family of the employee. For purposes of this provision, immediate family shall mean spouse, parent, child, grandchild, grandparent, sibling(s), or a person living in the same household as the employee.
  - Please see the sections below regarding Banked Sick Leave balances and transfer of Banked Sick Leave
- **Emergencies:** Leave for emergency situations is taken from other leave balances. Please see the Usage of Leave Balances section below.
- **Certificated Half Days:** Since certificated half days, such as the day before fall break, are calculated as a full day of work on salaried contracts, a full day of leave must be used if an employee is taking the half day off. This applies to all types of leave, including but not limited to personal leave, sick leave, and leave without pay.
- **Should a substitute be required, time off must be taken in 4 hour increments.**

**Hourly Employees** - At the beginning of the year hourly staff will be allotted the following annual leave amounts. All information following is assumed per 1.0 FTE. Any employee working less than full-time will receive a prorated amount per their contract.

For new employees, leave balances are assigned at the time of hire based on their FTE. If an employee resigns or is terminated on or before their 30th working day, any paid time off that was already taken will be converted to leave without pay and deducted from their available pays.

- Personal Leave

- 24 hours (3 days) to be used at the employee’s discretion. This bank of time may be used for any purpose, but needs to be pre-approved by the Head of School prior to accessing these days.
- No days may be cashed out at the end of the year. Unused days will expire at the end of the school year.
- **Sick Leave (Illness, Injury)**
  - 56 hours (7 days) to be used when the employee is unable to perform their duties because of personal illness, injury or disability. All of which may be rolled into their immediate or Banked Sick Leave balances the following year.
  - Sick leave absences, including COVID-related absences (as per current regulations), of more than 3 consecutive work days must be supported by providing a doctor’s note.
  - Employees may hold up to 180 days of banked paid sick leave. An employee’s banked paid sick leave will also include any sick leave time transferred from the employee’s previous employer. This leave can only be cashed out if the employee meets all requirements under WAC 392-136-020. This leave balance is eligible for transfer as sick leave when employment ends. Please see “Banked Sick Leave” for more details about the Sick Leave Bank.
  - Maternity/Paternity/Adoption: This leave may also be used for pregnancy, childbirth and related temporary disability to employees, to the extent the employee’s physician certifies the employee’s temporary disability.
  - Family Illness: This leave may be used in the event of illness within the immediate family of the employee. For purposes of this provision, immediate family shall mean spouse, parent, child, grandchild, grandparent, sibling(s), or a person living in the same household as the employee.
  - Please see the sections below regarding Banked Sick Leave balances and transfer of Banked Sick Leave
- **Emergencies:** Leave for emergency situations is taken from other leave balances. Please see the Usage of Leave Balances section below.

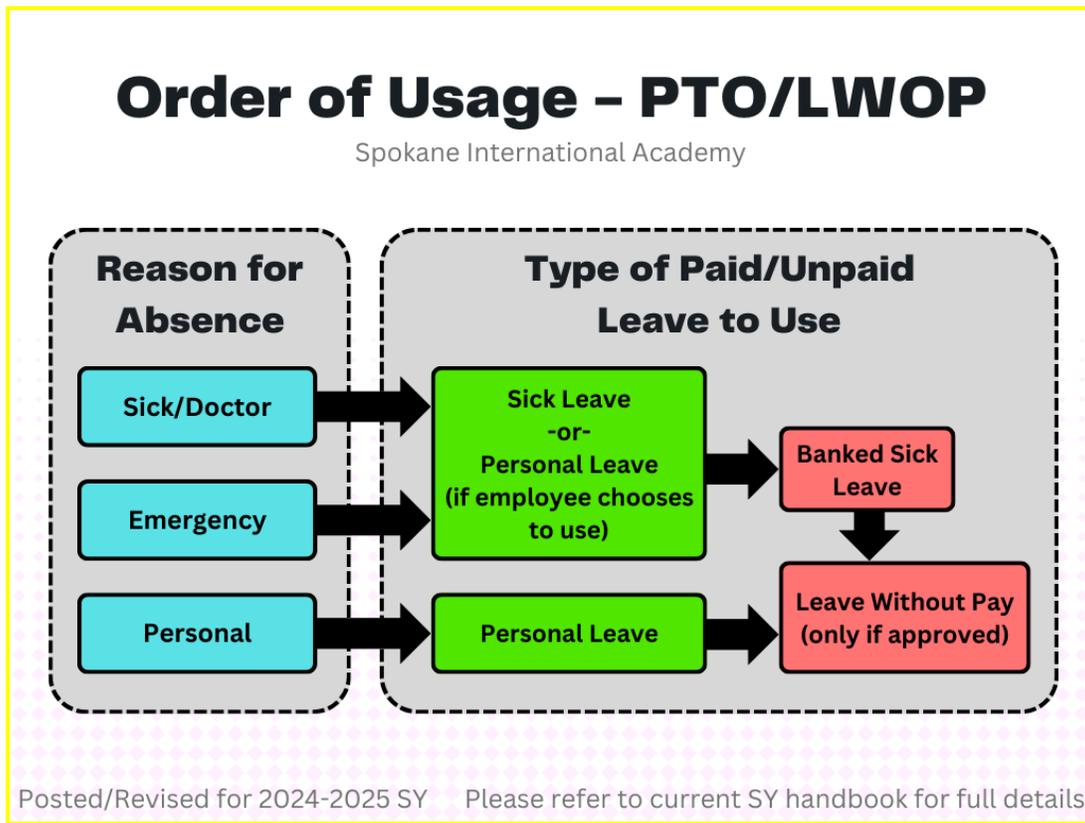
## ii. Recording Absences

It is the responsibility of the employee to record their absence in Red Rover, the school’s digital absence management system, for the day that it is taken. SIA staff will monitor and reconcile absences for payroll and accounting purposes.

## iii. Usage of Leave Balances

Spokane International Academy staff are expected to use the appropriate leave balances based on their absence type, as informed by the chart and section below, and contact Human Resources with any questions. All entered leave will be reviewed by Human Resources and the staff member’s appropriate manager before approval.

Please see the chart below for a visual breakdown of Spokane International Academy’s policy regarding the usage of leave balances.



As indicated on the chart, there are three main categories of absence reason:

- **Sick/Doctor’s Appointment:** Includes but is not limited to normal sickness, care for a family member (child, spouse, etc.), COVID absences, doctor’s/dentist/vision appointments, etc.
- **Personal:** Includes but is not limited to time off for events, pet injury/care, trips, flights, inclement weather, and anything else not covered under the Sick/Doctor or Emergency.
- **Emergency:** Includes but is not limited to transportation issues (canceled flight, car troubles, etc.), living space emergencies (fire, flood, etc.), or personal major health issues for you or a family member. Absences of this type must be approved by your supervisor.

For other types of special leave (Bereavement, Domestic Violence, Military, Jury Duty, Pro Development, etc.) please see the detailed sections below.

**iv. Absences - Key Guidelines:**

- You must receive approval from the Spokane International Academy leadership team prior to taking personal leave.
- You may not schedule your last paid workday as a vacation day. Unused leave will not be paid out should you end employment with SIA.

- **Please enter absences in 15 minute increments** (i.e. starting at 11:15 or 11:30 rather than 11:20, for example). All absences entered into Red Rover that are not in 15 minute increments will be rounded up to a 15 minute increment for purposes of paid time off balance usage.
- For teaching staff: **Absences requiring a substitute must be taken in 4 hour increments** (i.e. 4 hours or 8 hours).

When possible, a minimum of one week's notice should be given to your supervisor for planned absences, in order to schedule and accommodate substitutions (if applicable). When advanced notice is not possible, as in the case of emergency or illness, email BOTH the office AND your supervisor AS SOON AS POSSIBLE with notification of your absence and day's plans for a substitute if applicable.

#### v. Blackout Dates

There are times throughout the year when finding a substitute may constitute a significant issue for the school. These days will be blacked out and staff will not be allowed to take leave, paid or unpaid, on these days. Should an emergency take place on one of these days, the staff member must connect with their supervisor to inform them of the need to be absent.

- Blackout dates
  - August professional development (dates to be determined by Head of School)
  - First two weeks of school
  - Last two weeks of school
  - Friday afternoon staff development times
  - Conference days
  - Data days
  - International Night
  - School Vacations - The day before or after school holidays (Thanksgiving, Winter Break, Martin Luther King Jr. Day, President's Day, Spring Break, Memorial Day, Juneteenth)
  - Please see the current school calendar for these dates:
    - [https://www.spokaneintlacademy.org/\\_files/ugd/ed48bc\\_5a836f6a81cf43e28e3ec17e05f4e96c.pdf](https://www.spokaneintlacademy.org/_files/ugd/ed48bc_5a836f6a81cf43e28e3ec17e05f4e96c.pdf)

#### vi. Banked Sick Leave

- Banked Sick Leave is accrued when an employee's Sick Leave balance, as shown in Red Rover, exceeds 120 hours (15 days).
- Since 1.0 FTE employees start the year with 56 hours of sick leave, if an employee has more than 64 hours left at the end of a year each hour over 64 will be moved to the Sick Leave Bank when transferring those hours to the next year.
  - For example, if you ended a school year with 72 hours of sick leave left, you would start the following school year with 120 hours in Red Rover and 8 hours of Banked Sick Leave. (56 + 72 = 128; 128 - 120 = 8)

- Banked Sick Leave will be tracked in the Sick Leave Bank. Staff can inquire about their balance at any time by contacting HR.
  - For all employees with hours in the Sick Leave Bank, a report will be sent at the beginning of each school year notifying them of their balance in the Sick Leave Bank.
- Banked Sick Leave may only be used once your immediate sick leave hours (in Red Rover) are depleted.
- Banked Sick Leave is eligible for transfer into another Washington State public school district or charter school, but is not eligible for cash out at the time of resignation or termination.

#### **vii. Requests to Receive Shared Sick Leave**

Under some circumstances, an employee may run out of all paid leave and Banked Sick Leave when faced with an emergency. In this situation, an employee may request to receive Banked Sick Leave from other employees under the following criteria:

1.) A school employee is eligible to receive donated leave if the following conditions are met:

- The staff member suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment, physical or mental condition, or is a victim of domestic violence, stalking, or assault;
- The staff member's condition or circumstance has caused or is likely to cause the staff member to:
  - Go on leave – without pay status; or
  - Terminate their employment;
- The staff member's absence and the use of shared leave are justified by documentation;
- The staff member has depleted, or will shortly deplete, their annual leave and sick leave reserves;
- The staff member has abided by district rules regarding sick leave use; and
- The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

2.) Human resources or its designee will determine the amount of leave, if any, which a staff member may receive under this policy and procedure. However, a staff member shall not receive more leave than the number of contracted days remaining within their contract for the current school year.

3.) Leave will be calculated on a full day-donated and day-received basis (i.e. in 8 hour increments)

4.) The school will require the employee or their legal representative to submit, prior to approval or disapproval, documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature, and expected duration of the condition. (WAC 392-126-095)

5.) Request to see Policy 5406P: Leave Sharing for additional details

### **viii. Requests to Transfer Banked Sick Leave**

If an employee wishes to transfer some or all of their Banked Sick Leave to an employee who has requested leave following the above criteria, they may do so under the following conditions:

The donation of sick leave is completely voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave. Furthermore, no employee shall be discriminated against on the basis of any protected class in regards to the donation or receipt of transferred sick leave.

- 1.) A staff member who has an accrued annual leave balance of more than fifteen (15) days may request that the human resources or designee transfer a specified number of days to another person authorized to receive shared leave. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than fifteen (15) days
- 2.) A donating staff member must retain a minimum of 120 hours (15 days) of sick leave after the transfer;
- 3.) A staff member who does not accrue annual leave but who has an accrued sick leave balance of more than fifteen (15) days may request that the Payroll Department transfer a specified amount of sick leave to another person authorized to receive shared leave. A staff member may not request a transfer that would result in an accrued sick leave balance of fewer than fifteen (15) days. Sick leave as defined in RCW 28A.400.300 means leaves for illness, injury and emergencies;
- 4.) The number of leave days transferred will not exceed the amount authorized by the donating staff member;
- 5.) Any leave donated by a staff member which remains unused will be returned to the donor. To the extent administratively feasible, leave transferred by more than one staff member will be returned on a pro-rata basis
- 6.) Leave will be calculated on a day-donated and day-received basis
- 7.) All leave must be donated voluntarily and anonymously
- 8.) Request to see Policy 5406P: Leave Sharing for additional details

If you are unsure if you are able to transfer or how much you are able to transfer, please contact HR at [hr@spokaneintlacademy.org](mailto:hr@spokaneintlacademy.org).

### **ix. Unpaid Leave (Leave Without Pay)**

There may arise a time when an employee needs to take additional time off during the course of the year in an emergency situation. SIA will work, to the best of its ability, with an employee during these emergencies to ensure they are able to attend to whatever has taken place.

An employee needing to take unpaid leave (often referred to as Leave Without Pay or LWOP) must have the leave approved in writing by their supervisor prior to the leave being taken. It is at the sole discretion of the Head of School whether or not to approve the leave.

Employees will be given the flexibility to take up to three (3) days of unpaid leave in any one school year. Any employee accessing unpaid leave will be placed on an employee performance plan for use of annual leave. Once an employee uses their 3rd day of unpaid leave they will be notified by their supervisor that the next request for unpaid leave, or day failed to work, will result in the termination of their contract. Unique circumstances such as caring for a sick family member or an extended illness or injury (with a doctor's note) may arise that require an employee to take more unpaid days throughout the year. This request may only be approved by the Head of School. In these emergency situations, pending approval, the employee may or may not be placed on a performance improvement plan. In the circumstances detailed above, advanced notice of the absence must be provided to your supervisor and a doctor's note is required to be provided to Spokane International Academy within 24 hours of the appointment.

## VII. SPECIAL TYPES OF LEAVE

### i. Family and Medical Leave Act (FMLA)

After twelve months of employment with Spokane International Academy, an employee who has worked at least 1,250 hours in the twelve months preceding the commencement of the leave is eligible for up to twelve weeks of **unpaid leave** during a twelve-month rolling period. The twelve-month rolling period is measured forward from the date when the most recent family/medical leave began. The Family and Medical Leave Act (FMLA) is a **federal program** and will be administered according to regulations governing the federal Family and Medical Leave Act of 1993 (FMLA).

Leave may be taken for the following reasons:

- The birth of a child
- The placement of a child for adoption or foster care
- To care for a spouse, child, or parent with a serious health condition
- Your own serious health condition
- **Military-Related FMLA Leave:**
  - **Exigency:** For urgent needs related to a relative's (spouse, child, or parent) deployment to a foreign country or call to active duty from the military reserves.
  - **Injury:** A 26-week period of unpaid leave within a 12-month period may be available to an FMLA-eligible employee whose relative (spouse, child, parent, or relative for whom the employee is next of kin) has incurred a serious illness or injury while serving on active duty in the U.S. military. The service member or veteran must be receiving medical treatment or therapy for, or recuperating from, the serious injury or illness, and the injury or illness must have occurred within the five years preceding the date of treatment.

### FMLA Key Guidelines:

- Depending on the circumstances, your leave can be taken all at once, intermittently, or on a reduced leave schedule.
- Leave for birth or placement for adoption or foster care must conclude within twelve months of the birth or placement.
- Under the Washington Pregnancy Disability Act, leave taken for the period of sickness or disability due to pregnancy or childbirth will run concurrently with an eligible female employee's right to take twelve weeks of FMLA leave. FMLA leave will also run concurrently with Washington Family Leave Act (FLA) leave.
- When requesting a leave, provide your supervisor with as much advance written notice as possible (30 days is preferred). You must also complete a Family and Medical Leave Certification form.
- You may be required to provide certification from a qualified health care provider if the leave is due to a serious health condition. If certification is requested, you will have 15 calendar days to provide the certification. In some cases, an employee may be required to provide second and third medical opinions at the company's request.
- An employee on leave due to his or her own serious health condition or the serious health condition of a spouse, parent, or child may be required, depending on the circumstances, to provide periodic recertification that the leave is still necessary.
- An employee returning from leave taken for his or her own serious health condition may be required to provide medical certification of his or her ability to return to work.
- For FMLA absences: You will be required to use all of your accrued PTO and Banked Sick Leave, as well as, any floating holidays, as applicable. After your paid leave is exhausted, the remaining part of your leave will be unpaid.
- While on FMLA leave, you will continue to receive the same group health coverage that you held prior to the start of the leave. While you are on leave, you will be responsible for paying any portion of premiums you normally pay as an active employee.
- When you return from your leave, you will generally be eligible to return to the same position that you held prior to the leave. If that position is not available, the company will attempt to place you in an equivalent position.
- While on FMLA leave from Spokane International Academy, you may not perform work for any other employer.
- If two employees who are married to one another both work for Spokane International Academy, their annual leave entitlement may be limited to a combined total of twelve workweeks.

During FMLA leave, Spokane International Academy will continue your health benefits just as if you had continued being at work. However, if you choose not to return to work, you will be required to reimburse Spokane International Academy for any health insurance premiums the company has paid on your behalf during the leave.

Please contact the Spokane International Academy leadership team to assist you with any questions you may have regarding FMLA leave or other types of leaves.

## ii. Paid Family & Medical Leave Act

Paid Family & Medical Leave (PFML) is a **Washington state program** that is designed to provide **paid time off** in situations that prevent an employee from working, when an employee needs time to care for a family member or new child, or for certain military-related events. PFML is designed to supplement the Family and Medical Leave Act (see above section), and can be used concurrently with or in addition to FMLA; The use of FMLA does not reduce your allowed PFML benefit. Many events that qualify for either FMLA or PFML will qualify for both.

Employees working 820 hours or more in Washington state over the last 12 months can qualify for up to 12 weeks per year of medical or family leave, including full-time, part-time, and temporary employees, and including those who have worked for multiple employers over the past 12 months.

In a qualifying situation, the amount of paid medical or family leave you can take is determined by your medical provider on a case-by-case basis, up to 12 weeks a year.

Unlike FMLA, you need not exhaust your personal leave balances before taking PFML.

**Multiple Qualifying Events:** In some situations, an employee may be eligible for more than 12 weeks per year of PFML. If an employee has more than one qualifying event in the same year, they may qualify for up to 16 weeks, and if an employee experiences a condition in pregnancy that results in incapacity (for example, being put on bed rest or having a c-section), they may qualify for up to 18 weeks.

Paid Leave from the PFML program does not have to be taken all at once, but an employee must claim eight consecutive hours of leave each week, or claim zero hours if taking intermittent leave. For example, you may take one full 8 hour day of Paid Leave a week in order to attend chemotherapy treatment, or you may take your leave in full weeks to recover from a major surgery; You may not take 4 hours off on Monday and Friday of a given week using your PFML time since this is not 8 consecutive hours of leave in a week.

As of 2023, you can receive up to 90% of your weekly pay under PFML, up to a maximum of \$1,427 per week.

Under the PFML Act, Spokane International Academy is not required to protect an employee's job while they are on leave if either of the following are true:

- The employee has worked for Spokane International Academy for less than a year
- The employee has worked less than 1,250 hours for Spokane International Academy in the year before they take Paid Leave (about 24 hours a week)

Please visit <https://paidleave.wa.gov/> to learn more, or visit <https://paidleave.wa.gov/apply-now/> to apply and view up-to-date details on the content above, or reach out to Spokane International Academy HR to request resources or ask questions.

### **iii. Washington Family Care Act**

As per Washington State law, employees are entitled to use accrued paid time off to care for the following:

- A child of the employee who has a health condition that requires treatment or supervision
- A spouse, registered domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition (including short-term care of a pregnant spouse or registered domestic partner, during or after childbirth, as needed)

Employees are required to provide as much advance notice of the need for such leave as possible. For the purposes of this policy, “child” means a biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in *loco parentis* who is under 18 years of age, or 18 years of age or older and incapable of self-care because of a mental or physical disability

If the reason for the leave is the serious health condition of a spouse, parent, parent-in-law or grandparent, the normal certifications required by the organization under our vacation and sick leave policies will apply.

### **iv. Washington Pregnancy Disability Act**

As a part of the Paid Family and Medical Leave Act, leave is provided for a woman for the period of time that she is sick or temporarily disabled because of pregnancy or childbirth. The length of the leave is determined by the attending physician, based on medical necessity and the woman’s individual condition, but qualifying complications may result in additional PFML time (detailed above).

### **v. Domestic Violence Leave**

In addition to Paid Family and Medical Leave, employees in Washington State are entitled to take intermittent or other reasonable leave from work where there has been a situation of domestic violence, sexual assault, or stalking against the employee or the employee’s family member (such as parent, spouse, child, parent-in-law, grandparent, or person with whom the employee has a dating relationship). Time off may be used to take care of legal or law enforcement needs, to get medical treatment or social services assistance, to relocate to a safer location, or to engage in safety planning. This time off may be paid from accrued vacation or may be taken without pay. During the leave, you will continue to receive the same group health coverage that you held prior to the start of the leave.

Advance notice is required whenever possible; at the latest, you should notify your supervisor of the situation by the end of the first day of leave. Spokane International Academy may request written verification of the need for leave, including the reason leave is needed (i.e. domestic violence, sexual

assault, stalking), the identity of the victim, and verification that the victim is a qualifying family member. Spokane International Academy is committed to maintaining the confidentiality of the employee and the circumstances.

#### **vi. Military Leave**

If you are ordered to serve or volunteer for military training or active duty in the Armed Forces of the United States, the National Guard, the United States Coast Guard, or the Public Health Service, you may be entitled to take a leave of absence for the length of the service, in accordance with applicable law.

You should provide your supervisor with a copy of the written orders requiring your attendance. Your reinstatement upon return from military service will be in accordance with federal and state laws.

#### **vii. Washington Military Family Leave**

Employees in Washington State who work at least 20 hours per week are entitled to up to 15 days of leave to spend time with spouses who are preparing to deploy or are on short-term leave from military deployment during times of military conflict. This time off may be paid from accrued vacation or may be taken without pay. During the leave, you will continue to receive the same group health coverage that you held prior to the start of the leave. You must provide notice of this leave to Spokane International Academy within five days of receiving notice of a spouse's deployment or leave. This leave is available once per deployment.

#### **viii. Bereavement Leave**

Regular full-time employees are eligible for up to (3) days of paid leave for each instance of an immediate family member's death. Immediate family member is defined as parent, spouse, child, brother, sister, grandparent, grandchild, or parent-in-law, domestic partner, stepparent, stepchild, stepbrother, stepsister, brother/sister-in-law, or daughter/son-in-law or other relation approved by the Head of School.

#### **ix. Jury Duty**

If you are summoned for jury duty, please submit a copy of your summons to the human resources department.

If you are called to serve jury duty, you are eligible to receive up to ten days of paid time per calendar year. During this time, your regular pay will not be reduced, nor will you be required to use accrued leave. If your jury duty extends beyond two weeks, you may request to use accrued leave, Banked Sick

Leave, or request to take the additional time unpaid. You are required to report to work if you are dismissed from jury duty during your scheduled working hours.

Proof of attendance must be provided for each day absent or late due to jury duty.

## VIII. WORK ENVIRONMENT

### A. Professional Responsibilities & Rules of Management

#### i. Professional Expectations

One area Spokane International Academy prides itself on is treating education as a true profession again. To that end, all employees will be held to high professional standards.

Your prompt arrival will be expected for your work day each day, as well as to any outside assignments. Required work hours for full time teaching staff are 7:30 am - 3:30 pm each work day, or until the car line is clear, and any additional set up/prep time you may need. Classified staff will be assigned hours by their respective supervisor.

As a member of the Spokane International Academy team, you are expected to wear business casual attire Monday-Thursday and may choose to wear school logo apparel and jeans or business casual attire on Fridays.

As detailed in the sections below, staff are to remain professional in their usage of social media and representation of the school or school branding. Staff are to limit the usage of cell phones and other personal electronic devices while on duty.

You are expected to maintain an environment that is conducive to learning throughout the building at all times. This expectation extends to both the classroom and common areas like the staff room.

Most importantly, in all you do, remember the mission of Spokane International Academy and strive to uphold it.

#### ii. Spokane International Academy Mission

*The mission of Spokane International Academy is to empower its students with the academic skills, habits of mind and global competence necessary to complete advanced courses in high school and a college degree in order to become leaders who can powerfully transform their communities.*

### **iii. Parents' Right to Know Under *No Child Left Behind***

If Spokane International Academy is the recipient of Title 1 funds, at the beginning of every school year, Spokane International Academy must tell parents they have a right to request the following information about the professional qualifications of their children's teachers. Parents have the right to know:

- Whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches
- Whether the teacher has an emergency or provisional license
- What degrees the teacher holds and the field of discipline of his or her certification or degree
- Whether the child is being taught by paraprofessionals and, if so, their qualifications
- If their child has been assigned, or has been taught by—for four or more consecutive weeks—a teacher who is not highly qualified.

### **iv. Open Door Policy**

The management of Spokane International Academy encourages you to discuss any subject pertaining to your employment with your supervisor or the Spokane International Academy leadership team.

## **B. Ethical Business Practice**

SIA is committed to employing the highest quality people and strictly adhering to ethical and fair practices in our business activities. We expect 100% commitment from you and require integrity and high ethical standards in all business activities.

You should not accept gifts, make personal investments, or participate in interests or associations that may interfere with the independent exercise of your judgment, the performance of your responsibilities, and the best interest of Spokane International Academy. You are not authorized to provide professional services to a competitor or other organization that may be a conflict of interest with your work at Spokane International Academy.

Every employee has some degree of access to Spokane International Academy data, plans, decisions, customer lists, and/or other confidential information. No employee may use or release this kind of information, except as required for the performance of his or her job duties. You should also treat as confidential any information of a personal nature regarding your co-workers. This also applies to the use of inside information about firms with which we are considering an association.

While representing Spokane International Academy, you are expected to:

- Comply with all laws and regulations
- Deal honestly with all students, families, and community members
- Use organization resources properly

If you are unsure whether a situation represents a conflict of interest, please contact the Spokane International Academy leadership team to review the situation.

### **i. Employee Behavior/Personal Conduct**

Professional behavior standards are necessary for the efficient operation of Spokane International Academy and for the protection of everyone's rights and safety. Conduct that interferes with operations, brings discredit to Spokane International Academy, or is offensive to customers or fellow employees will not be tolerated, whether it occurs on or off organization time or organization property.

Spokane International Academy reserves the right to determine what conduct is inappropriate under any circumstances and what level of discipline such conduct warrants. Any questions in connection with this policy should be directed to the leadership team.

### **ii. Physical Contact with Students and Others**

Under Washington's Law, a touching is a battery, and illegal, if there is an intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. To establish battery, Washington courts have held that it is sufficient if the actor intends to inflict an offensive contact without the other's consent. There is no requirement for maliciousness or intent to inflict actual damage. The essential element of a battery is physical contact, whether injurious or merely offensive, and a battery may be committed by touching another through the clothing.

It is the policy of Spokane International Academy that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Hugs initiated by the student
- Hugs given with permission
- Pats on the shoulder or back
- Handshakes
- "High fives" and hand slapping
- Touching shoulders and arms around the shoulder area
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar purposes
- Patting a student on the knee (grades K-5)
- Sitting students on one's lap (grades K-2) for purposes of comforting
- Holding hands while walking with small children or children with significant disabilities
- Arms around shoulders
- Reasonable self defense
- Reasonable defense of another or restraint of a violent person to protect others or property

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Corporal punishment
- Sitting students on one's lap (grades 3-8)
- Touching buttocks, chests or genital areas
- Pushing a person or another person's body part (other than in self defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff-members
- Bench-pressing another person
- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact

This policy does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in behavior that is a danger to themselves or others. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited. In Washington an assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.

Any attempt to violate the guidelines in this section, or cause another person to have a reasonable fear of violation of these guidelines is prohibited. Causing reasonable fear normally includes an overt act, but words alone may be sufficient to cause reasonable fear if the words uttered under the circumstances could be reasonably assumed to imply physical contact would be attempted. Violation of this policy could subject the teacher or staff member to discipline to include termination for cause.

The victim may also choose to bring civil or criminal charges against the violator. This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident. It is impossible to define each and every instance when touching is inappropriate. Teachers and staff members should apply the rules of common sense in the circumstances they find themselves.

### **iii. Reporting Child Abuse**

**As a member of Spokane International Academy personnel, you are a mandated reporter**, which means that **if you have cause to believe that a child has suffered abuse or neglect, you are legally required to report the incident.** Pursuant to Washington state law RCW 26.44.030, when any professional school personnel, registered or licensed nurse, social service counselor, and psychologist has 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 using the following number 1-866-363-4276. When any person, in his or her official supervisory capacity with a nonprofit organization, 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 the organization 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.

**Spokane International Academy has a CPS reporting form which must be completed alongside the report to CPS. Complete the CPS reporting form, and turn it in to your direct supervisor.**

The CPS Form can be found here:

<https://docs.google.com/document/d/1qj7MzOPmE-4tZYS0GeMERhOuP0ywIVs1bQWqsIYWjZI/edit?usp=sharing>

The report must be made at the first opportunity, but in no case longer than forty-eight hours after there is reasonable cause to believe that the child has suffered abuse or neglect. The report must include the identity of the accused if known.

#### **iv. Confidentiality**

Spokane International Academy serves in a highly personal sector, and it is essential that information regarding our families, student information, research activities, finances and other important information be held in the strictest of confidence.

In the course of performing your job, you may also be exposed to confidential internal organization documents, such as compensation information and employee personnel files. Such information should not be discussed or disclosed to anyone inside or outside Spokane International Academy in any circumstance.

For example, SIA staff members are not to imply or confirm attendance of students:

- An SIA Teacher is talking with a Community Member
- The Community Member states “You work at SIA? I know [Student Name] who goes there!”
- The teacher should **NOT** claim that they know the student, confirm, or imply which class(es) they attend.

#### **v. Accessing Students' Records**

All information contained in student's records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). These records are the property of Spokane International Academy, whose responsibility it is to secure the information against loss, defacements, tampering or use by unauthorized persons. Please do not speak about children in hallways or public areas. The information about children is confidential and must not be discussed in the outside community. No child's files are to be taken off premises unless granted permission by the Spokane International Academy leadership team.

Only teachers, administrative and office personnel are permitted to review the children's files. When a file is requested from the main office, it must be signed out and returned the same day. Files may not be copied without express authorization from the Spokane International Academy leadership team or their designee. If a file is needed by 8:00 a.m. the following morning, you must request this file the day before, not later than 3:00 p.m. and that file will be pulled and ready for you when you arrive the following day. Please do not remove any materials from any student's file. Files may not leave the building without specific written authorization from Spokane International Academy leadership team or their designee. If you request a student's file, you will be responsible for its contents.

#### **vi. Liability**

The effective employee is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is good to be aware of the possible consequences of negligence.

The staff member is legally responsible to act in a reasonable and prudent manner at all times. Specifically, the teacher must do the following:

1. Never leave students unsupervised. Leaving a classroom without another responsible certificated adult present is leaving students unsupervised. Instructional Assistants should not be asked to monitor students independently in a classroom or during instructional time for any extended period of time.
2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe condition in the room or on campus to the Head of School or the Director of Facilities so that it may be corrected.
4. Strictly adhere to all stated school policies.

Failure of staff to meet their responsibilities may have severe consequences, e.g., revocation of their license, criminal charges, termination, etc. Additionally, staff may be held legally liable for negligence in the performances of their duties.

### **vii. External Information and Public Relations**

The success of Spokane International Academy depends upon the quality of the relationships between Spokane International Academy, its employees, students, parents and the general public. The public impression of Spokane International Academy and its interest in Spokane International Academy will be formed, in part, by Spokane International Academy employees. Spokane International Academy employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, Spokane International Academy, and Spokane International Academy services.

Below are several things employees can do to help leave people with a good impression of Spokane International Academy. These are the building blocks for our continued success.

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to email and voicemail within 24 hours during the workweek.
- Take great pride in their work and enjoy doing their very best.

### **viii. Use of SIA name or logos**

Anyone seeking to use the SIA name or official logos for any purpose must first get the consent of the Head of School. Inappropriate use of the SIA name or logos will be cause for conversation or potential termination depending on the severity of the issue.

No employee may benefit monetarily from the use of the SIA name or logos without prior written consent from the Head of School. Any employee that does so will be required to pay in full the amount earned to the school to be used to support student clubs or travel. A second offense will be grounds for termination.

Any students, families or members of the community using the SIA name or logos without written consent of the Head of School will also be subject to similar expectations of repayment or possible litigation.

### **ix. Social Media**

Social Media includes the various online technology tools that enable people to communicate easily over the Internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications. These websites not only provide information, but also allow for interaction during this informational exchange through user-generated content.

#### **x. Public Statements and Agency**

For all public-facing interactions, SIA staff are seen as representatives (or agents) of Spokane International Academy. Spokane International Academy staff must exercise caution and professionalism when making public statements, including but not limited to social media posts, flyers, and other publicly available content. Staff should remember that their online presence is viewed as an extension of their professional persona, and thus, all public statements should align with the school's values and code of conduct.

Inappropriate content, including but not limited to offensive language, discriminatory remarks, or sharing confidential information, can damage the school's reputation and erode trust with students, parents, and the community.

Posts reflecting negatively on the school or its stakeholders may lead to disciplinary action and legal consequences. To protect personal and professional integrity, employees are encouraged to use privacy settings, avoid discussing school-related issues publicly, and think carefully before posting content that could be misconstrued or harmful.

#### **xi. Authorizations and Content Monitoring**

Spokane International Academy presence on any social media site, including school-related accounts, such as clubs, teams, field studies, course, or other sites associated with the school must be authorized by the Spokane International Academy leadership team or designee. Any sites, accounts, or pages existing absent prior authorization will be subject to review, editing, and removal. As appropriate, a recommendation for disciplinary action may result.

To request permission for a school-related site, please send a request to the leadership team and identify a "content owner," or individual responsible for performing regular monitoring and maintenance of the website or account, and a responsible administrator assigned to the specific site. Please note that for emergency purposes only, each school-affiliated site or social media account must name the school's leadership team as an administrator. However, the site, specifically, the content owner and responsible administrator shall be responsible for monitoring and maintaining these sites and accounts in accordance with all state and federal laws, and school and board policies.

Content must not violate copyright or intellectual property laws and the content owner must secure the expressed consent of all involved parties for the right to distribute or publish recordings, photos, images, video, text, slideshow presentations, artwork or any other materials. Before posting any photographs of students, content owners shall review the list of students whose parents have not consented to having their child's photograph taken or published. No student photographs should be published for personal, promotional use or any other non- school related purpose.

The use of the Spokane International Academy logo(s) on a social media site must be approved by the leadership team.

The school's general social media sites, including the school's blogs, Facebook, Instagram, and Twitter accounts, will be managed by the leadership team or designees. Duplicate, unofficial sites shall be reported, and investigated.

## **xii. Staff Use of Social Media and Technology**

**a. Limit On-Duty Use**– Staff members are encouraged to limit their personal technology use during duty hours. Use of Personal Technology for non-school business should be limited to off-duty time and designated breaks.

**b. Work/Personal Distinction**– Staff members are encouraged to maintain a clear distinction between their personal social media use and any school-related social media sites.

**c. Student Photographs** – Absent parent permission for the particular purpose, staff members may not send, share, or post pictures, text messages, e-mails or other material that personally-identifies school students in electronic or any other form of personal technology. Staff members may not use images of students, e-mails, or other personally- identifiable student information for personal gain or profit.

**d. Professional Effectiveness**- School 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 Spokane International Academy students.

**e. Personal Social Networking & Media Accounts**– 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. Educators must give serious thought to the implications of joining an online social network.

**f. Responsible Online Identity Monitoring** – Employees are encouraged to monitor their 'online identity,' by performing search engine research on a routine basis in order to prevent their online profiles from being fraudulently compromised or simply to track information posted about them online. Often, if there is unwanted information posted about the employee online, that employee can contact the site administrator in order to request its removal.

**g. "Friending" or Connecting with Spokane International Academy Students**–Employees should not have online interactions with students on social networking sites outside of those forums dedicated to academic use. School employees' social networking profiles and personal blogs should not be linked to school students' online profiles. Additionally, School employees should

use appropriate discretion when using social networks for personal communications and should limit this activity to off-duty hours and the use of their own electronic communication devices.

**h. Contacting Students Off-Hours**—When in doubt about contacting a school student during off-duty hours using either school-owned communication devices, network services, and Internet access route or those of the employee, begin by contacting the student’s parent(s) or legal guardian through their school registered phone number. School employees should only contact school students for educational purposes and must never disclose confidential information possessed by the employee by virtue of his or her school employment.

### **xiii. Internal Information**

All reports, data, internal strategies, documents, information, data and work product, including all computer programs, graphics, software, operating instructions and data processing material, including disks, tapes and other storage media, relating to the operations, projects or work of Spokane International Academy or its students, or otherwise within the scope of the organization’s operations, are, and shall continue to be, the exclusive property of Spokane International Academy. These materials are considered “works made for hire” and are the exclusive property of Spokane International Academy. None of these materials should be loaned, rented, copied, disclosed, or given to others, and all of them must be delivered to the organization upon its request.

### **xiv. Attendance**

Regular attendance and timeliness are essential for everyone. Repeated absence or late arrival may cause difficulty for Spokane International Academy and your coworkers, so we encourage you to be especially diligent in this respect. The days and hours that you work will depend on the nature of your position and the needs of Spokane International Academy.

If you will be late for work or unable to attend work due to illness or emergency, please contact your supervisor, or the Office, in advance of your regular work time so that alternative arrangements can be made. If you require an early departure from work, you must obtain your supervisor's approval.

Unauthorized tardiness, absences, or failure to keep your supervisor informed are viewed seriously and will be treated under the Corrective Action policy.

### **xv. Job Abandonment**

Spokane International Academy expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify their supervisor, or Office Manager, as soon as practicable but no later than the employee's scheduled start

time in accordance with attendance and leave policies. Employees who fail to report to work for three (3) consecutive business days without notifying Spokane International Academy of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact Spokane International Academy for any absence, the employee should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact Spokane International Academy due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or a representative from contacting Spokane International Academy within three (3) days), the employee or the employee's representative must contact Spokane International Academy as soon as practicable to explain the situation. In extreme circumstances, Spokane International Academy will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

#### **xvi. Corrective Action**

It is essential that you accept personal responsibility for maintaining high standards of conduct and job performance, including the observance of organization procedures and guidelines. The goal of corrective action is to provide you with the information you need to make the required improvements to continue your employment with Spokane International Academy and be successful in your position.

Spokane International Academy guidelines are based on common sense and good judgment and are designed to maintain a favorable work environment. These guidelines are applied to all employees as equally and fairly as possible.

Many factors are taken into account when corrective action is necessary, including the nature and seriousness of the problem, the employee's past performance, and the surrounding circumstances. Failure to adhere to organization guidelines and individual performance expectations may result in corrective action, up to and including termination. This may include verbal warnings, written warnings, suspension with or without pay, and/or termination.

Spokane International Academy reserves the right to apply corrective action as needed. There are some situations that may result in immediate termination. These situations may include, but are not limited to, the following:

- Theft
- Willful acts or negligence leading to the damage of organization property
- Improper use of school technology
- Inappropriate behavior towards or interactions with students
- Violation of Spokane International Academy's drug and alcohol policy
- Unreasonable failure to cooperate with a supervisor or other employees
- Falsification of organization records
- Physical violence or verbal abuse of other employees, students, or members of the public
- Violation of safety rules
- Excessive absence or tardiness

- Violation of the organization's anti-harassment or equal employment opportunity policies
- Interactions with partner organizations, including local, state, or national, that are harmful to the long-term relationship between the school and that organization
- Other similarly serious offense

#### **xvii. Complaint Resolution**

In any organization, problems and misunderstandings arise from time to time. If you have a problem, management wants to know about it. We encourage you to discuss and attempt to resolve the issue with your immediate supervisor first. If the issue cannot be resolved with your immediate supervisor, we encourage you to take your problem to the Spokane International Academy leadership team.

Use of this procedure, however, will not delay implementation of any corrective or other employment action by Spokane International Academy. Moreover, Spokane International Academy reserves the right to end the procedure under circumstances it believes are appropriate.

This complaint procedure does not apply to complaints about violations of Spokane International Academy's anti-harassment or equal employment opportunity policies. For those types of complaints, refer to the guidelines and procedures set out in those policies.

#### **xviii. Whistleblower Policy**

Washington State's whistleblower law gives every employee the statutory right to report all improper actions of other employees. Spokane International Academy encourages its employees to exercise this right when necessary. "Improper action" means any of the following actions, undertaken by an employee, within the performance of his or her official duties:

- an action that is a violation of any federal, state, or local law or regulation;
- an action that is an abuse of authority;
- an action that is of substantial and specific danger to worker health and safety or to the public health or safety

Employees who become aware of an improper action, as defined above, should report it directly to their supervisor or any executive of Spokane International Academy. If requested, the employee shall submit a written report containing the information set forth below. The report should include:

- a detailed description of the improper action(s);
- the name of the employee(s) involved;
- the location where the action(s) occurred;
- when the action(s) occurred;
- any other details that may be important for the investigation – other witnesses, documents, evidence, etc.;

- if known, the specific law or regulation that has been violated; and
- the name, address, and phone number of the reporting employee.

The identity of the reporting employee will be kept confidential to the extent possible under law unless the reporting employee authorizes the disclosure of his or her name.

Employees are prohibited from taking retaliatory action against the employee who has in good faith reported an improper action. "Retaliatory action" means any adverse change in a employee's employment status, or the terms and conditions of employment, including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or hostile actions by another employee towards the reporting employee that were encouraged by a supervisor or senior manager.

Employees who believe that they have been retaliated against for reporting an improper action should provide a written notice of the charge of retaliatory action to the Human Resources department. This written notice should include a description of the specific alleged retaliatory action and a description of the specific relief requested. The notice should be delivered no later than thirty days after the occurrence of the alleged retaliatory action.

#### **xix. Personal Use of Organization Equipment/Tools**

Spokane International Academy invests in equipment to help you do your job. You are responsible for any equipment that you use during the course of your job and for any equipment that is issued to you (i.e keys, entry cards, laptops, iPads, etc.). Please take the time to learn how to use this equipment correctly and efficiently. Should you lose or damage such equipment, you will be held personally liable and be subject to corrective action, depending upon the individual circumstance. Should you leave the organization for any reason, you will be required to return any equipment issued to you as well as provide any passwords associated with those devices so they may be used by other staff in the future. Failure to return school property may result in a payroll deduction to compensate the school for the loss. Please refer to the Employee Technology policy.

#### **xx. DonorsChoose Projects and Resources**

SIA encourages teachers to utilize the teacher crowdsourcing website to acquire materials and resources that will enhance the learning experience of students in the classroom. The use of this website does not constitute a desire of SIA to supplant the use of Basic Education Allocation (BEA). All projects posted by teachers are considered "in addition to" basic supplies provided by the school.

Prior to posting a project on DonorsChoose, teachers must get written permission from their principal acknowledging their awareness of the project as well as the teacher's understanding that the resources acquired through the project are ultimately the property of SIA, not the teacher's.

DonorsChoose policy states,

- “Unless the project essay clearly indicates that materials are meant to be given to students to use and own, materials are the property of the public school or Head Start center at which the teacher is employed when resources are ordered. The teacher who created the project is the sole steward of the donation while employed at the school, carrying out the project for which the materials were donated.”
- If the teacher moves within the school: “Standard project materials should remain at the school and continue to be used by the teacher's current and future students, even if the teacher moves grade levels or subject areas. (This does not apply to consumables or other single-use items.) If the materials are no longer of use to the teacher who requested them, they can be given to another teacher in the school to use with his/her students, and that teacher becomes the steward.”
- If the teacher leaves SIA: Standard project materials and teacher-use materials should remain at the teacher's original school if a teacher leaves after receiving the materials, unless both of these criteria are met:
  - The teacher will continue to teach in an eligible public school and in a position that meets our eligibility criteria.
  - The principal gives consent for the teacher to take funded materials to use in his/her new classroom.

### C. Use of Electronic Communication Systems

Spokane International Academy maintains and utilizes a number of electronic messaging and communication systems, including voicemail, email, fax, telephones, computers, and Internet and intranet access, in order to conduct organization business. All of the messages and documents that are sent, received, composed, and/or stored on these systems are the property of Spokane International Academy. Employees using organization accounts are acting as representatives of Spokane International Academy, and as such should act in an ethical and lawful manner to avoid damaging the reputation of the organization.

Messages on Spokane International Academy's voicemail, email, and other communication systems are subject to the same policies regarding harassment and discrimination as are any other workplace communications. Offensive, intimidating, harassing, or discriminatory content in such messages will not be tolerated. (See the policies on Equal Employment Opportunity and Harassment Free Workplace found in this handbook.) These communications are also considered public record and will be gathered as such if a public records request is submitted.

This policy exists to protect the rights of both the organization and the employee. Violations of this policy may result in disciplinary action, up to and including termination

### **i. Monitoring**

Spokane International Academy has the right by law to access or monitor an employee's voice mail and email messages (outgoing and incoming) and other electronic or non-electronic communications at any time. In certain situations, Spokane International Academy may be compelled to access and disclose messages sent or received over its email and/or voice mail systems. Therefore, an employee's outgoing voicemail, email, or other messages must not indicate to the caller that his/her incoming messages will be confidential or private. Employees may not create or change passwords for computers, files, or telephone systems without approval from their supervisors. Any approved password must be given to the supervisor to allow access if needed, but should not be divulged to anyone else.

Other than Spokane International Academy, which has the right by law to access messages or documents at any time, messages in the voice mail, email, or other communication system are to be accessed only by the intended recipient or the creator, or by others at the direct request of the intended recipient or creator. Any attempt by anyone other than the above to access messages or documents on such systems will constitute a serious violation of Spokane International Academy policy.

### **ii. Security**

Files that are downloaded from email or the Internet must be scanned with virus detection software before installation or execution. All other organization security guidelines must be followed as requested.

### **iii. Personal Use**

These systems are for use by employees in conducting Spokane International Academy business. Personal use of voicemail, email, computers, or other electronic communication systems (including, but not limited to, the internet) is prohibited.

- Employee email addresses are only to be used for Spokane International Academy work purposes. Usage of employee email for personal purposes is prohibited.
- Please ensure that personal accounts, such as SIA benefit or other non-work accounts are not attached to employee emails. Employee emails will be deactivated after an employee's last day of work, and access will not be recovered for personal purposes after end of employment.
- No long-distance personal phone calls may be made on organization telephones unless approved by a manager.
- Unauthorized use of the internet includes: posting, downloading or connecting to sites that contain pornographic or violent material; engaging in "hacking" or other unauthorized entry activities; solicitation of non-organization business or other activities for personal gain; and any illegal activity.
- Before posting any information on the Internet, make certain that it reflects the professionalism, standards, and policies of Spokane International Academy. Expressing personal opinions and releasing confidential organization information are prohibited.

#### **iv. Computer Software**

Spokane International Academy prohibits the illegal duplication of software. It is illegal to make or distribute copies of copyrighted material without authorization, unless the copy is made for backup or archival purposes. Any employee engaging in the illegal reproduction of software may be subject to civil damages and criminal penalties, including fines and imprisonment. Any employee learning of any misuse of software or related documentation within Spokane International Academy should notify a manager immediately.

#### **v. Personal Websites and Blogging**

Personal web sites and web logs (blogs) have become common methods of self-expression in our culture. Spokane International Academy respects the right of employees to use these media during their personal time. If an employee chooses to identify him/herself as a Spokane International Academy employee on a website or blog, he/she must:

- Make it clear to readers that the views expressed are the employee's alone and that they do not necessarily reflect the views of Spokane International Academy.
- Not disclose any information that is confidential or proprietary to Spokane International Academy. Consult the Confidentiality policy for guidance about what constitutes confidential information.
- Uphold Spokane International Academy's values of respect for the individual and the organization by not making defamatory statements about Spokane International Academy or its employees, clients, partners, affiliates, or competitors.
- Confine the posting to his/her own time and not let blogging or web site posting interfere with his/her work performance.

If blogging or website activity compromises the organization in any way, including by causing adverse publicity or embarrassment, Spokane International Academy may request that the employee stop the activity. The employee may be subject to disciplinary action if the activity continues. Please refer to the Social Media section for more information.

## **VIII. SAFETY AND SECURITY**

### **Drug and Alcohol-Free Workplace**

Spokane International Academy prohibits the manufacture, sale, distribution, purchase, transfer, use, or possession of alcohol or illegal drugs on organization premises or while on Spokane International Academy business. We also prohibit coming to work or operating organization equipment or vehicles

under the influence of illegal drugs or alcohol. Your compliance with this policy is important for your own benefit and for the benefit of your co-workers.

If an employee is suspected of reporting to work under the influence of alcohol or illegal drugs, we may recommend that he or she obtain counseling or attend a rehabilitation program. Depending on the circumstances, however, the employee may be subject to corrective action.

Disciplinary action, up to and including termination, will be taken against any employee who violates this policy. Spokane International Academy reserves the right to deal with each case at its own discretion, in accordance with its current policies and practices and the specific circumstances involved. This may include requiring an employee to participate satisfactorily in an approved drug assistance or rehabilitation program

Alcoholic beverages may never be consumed on Spokane International Academy premises, unless provided for in a shared-use agreement of the space.

### **Keys**

Spokane International Academy may issue you keys for accessing the organization's offices and equipment. If you are issued keys, you may be asked to sign an acknowledgement of receipt and familiarize yourself with the guidelines for their use.

The keys are your responsibility, and any organization loss or damage associated with their misuse or loss may be charged to you. If the keys are ever lost or stolen, notify the Director of Facilities as soon as possible. The cost of replacing a key or key card may be charged to you.

### **Smoking**

In accordance with Washington State's Clean Indoor Air Act of 2005, smoking is prohibited indoors. If you wish to smoke, you must do it outside, at least 25 feet away from all entrances, exits, windows that open, and ventilation intakes. Your cooperation in observing this policy is requested in order to respect the rights of both smokers and non-smokers.

## **Sexual Harassment**

SIA is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

### **i. Definitions**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by SIA even if the alleged harasser is not a part of the school staff or student body. SIA prohibits sexual harassment of district employees by other students, employees, or third parties involved in school district activities.

Under federal and state law, the term "sexual harassment" includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- Quid Pro Quo sexual harassment ("this-for-that");
- sexual demands when submission is a stated or implied condition of obtaining a work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

## **ii. Investigation and Response**

If SIA knows, or reasonably should know, that sexual harassment has created a hostile environment, SIA will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, SIA will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt and equitable remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

### **iii. Retaliation and False Allegations**

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. SIA will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **iv. Staff Responsibilities**

Spokane International Academy will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator Jackie Pariseau (pariseau@spokaneintlacademy.org). All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

### **v. Notice and Training**

Human resources will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

### **Employment Discrimination Complaints**

State and federal nondiscrimination laws also protect school district employees from discrimination. Employees may file a complaint alleging discrimination in employment with their school district using the same process that is outlined above or file a complaint directly with a state or federal agency listed below.

Please note, with certain exceptions, OSPI will not investigate complaints alleging employment discrimination that may constitute a violation of Title VII of the Civil Rights Act or the Washington Law Against Discrimination. OSPI does not have jurisdiction under these laws and does not provide individual remedies under these laws. Given the role of other state and federal agencies in investigating and resolving employment discrimination complaints, OSPI will not open these complaints for investigation.

For such complaints, OSPI encourages complainants to file their complaint with an appropriate agency that investigates employment discrimination. Information about these complaint options is listed below.

### **Washington State Human Rights Commission (WSHRC)**

The WSHRC enforces the Washington Law Against Discrimination, chapter 49.60 RCW, which prohibits discrimination in employment and in places of public accommodation, including schools, age, sex, marital status, sexual orientation, gender expression, gender identity, race, creed, color, national origin, honorably discharged veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability. In general, complaints must be filed with WSHRC **within six months** from the date of the alleged discrimination.

- Phone: 1-800-233-3247
- [How to file a complaint](#)

### **U.S. Equal Employment Opportunity Commission (EEOC)**

The EEOC investigates complaints of workplace discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 and older) disability, or genetic information. In general, complaints must be filed with the EEOC **within 180 days (six months)** of the alleged discrimination.

- Phone: 1-800-669-4000
- [How to file a charge of discrimination](#)

### **Washington State Department of Labor & Industries (L&I)**

L&I investigates complaints against employers (including prospective or former employers) for violations of the Equal Pay and Opportunities Act, which prohibits gender pay discrimination and promotes fairness among workers by addressing business practices that contribute to income disparities between genders. This includes complaints related to equal pay, equal career advancement opportunities, open wage discussions, and retaliation. In general, complaints must be filed **within four years** of the alleged violation of the law. Note: L&I can

only address alleged violations that occurred **after June 7, 2018**, which is the effective date of the law, for most of the Equal Pay and Opportunities Act protections.

- Phone: 1-866-219-7321
- [How to file a complaint](#)
- [Employee Rights to Equal Pay and Opportunities](#)
- [Equal Pay and Opportunities Act Poster](#)

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights enforces federal civil rights laws, which prohibit discrimination in public schools on the basis of sex, race, color, national origin, and disability. However, with certain exceptions, OCR refers individual complaints of employment discrimination to the Equal Employment Opportunity Commission. In general, complaints must be filed with OCR **within 180 days (six months)** of the alleged discrimination.

- Phone: 1-800-607-1600
- [How to file a complaint](#)

### **Workplace Violence**

Spokane International Academy does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This includes teasing or making "jokes" about committing any sort of violent act, as well as bringing in material that, even if it is meant to be comic in nature, could be construed as a physical threat to co-workers or superiors. The following list of behaviors, while not exhaustive, contains examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Engaging in aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or the property of another employee
- Possessing a weapon while on organization property or while on organization business
- Committing acts motivated by, or related to, sexual harassment or domestic violence

Any potentially dangerous situations must be reported immediately to a supervisor. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations

will be discussed with them. Spokane International Academy will actively intervene at any indication of a possibly hostile or violent situation.

Employees are expected to exercise good judgment and to inform the Spokane International Academy leadership team if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Displaying sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee involved in committing such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

### **Weapon Possession**

The possession of weapons of any kind is prohibited at the Spokane International Academy facility. Any employee found carrying a weapon on organization premises, including in organization vehicles, will be subject to disciplinary action, up to and including termination.

### **Security: Visitors**

In order to provide a secure work environment for employees and to minimize any disruption from the performance of your job, please inform other staff of any expected visitor. To ensure the safety and comfort of your guest, please make sure that the individual is appropriately greeted and escorted when visiting our facility.

### **Safety**

It is our goal to provide and maintain safe working conditions for all employees, to follow safe operating procedures, and to comply with all safety laws, ordinances and the Spokane International Academy Safety Plan. Please be on guard for any unsafe conditions and report any problems immediately. Prevention is the key, and ordinary common sense is the best approach. Here are some general guidelines that can help ensure a safer workplace:

**Watch out for and report conditions that may cause accidents the Director of Facilities, such as:**

- Loose or broken tiles, buckled carpets, missing handrails, or slippery surfaces
- Electrical cords in aisles without protective covers
- Overloaded sockets or defective cords
- Stairwells, exits, and doorways blocked with furniture, debris, or boxes

**Learn how to operate equipment properly, especially equipment that can hurt you. For example:**

- If you use the paper cutter, leave the blade down and locked when you are finished.
- Turn off equipment that is not operating properly, put warning signs on it, and alert the proper person.
- Turn off equipment, including the coffee machine, when you leave at night; remove empty pots from burners.

**Develop safe personal habits that will help keep you from getting hurt. For example:**

- Always keep all four feet of your chair on the floor.
- Hold handrails when you use the stairs.
- Learn the proper way to lift heavy objects, using your leg muscles, not your back. Maintain an unobstructed view when you carry heavy loads. Ask for help when your load is too heavy.
- Use a ladder or step stool for hard-to-reach objects. Remember, the proper way to use a ladder is to keep one hand free at all times.

**Practice common sense and show consideration for others - it could help prevent injury to yourself or your fellow employees. For example:**

- Pick up small items off the floor and wipe up spills immediately to prevent slips and falls.
- Balance the load in file cabinets to evenly distribute the weight.
- Use handles when you open and shut desk and file drawers. Only open one drawer at a time and be sure to shut desk and file drawers completely.

**Employee Responsibilities** - To ensure the success of our safety and health program, it is essential that all employees maintain a "safety consciousness." Listed below are some important guidelines to follow:

- Observe all organization safety and health rules and apply the principles of accident prevention to your own daily activities.
- Report all job-related injuries, illnesses or property damage to your supervisor immediately. Employees in need of medical attention are required to seek treatment promptly.
- Report all unsafe conditions to your supervisor.
- Observe all hazard warnings and no smoking signs.
- Keep aisles, walkways and working areas clear of debris.
- Know the location of first aid kits, emergency exits, and evacuation procedures.
- Become familiar with the operation of the fire protection equipment in your area, such as extinguishers and alarm pull stations. Keep all emergency exit doors and stairways clear of obstacles.

- Do not run on organization premises.
- Refrain from fighting, horseplay or distracting fellow employees from their work.
- Follow proper lifting procedures at all times.
- Actively support and participate in the organization's effort to maintain a safe and healthy work environment.
- Observe all requirements of the Drug and Alcohol-Free Workplace policy.

### **Evacuation Procedures**

In case of a fire, fire drill, or natural disaster, employees should exit the building utilizing the nearest exit door leading outside, in proximity to their work area. Spokane International Academy staff will review in-depth protocol for fire drills, bomb threats, soft lockdowns, hard lockdowns, and other safety scenarios during your staff orientation in August.

### **Accident Reporting and Investigation**

In the event that you become injured while at work, please follow the steps outlined below:

- Seek appropriate first aid or medical care. Locate, or have a supervisor or co-worker show you, the first aid kit in your work area. Emergency room care is recommended only if it is a true emergency.
- Notify your supervisor or other trusted staff member
- Email [hr@spokaneintlacademy.org](mailto:hr@spokaneintlacademy.org)
- After receipt of the email, Human Resources will provide you with the appropriate employee report of injury forms.
- The form is also available on the Staff Website
  - Staff Website > Human Resources > Other Forms > “Injury/Incident Report Forms”
- It is your responsibility to complete and have your supervisor complete these forms to the best of your ability in order to aid Spokane International Academy in record keeping and accident prevention.
- If you seek care from a healthcare provider, be sure to indicate that the injury/illness is work-related so that proper paperwork can be completed.

Based on the information collected through this process, school staff will work to correct hazards to prevent future injury, if applicable.

### **Closing Comment**

This handbook provides you with an overview of the employer-employee relationship. Please keep this handbook in a place that is convenient for you to reach when it becomes necessary. Your handbook is

not intended to replace direct, regular communication. All employees are encouraged to talk to the Spokane International Academy leadership team if they have any questions or concerns. Once again, welcome to Spokane International Academy!

## Appendix A - Compensation Schedules

### How Years of Experience/Service Are Calculated (for Teachers/Instructional Assistants)

Years of experience/service are calculated based on verified, completed hours/FTE(s) at public, private, or charter schools (or universities) in the specific role you are applying for (i.e. a certificate-required teaching position). Spokane International Academy will work with you to send a verification form to any school you have previously worked with to confirm actual employment hours/FTE completed. All FTE verified will be summed and rounded to the nearest whole year for purposes of placement on the compensation schedule.

#### For example:

You are a new teacher at Spokane International Academy who has worked at other schools in the past. SIA has reached out to your previous employers and verified experience as the following:

.75 FTE teaching at John Public School + .25 FTE teaching at Jane Private School + .55 FTE teaching at Doe Charter School = 1.55 FTE total

This would be rounded up to 2 years of experience and you would begin employment at SIA at 2 Years of Experience on the salary schedule. If your total were 1.45 FTE, it would round down to 1 Year of Experience.

Since partial years are added into the total and rounded, this means that someone starting at SIA after halfway through the year may be on the same "Years of Experience" line on the compensation schedule in their second school year with SIA, due to their actual FTE(s) of work completed at SIA.

For example: You are a new Instructional Assistant with no prior experience as a paraeducator or IA. You begin work on April 1st of SY 23-24 at step 0 on the salary schedule. Since your FTE at completion of the 23-24 school year is less than 0.5 for the 23-24 school year (in other words, you started more than halfway through the school year), your contract for the 24-25 school year will still be at step 0 on the salary schedule.

#### Please note:

- Teaching experience does not count as Instructional Assistant experience, and vice versa.
- Instructional Assistant experience includes only paraeducator or instructional assistant experience in public/private/charter/college schools.
- All experience and salary decisions are subject to review and change on a per-situation basis.

## 2024-25 Teacher Salary Schedule

Years	BA +0	BA+45	BA+90	MA+0	MA+45	MA+90
0	53,004	55,661	58,321	60,094	63,299	66,503
1	54,000	56,660	59,320	61,092	63,938	67,502
2	55,018	57,665	60,319	62,091	64,936	68,501
3	56,211	58,860	61,539	63,311	66,157	69,721
4	57,433	60,080	62,760	64,532	67,378	70,942
5	58,653	61,301	63,980	65,753	68,598	72,162
6	59,874	62,521	65,201	66,973	69,819	73,383
7	61,094	63,742	66,421	68,194	71,039	74,603
8	62,315	64,962	67,642	69,414	72,260	75,824
9		66,183	68,863	70,635	73,480	77,044
10		67,403	70,185	71,956	74,802	78,774
11		68,624	72,392	74,165	77,010	81,090
12		69,845	74,658	76,429	79,276	83,405
13			76,978	78,750	81,596	85,722
14			79,311	81,083	84,006	88,127
15			81,644	83,415	86,430	90,533
16+			83,976	85,747	88,856	92,946

**Masters Degrees**

In order to qualify for an increase in pay for a Masters degree the degree must come from an accredited institution recognized by the state of Washington

(<http://www.k12.wa.us/certification/colleges/default.aspx>).

**Longevity Stipend**

Certificated staff qualify for a longevity stipend once they have completed 3 years (3.0 FTE) of employment as a teacher at Spokane International Academy. Eligibility is calculated one time each year on the first day of the school year. This means that employees begin earning the 3+ year stipend at the

beginning of their 4th full year of service at Spokane International Academy, and only if they have completed three service years at SIA (i.e. are at 2.5 FTE or more with SIA) before the first day of their 4th year of service, and so on. Stipends will be issued in September and paid out in twelve monthly installments. Teachers who serve multiple years at SIA will earn the following amounts annually-

- 3+ years = \$3,000 annual stipend
- 5+ years = \$5,000 annual stipend
- 10+ years = \$7,000 annual stipend

For example, a certificated staff member who has completed 3 years of service with SIA (has 3.0 FTE of experience with SIA) as of the first day of the school year will earn the \$3,000 stipend in that school year (their 4th year of service at SIA), paid out in 12 monthly installments.

Longevity stipends are adjusted based on contract FTE. For example, a previously full time (1.0 FTE) teacher has completed 3 years of full-time work at SIA. If the teacher works half-time (0.5 FTE) in their 4th year of service at SIA, they would receive a stipend of \$1,500 (3,000 \* 0.5) during their 4th year of service at SIA.

Years (FTE) towards qualification for the longevity stipend do not need to be consecutive, meaning employees that leave and return to SIA may still be eligible for the stipend.

### 2024-25 Instructional Assistant Hourly Rates

Years of Service	No Teaching Cert.	*Teaching Cert.
0	\$18.77/hr	\$21.42/hr
1	\$19.28/hr	\$21.42/hr
2	\$19.80/hr	\$21.42/hr
3	\$20.33/hr	\$21.42/hr
4	\$20.88/hr	\$21.42/hr
5	\$21.42/hr	\$21.42/hr

### Rationale for the above salary schedule

The salary schedule for Spokane International Academy was modeled to be competitive with what paraeducators of similar years and type of experience might make at a local neighborhood

district. The table ends at 5 years of service in alignment with our Instructional Assistant program description that states that IAs have 5 years to complete a teacher prep program in order to be hired internally or to seek employment elsewhere.

Pay for someone with a teaching certificate is based on the rate of pay they would receive as a substitute in our building. These employees are often called upon to sub and we want to ensure they are compensated for the experience they bring to our organization. *\*In order to qualify for this position, the certificate needs to be a full, current, and non-emergency teaching certificate issued by the state of Washington. Teaching certificates will be verified by Human Resources staff utilizing e-cert on OSPI's e-cert system.*

As noted above:

- Teaching experience does not count as Instructional Assistant experience, and vice versa.
- Instructional Assistant experience includes only paraeducator or instructional assistant experience in public/private/charter/college schools.

#### 2024-25 Data Coordinator

Years of Service	
0	\$21.10/hr
1	\$21.50/hr
2	\$21.90/hr
3	\$22.30/hr
4	\$22.72/hr
5	\$23.16/hr

2024-25 Operations Assistant

Years of Service	
0	\$18.39/hr
1	\$18.75/hr
2	\$19.09/hr
3	\$19.45/hr
4	\$19.81/hr
5	\$20.19/hr

2024-25 Kitchen Manager

Years of Service	
0	\$21.06/hr
1	\$21.46/hr
2	\$21.86/hr
3	\$22.26/hr
4	\$22.68/hr
5	\$23.12/hr

2024-25 Kitchen Assistant

Years of Service	
0	\$17.76/hr
1	\$18.09/hr
2	\$18.43/hr
3	\$18.78/hr
4	\$19.13/hr
5	\$19.48/hr

2024-25 Custodian

Years of Service	
0	\$18.82/hr
1	\$19.29/hr
2	\$19.83/hr
3	\$20.39/hr
4	\$20.96/hr
5	\$21.55/hr

2024-25 Stipends/Clubs - Need to add

Years of Service	
Yearbook	
Robotics	
etc	


# Coversheet

## Enrollment Update

**Section:** V. Enrollment  
**Item:** A. Enrollment Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** SIA actual vs projected enrollment-May 2024.pdf

**Spokane International Academy  
Actual vs Projected Full Time K-12 Enrollment  
For School Year Ending 2024**

Grades	<i>Actual</i>										Average	Budgeted	Variance
	September	October	November	December	January	February	March	April	May	June			
Kindergarten (Full)	66.00	70.00	72.00	72.00	71.00	70.00	71.00	70.00	70.00	70.00	70.22	69.84	0.38
1st	86.00	87.70	89.00	94.00	95.00	94.00	95.00	94.00	93.00	93.00	91.97	93.12	-1.15
2nd	90.00	88.00	89.00	93.00	91.00	91.00	92.00	94.00	93.00	93.00	91.22	93.12	-1.90
3rd	91.00	94.00	93.00	95.00	96.00	96.00	96.00	96.00	96.00	96.00	94.78	93.12	1.66
4th	88.00	91.00	92.00	94.00	95.00	94.00	95.00	94.00	93.00	93.00	92.89	93.12	-0.23
5th	69.00	71.00	72.00	72.00	72.00	72.00	71.00	71.00	70.00	70.00	71.11	66.93	4.18
6th	68.00	68.00	69.00	69.00	69.00	68.00	69.00	68.00	68.00	68.00	68.44	67.90	0.54
7th	67.00	69.00	70.00	68.00	68.00	67.00	67.00	68.00	67.00	67.00	67.89	66.90	0.99
8th	57.00	60.00	60.00	59.00	59.00	57.00	57.00	59.00	59.00	59.00	58.56	58.20	0.36
9th	35.00	34.00	35.00	34.00	34.00	33.00	34.00	34.00	34.00	34.00	34.11	33.95	0.16
10th	16.00	15.00	14.00	16.00	14.00	13.00	14.00	14.00	13.00	13.00	14.33	29.10	-14.77
11th	2.14	2.14	2.14	2.14	2.47	2.47	2.57	1.97	1.97	1.97	2.22	9.00	-6.78
12th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals</b>	<b>735.14</b>	<b>749.84</b>	<b>757.14</b>	<b>768.14</b>	<b>766.47</b>	<b>757.47</b>	<b>763.57</b>	<b>763.97</b>	<b>757.97</b>	<b>0.00</b>	<b>757.75</b>	<b>774.30</b>	<b>-16.55</b>

K-8 Totals	682.00	698.70	706.00	716.00	716.00	709.00	713.00	714.00	709.00	0.00	707.08	702.25	1.01
9-12 Totals	53.14	51.14	51.14	52.14	50.47	48.47	50.57	49.97	48.97	0.00	50.67	72.05	0.70

	September	October	November	December	January	February	March	April	May	June	Average	Projected	Variance
SPED K12	85.00	89.00	91.00	90.00	94.00	96.00	99.00	104.00	104.00		95.88	87.00	1.10