

**IDCS, INC.**

**INTEGRATED DAY CHARTER SCHOOL**

**EMPLOYEE MANUAL**

## **ABOUT THIS POLICY MANUAL**

This Manual was written to assist employees in understanding the practices and procedures of IDCS, Inc., d/b/a Integrated Day Charter School (the “School”). It is to be used as a reference to provide a general overview and is intended for informational purposes only.

Nothing in this manual, or any other Human Resources document (including benefit plan descriptions contained in separate documents) creates a promise of future employment for any employee. This Manual is not intended to create, nor should it be construed as, a contract of employment. Neither this Manual nor any other School practice or communication creates an employment contract, term or obligation of any kind on behalf of the School.

All employees of the School, other than those subject to a collective bargaining agreement, are employed on an “at will” basis, which means that both the employee and the School have the right to terminate employment at any time, for any reason or no reason, with or without notice and with or without cause.

The current Manual contains the policies and practices of the School which are in force at the time of publication. Please read this Manual thoroughly. All previously issued Manuals and any inconsistent policy statements, memoranda or practices are superseded by this document. As an employee, you are responsible for abiding by the School’s rules and policies. The School reserves the right to revise, delete or add to any programs or practices described in this Manual at any time, with or without advance notice and in the School’s sole discretion. The meaning, application and interpretation of these policies are reserved to the Board of Directors. Your continued employment after any of these policy changes indicates your agreement to abide by these policies.

This Manual may not contain all of the information that you will need during the course of your employment. As such, you may receive additional information and instructions from the School from time to time. If you have any questions regarding this Manual or any School policies, please direct your concerns to the Director.

**INTEGRATED DAY CHARTER SCHOOL  
EMPLOYEE MANUAL**

**100 – Introductions**

Welcome ..... 1  
Mission Statement..... 1  
Vision..... 1  
Orientation ..... 2

**101 – Purpose of the Employee Manual**

Purpose..... 3

**102 – General School Policies**

Employment at Will..... 4  
Equal Employment Philosophy..... 4  
Sexual and Other Harassment..... 4-6  
Internet & Email Usage ..... 6-7  
Smoking ..... 7  
Illegal Drug Abuse/Alcohol Abuse..... 8  
Unacceptable Performance, Behavior, & Conduct..... 9-10  
Employee Conduct ..... 11  
Personnel Records..... 12  
Job Abandonment ..... 12  
Personal Property ..... 12  
Affiliation Outside of the School..... 12  
Speeches, Articles & Media Contact ..... 13  
Discipline & Discharge..... 13  
Rehiring Former Employees ..... 13  
Confidentiality of School Information..... 13  
Solicitations..... 14

**103 – Work Standards**

Working Hours/Lunch Breaks ..... 15  
Punctuality and Attendance ..... 15  
Inclement Weather ..... 15  
Safety ..... 15-16  
Attire ..... 16  
Phones ..... 16  
Temporary Transfer ..... 17  
Performance Appraisals ..... 17

<b>104 – Compensation</b>	
Regular Payroll .....	18
Overtime .....	18
Training Time .....	18
<b>105 - Personal Time Off and Various Types of Leave</b>	
Personal Time Off.....	19
Family and Medical Leave.....	20-21
Bereavement Leave.....	23
Military Leave.....	23
Additional Leaves of Absence .....	23
Holiday Leave.....	24
Jury Duty Leave.....	25
<b>106 – Reimbursement for Expenses</b>	
General.....	26
Conference and Overnight Travel.....	26
Telephone and Postage Expenses .....	27
<b>107 – Problem Resolution Procedures</b>	
Open Door Policy .....	28
Suggestions .....	28
<b>108 – Employment Separation</b>	
Resignation .....	29
Exit Interview.....	29
COBRA Continuation Coverage.....	29
References.....	30

## **100 - INTRODUCTIONS**

### **Welcome**

On behalf of all of us at the Integrated Day Charter School, we extend our sincerest welcome and say that we are glad you have chosen to become a part of our organization. We hope that your association with us will be a challenging and pleasant experience. This Manual is designed to provide you with information about the School's employment policies and benefits, and answer questions you may have concerning your employment. If you have any questions that this Manual does not answer, please do not hesitate to contact the Director. We look forward to working with you.

### **Mission Statement**

The mission of the Integrated Day Charter School is to provide a flexible atmosphere which allows for the individual differences of the learners. Parents, students and instructors work together to establish a developmentally appropriate program for each student. Character development and direct instruction in a social curriculum are an integral part of the program. A commitment to and involvement in the social community, as well as the larger Norwich community, are fostered.

### **Vision**

The Integrated Day program is an alternative program which adheres to a developmental approach. Curricular content adheres to that of the Norwich Public School System, but the methods used will differ dramatically from the conventional classroom. The ID program appreciates and acknowledges that children pass through various stages on their journey to adulthood. The philosophy underlying the program recognizes that to be actively involved and truly engaged, a learner must have input into both the content of the learning as well as the process by which the knowledge is acquired. Education is viewed as a whole, a dynamic activity which extends beyond the classroom and the school and penetrates the world of the learner. To understand a subject fully, several subject areas must be incorporated, synthesized and investigated prior to the acquisition of true knowledge. The students are expected to identify areas of personal interest, investigate these areas, incorporate various subjects into their investigation and then present what they have learned to the class. Study and life skills, such as planning, problem solving, creative thinking and budgeting of time, are directly taught in relationship to a topic which is of personal interest to the student. The culminating exercise is an oral presentation which is viewed by his or her peers and videotaped for portfolio assessment. Personal projects allow the students to have input into the curriculum, allow for greater creativity and instill a sense of autonomy, personal pride and intellectual curiosity.

## **Orientation**

As a new member of the School, you will receive an orientation to the School. This orientation will cover the following major areas:

- Introduction and tour
- Issuance and discussion of School Employee Manual
- Completion of necessary tax and other forms

The orientation will follow the Orientation Presentation established by the School.

## **101 - PURPOSE OF THE EMPLOYEE MANUAL**

### **Purpose**

The School's commitment to provide the highest quality of education comes with many responsibilities to our students and the public. The Integrated Day Charter School's Employee Manual (the Manual) is designed to summarize the policies and procedures the School has adopted to meet those responsibilities. All members of the School are expected to adhere to the policies and procedures presented and to make the Director aware of any significant departures that may occur. If there is any disagreement between this manual and an applicable collective bargaining agreement, the terms of the collective bargaining agreement apply. The School expects to continually update its policies and procedures in response to changing professional and operating requirements. The School reserves the right to revoke, change, or supplement the policies in the Manual at any time without notice.

## **102 – GENERAL SCHOOL POLICIES**

### **Employment-At-Will**

Except for employees subject to a collective bargaining agreement or a written contract of a specified term, employment with the School is “employment-at-will.” This means that each such employee has the right to terminate the employment relationship at any time for any or no reason, with or without cause. The School also has the right to terminate the employment relationship at anytime for any or no reason, with or without cause and with or without prior notice. No manager or employee of the School, only the Board of Directors, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

No policy in the Manual is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in the Manual.

The policies and procedures in this Manual are not intended to be contractual commitments by Integrated Day Charter School and employees should not construe them as such.

### **Equal Employment Philosophy**

Our policy is to try to provide equal employment opportunity to all qualified applicants and employees. Consideration and selection are made without regard to an individual’s age, race, creed, color, sexual orientation, national origin, ancestry or citizenship, sex, disability, genetic predisposition or carrier status, marital status, or any other basis protected by federal, state or local law.

The School pursues this policy in all respects of employment, including hiring, promotion, transfer, termination, recruitment, compensation, selection for training, and general treatment during employment. The School also attempts to make reasonable accommodations to the known emotional, physical or mental limitations of a qualified applicant or employee with a disability, unless to do so would impose undue hardship on our business, in compliance with the Americans with Disabilities Act.

If you have any questions or concerns, please contact the Director.

### **Sexual & Other Harassment**

Sexual or other harassment of School employees is prohibited by the Civil Rights Act of 1964 and other laws. Together, federal and state laws prohibit the harassment of individuals with regard to race, color, religion, national origin, sex, age, disability, or veteran status, and certain

IDCS Governing Board Approved: 6/21/2006  
Revision: 5/19/2010

Policy # 4000.1

other classifications. Harassment is considered conduct that is focused on a person or group of persons that interferes with an employee's ability to perform assignments or that creates a hostile or intimidating work environment.

The following are examples of types of harassment that are prohibited and will not be tolerated:

- a. Verbal Abuse. Verbal abuse involves any language that is unnecessarily loud, degrades or berates others, including but not limited to racial, religious or sexual comments or jokes, sexual innuendoes, or threats of any kind.
- b. Physical Abuse. Physical abuse includes touching, hitting, pushing, kicking or threatening another person, including restraining by force or blocking the path of another.
- c. Interference or Hostile Environment. Interference or hostile environment includes any behavior or action that interferes with an employee's ability to perform work assignments, or which results in or creates a hostile or intimidating work environment.
- d. Sexual Harassment. Sexual harassment includes but is not limited to sexual advances, requests for sexual acts or favors, and other physical conduct of a sexual nature when:
  - (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
  - (3) such conduct is severe and pervasive, and has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.
- e. Retaliation. Retaliation includes any adverse action or threat of adverse action taken or made because an employee has exercised or attempted to exercise any rights under the employment laws of the United States or the State, or under the policies of the School. Retaliation includes, but is not limited to verbal abuse, threats, or withholding or withdrawal of pay, promotions, training, or other employment opportunities.
- f. Other. In addition to the above forms of harassment, any behavior or action that interferes with an employee's ability to perform job duties, or that results in or creates a hostile or intimidating work environment, is considered harassment.

Complaints of harassment will be promptly and carefully investigated and will include interviews with all relevant persons, including the complainant, the accused, and other potential

witnesses. If you feel you are being subjected to any type or degree of harassment, report the incident verbally or in writing to the Director or a member of the Board of Directors. A written complaint should include the specific nature of the harassment and the date(s) and place(s) such harassment took place, as well as the employee's name and the names of any witnesses.

Any employee found to have violated the harassment policy will be disciplined, up to and including termination. Likewise, disciplinary measures will be applied in any instance of a complaint determined to have been fabricated. In addition, the School will not tolerate the harassment of School personnel by non-personnel on the School's premises. Non-personnel include but are not limited to students, family of students, and vendors.

Any employee who follows the procedure described in this policy in good faith can be assured that he or she will be free from any and all reprisal or retaliation from filing such complaints. Investigators will make every effort to strike a balance between the parties' desire for privacy and the need to conduct a fair and effective investigation.

### **Internet and E-mail Usage**

The School considers the Internet a valuable resource. As such, it should be thought of as another source of information and communication, and given the same consideration as paper resources. Like the Wall Street Journal, the Journal of Accountancy, and other publications, the Internet is a valuable resource with a variety of uses. However, the School expects staff members to exercise professional judgment when accessing the Internet. Common sense and judgment will help ensure the Internet remains a vital tool and resource instead of a security threat. While the School encourages Internet usage to improve business productivity, any abuse may result in disciplinary action up to and including termination. The following outlines the appropriate use of the Internet by School employees.

a. Internet access is provided to employees solely for business purposes. Business purposes include communication with educational resources; communication with other employees; research; information retrieval; and other business tasks designed to achieve the School's business objectives. Correspondence and communications over the Internet should be in good taste, avoiding offensive, discriminatory, or harassing language. Also, a diligent effort should be made to avoid spelling and grammatical mistakes.

b. Some examples of inappropriate Internet usage are listed below. This should not be considered an exhaustive or all-inclusive list.

- To access obscene, sexually explicit, or politically subversive material.
- To communicate discriminatory, harassing, or obscene correspondence or material.

- To use it for personal gain, non-School solicitation, or illegal activity.
- To distribute unlicensed software.
- To represent yourself as someone else.
- To access servers for which you have no authorization.
- To use resources to alter, damage, or destroy information.
- To use it for any purposes that are contrary to the best interests of the School.

c. The School recognizes that some personal use of the Internet is unavoidable. Nevertheless, personal use should be kept to a minimum and should be in accordance with the standards of good taste described in this policy. Personal Internet use is comparable to existing telephone/fax usage policy, and if possible, should be deferred to non-business hours.

d. To prevent computer viruses from being transmitted through the School's E-mail/Internet system, employees will utilize the school's anti-virus software to check for viruses and clean, if necessary, all files brought in from outside the school.

e. The School will monitor, audit, and otherwise control access to the Internet from its networks as well as through Internet Service Provider accounts.

f. Confidential, proprietary, and sensitive information should not be communicated through the Internet. You should assume that unauthorized people might intercept all communications.

g. Any School documents transferred via the Internet must clearly indicate our School as the holder of the copyright. Employees must respect the copyrights of all materials obtained over the Internet.

h. All electronic documents created or stored, and all communications using the School's computers, are the property of the School. The School may access documents or communications stored on its property or in its systems whenever warranted by business need or legal requirements, and it will monitor its systems to ensure proper use and to prevent security violations. Employees should not expect that their communications using the School's systems are private or confidential.

i. Any violation of this policy will be subject to restriction or loss of access and other corrective action up to and including termination. The School also has the right to notify the appropriate authorities if it discovers evidence of any possible illegal activities.

j. Any employee who has witnessed misuse of the Internet including nonconformance to this policy, potential exposure to viruses, and unauthorized access should immediately report violations to the Director.

### **Illegal Drug Abuse/Alcohol Abuse**

This policy is implemented because we believe that the impairment of any Integrated Day Charter School employee due to his or her use of illegal drugs or due to alcohol abuse is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as students. Moreover, illegal drug abuse adversely affects employee morale and productivity.

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of the rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances. If the Director has a reasonable suspicion that an employee is under the influence, the employee may be required to take a urinalysis drug test as a condition of continued employment. Likewise, the use, possession, transfer or sale of any illegal drugs on School time or its premises is prohibited. Employees who violate this rule are subject to severe disciplinary action. In all instances disciplinary action to be administered shall be at the discretion and determination of the Director or the Board of Directors.

When an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, the School may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the Director. The School is aware that illegal drug use is a complex health problem that has both a physical and an emotional impact on the employee, his or her family, and social relationships. A drug abuser is a person who uses illegal drugs, as defined above, for non-medical reasons, and this use affects job performance detrimentally or interferes with normal social intercourse at work. Illegal drug use is a legal, management and a medical problem.

An employee who suspects a drug or alcohol abuse case should discuss the situation with the Director. Because each case is usually different, the handling and referral of the case will be coordinated with the Director.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance or acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

IDCS Governing Board Approved: 6/21/2006  
Revision: 5/19/2010

Policy # 4000.1

The School is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the School shall maintain employee medical and personal information in confidence and release this information on a "need to know" basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to the School to designated persons or agencies.

Nothing contained in this section shall eliminate or modify the School's right to terminate any employee at any time for any reason.

### **Smoking**

No smoking will be allowed in the School at any time or anywhere on School property. This policy is for the health and safety of all employees. Smoking is allowed outside, but away from the students and activities.

### **Unacceptable Performance, Behavior & Conduct**

The following definitions and classifications of violations, for which corrective counseling, performance improvement, or other disciplinary action may be taken, are merely illustrative. This should not be considered an exhaustive list. The nature and severity of the offense will be considered in determining any disciplinary action to be taken.

Examples of unacceptable performance issues include, but are not limited to:

- Excessive loafing, absenteeism, tardiness, or failure to come to work without sufficient explanation.
- Insubordination or failing to meet expected performance and work quality standards
- Excessive wasteful, abusive, unnecessary, or unauthorized use of School supplies and equipment, particularly for personal purposes.
- Disregarding or failing to adhere to safety or security regulations and policies.
- Failing to immediately report an accident or job-related injury.

Examples of inappropriate behavior/conduct include, but are not limited to:

- Reporting to work intoxicated or under the influence of alcohol or non-prescribed drugs; or illegally manufacturing, possessing, using, selling, distributing, or transporting drugs or inhalants.
- Bringing or using alcoholic beverages on School property or using alcoholic beverages while engaged in School business off of the premises, except where authorized.
- Falsifying any School record or report or filing a fraudulent injury-on-the-job claim.
- Failing to maintain the confidentiality of School business records or other confidential information, including client information.
- Violating the School's nondiscrimination and/or harassment policy.
- Soliciting sales, gratuities, donations, or loans from employees, vendors, students or others associated with the School, other than for permitted non-profit entities.
- Fighting or using obscene, abusive, or threatening language or gestures.
- Stealing or embezzling any money or property from or belonging to the School, co-workers, students, or visitors of the School.
- Misusing, abusing, or destroying School property, including tampering with any School records or files, or creating unsanitary conditions.
- Gambling on School property.
- Possessing ammunition, weapons or explosives, or obscene materials.
- Conviction of criminal offenses.

## **Employee Conduct**

The School is committed to conducting its business affairs with honesty and integrity. That commitment applies to relationships with vendors, employees, other professionals, and the public. You should not knowingly conduct any business that is not in the full spirit of honest and ethical behavior, nor should you cause another employee or non-employee to act otherwise, either through inducement, suggestion, or coercion.

You are expected to report dishonest activities of other employees to the Director. Failure to submit such information is considered a violation of this policy, as is the submission of information that is known to be false. It is also a violation of this policy to initiate or encourage reprisal action against any employee or other person who in good faith reports known or suspected policy violations.

You are expected to conduct yourself with a positive attitude and in a professional business-like manner at all times. Examples of appropriate conduct include:

- Reporting to work punctually, as scheduled, and being ready to work, at the assigned starting time.
- Notifying your supervisor when you will be absent from work or unable to report for work on time.
- Actively working during all work hours.
- Complying with all performance, conduct, safety and security regulations.
- Performing assigned tasks efficiently and correctly and allowing others to do the same.
- Treating students, fellow employees, and visitors in a professional, courteous, and respectful manner at all times.
- Maintaining work place and work area cleanliness and orderliness.
- Reporting to management suspicious, unethical, or illegal conduct by fellow employees.
- Refraining from behavior or conduct deemed offensive, insubordinate or undesirable, which is contrary to the School's best interest, or which is subject to disciplinary action.

## **Personnel Records**

Our School will keep a personnel file for each employee of the School. You may review and copy the contents of your personnel file. You should keep your personnel records up to date. Notify the Director of any changes in your address, telephone number, legal name, marital status, insurance beneficiary, dependents, or notification in case of accident.

The resume and other papers you submitted in applying for employment are very important parts of our hiring procedure and become a part of your personnel file. All information submitted on the form and any supporting documents or statements are subject to verification. Any falsification, misrepresentation or omission, or any misleading statements or omissions, may result in termination of employment, regardless of how or when discovered.

## **Job Abandonment**

We may terminate an employee who has three (3) days of unapproved, unreported and/or improperly reported absences. The employee may be deemed to have abandoned his/her job and to have voluntarily terminated his/her employment.

## **Personal Property**

Take particular care to protect your personal possessions, including purses and wallets. Never leave any personal property unlocked or unattended. The School's theft insurance does not cover loss of personal property and the School does not assume responsibility.

Any theft or disappearance of property should be reported immediately to the Director so that appropriate law enforcement officials can be notified. The presence of unauthorized persons on the premises should be reported to the Director.

The desks and other furnishings are property of the School, and they may be inspected by the School's management.

## **Affiliations Outside of the School**

Generally, we encourage you to affiliate with outside organizations in a manner that will bring esteem to you and to the School.

You should seek and get consent before acting as an officer or director of another corporate business enterprises, private or public. You are encouraged to affiliate with charity, religious, club, professional, or civic organizations for which no compensation is received.

## **Speeches, Articles & Media Contact**

Prior approval from the Director is necessary before any employee commits to a speaking engagement identified as on behalf of the School, and all speeches should be reviewed and approved by the Director prior to their presentation.

Prior approval from the Director is necessary before any employee commits to writing and/or publishing an article in the name of the School, and all articles should be reviewed and approved by the Director prior to their publication.

Any and all contact with the media whatsoever requires prior approval from the Director. Only the Director or the Chairman of the Board of Directors may speak to the media, to make a statement on behalf of the School.

## **Discipline and Discharge**

Violations of any of the rules and procedures set forth in this manual or any other behavior deemed inappropriate by the School may subject the employee to discipline, up to and including discharge.

## **Rehiring Former Employees**

Employees who voluntarily leave the School may be rehired at the School's discretion if their prior performance was good. However, the School is not obligated to rehire or reinstate you at your original job or salary. If you have been rehired, your rehire date will become the new effective date of employment. Benefits obtained through School programs will begin anew.

## **Confidentiality of School Information**

It is the responsibility of all employees to safeguard sensitive School information. The nature of our business is dependant upon protecting and maintaining student privacy, in addition to proprietary School information.

In consideration of their employment with Integrated Day Charter School, employees will be exposed to information and materials which are confidential and proprietary and of vital importance to the well-being of the School. Employees will not at any time disclose or use either during or subsequent to their employment, any information, knowledge or data which they receive or develop during their employment which is considered proprietary by the School or which relates to the students.

Upon termination of their employment with Integrated Day Charter School, employees must promptly return any and all documents containing the School's information, knowledge, student information or data, and any property relating to the School.

### **Solicitations**

To maintain a work atmosphere free from litter, and to protect employees from interference in the course of work or use of School facilities, we have established the following rules governing solicitation or distribution of literature by or to employees. Except as allowed by the Director:

- (1) Individuals who are not employed by the School may not solicit or distribute materials on the premises.
- (2) No employees may distribute literature or materials for any purpose not directly related to his or her assigned work, unless approved by the Director.
- (3) No employee may orally solicit another for any purpose not directly related to his or her assigned work, whether or not on school premises, during his or her working time, or the working time of the employee being solicited.
- (4) No employee may directly or indirectly sell any item, or post literature or other matters, without the proper authorization.

A bulletin board may be used to communicate information to employees. No material should be posted unless and until authorized by the Director.

## **103 - WORK STANDARDS**

### **Working Hours/Lunch Breaks**

Regular administrative hours at our School are 8:00 a.m. to 4:00 p.m., Monday through Friday. The hours for some departments are different. Full-time employees (at least 30 hours per week) are entitled to a half hour for lunch, to be taken between the hours set by the department. Adequate coverage in each department should be maintained at all times during the luncheon period. Employees who work seven and one-half (7½ ) hours or more per day are required to take at least a 30 minute break between the first two hours and the last two hours of the workday.

### **Punctuality and Attendance**

Since it is our purpose to serve the needs of our students, it is important that all employees be present and punctual every day. Employees must promptly call the Director or his/her designee, including at her home, if they expect to be absent or late. Repeated unexcused absences and excessive tardiness and disruptive to the entire staff and will not be tolerated.

### **Inclement Weather**

For non-instructional staff, in the case of inclement weather, please use your own judgment as to when you are able to get to work. If you do not feel that you will be able to get to (or stay at) work for the full day, you will be approved to use personal time for such circumstances, but you are to call the Director or your supervisor to leave a message of your intention.

### **Safety**

The School considers the safety of its employees, students and other visitors to be of paramount importance. It is our policy to provide and maintain a safe working environment. All of us have some responsibility to make this happen.

Each employee must work in a safe manner, follow prescribed safety procedures, and report to the Director any identified unsafe condition or accident occurring in the workplace. Some things that you can do are:

- keep walkways free of boxes and other objects that could be tripping hazards
- do not overload any electric circuits

- lift only those objects that are clearly within your physical capability, getting help for those heavy loads
- be aware of the locations of exits, fire extinguishers and other safety apparatus.

### **Attire**

Our business requires us to be in contact with the public and our students. Because the image you project to our students is a reflection of the School, each employee is required to report for work in the morning in proper attire and with hair neatly trimmed.

Since you are a representative of the School, and because your attire and personnel appearance goes a long way in influencing our image, we ask that you use your best judgment in determining whether your attire is proper.

We respect the fashion trends, but discourage employees from wearing any form of attire dictated by passing fads which might be considered in poor taste. Items that are currently considered inappropriate attire at the office include, but are not limited to, the following:

- Tight lycra or spandex-type pants
- Sweatpants or sweatshirts
- Halter tops or spaghetti-strapped sundresses
- Sportswear

Essentially, common sense should be used in determining appropriate attire.

### **Phones**

The office phones are for business use only, not personal calls. Necessary personal calls are allowed on a limited basis. They should be brief. Take care of your business, don't engage in idle conversation.

## **Temporary Transfer**

As business needs and priorities dictate, it may be necessary to temporarily assign you to another job. If this occurs, you shall retain your present rate of pay.

## **Performance Appraisals**

All employees will be reviewed annually for performance. The performance evaluation may or may not include a recommendation for an adjustment in the rate of pay. Upon completion of one (1) year of employment, all employees will thereafter be reviewed annually in or about March-April. These reviews will be conducted at a time and in a manner we deem best calculated to assist you and us in identifying your strong points and the areas you need to develop. At any time throughout the year, but particularly during the review process, we encourage you to discuss your job performance with us. We also would appreciate any constructive comments that you may have about the School, its policies, management or any other aspect of your employment.

## **104 - COMPENSATION**

### **Regular Payroll**

Our School shall compensate you by check on Friday for hours worked the previous two weeks.

The pay period for which you are compensated covers Sunday through Saturday bi-weekly. You will be compensated in accordance with the timecard reporting you submit. You should report your compensable time using the School's timecard system. You are responsible for the accuracy, completeness, and timeliness of your reporting.

### **Overtime**

Overtime is calculated on a weekly basis, based on hours worked. Non-exempt employees should inform their department head or the Director of their working overtime hours.

### **Training Time**

Time spent by staff in continuing education programs is compensated only when there is prior approval.

### **Emergency Recall**

In the event an employee is required to come in to work to respond to an alarm or other emergency situation, the employee shall receive a minimum of three hours pay.

## **105 – PERSONAL TIME OFF AND VARIOUS TYPES OF LEAVE**

### **Personal Time Off**

Personal time off (PTO) combines your vacation, sick days and personal days into one total giving you the flexibility to use your time off however you wish, however, PTO can ONLY be used for regularly scheduled work time. PTO works on a calendar year and depends on your position and number of years of eligible service. Full-time employees (minimum of 30 hours per week) will be eligible for PTO in accordance with the following schedule:

1. 10-month employees with less than five full years of service are entitled to 13 days of PTO per year. PTO will accrue on the basis of 3.08 hours for each full week pay period worked (not to exceed 13 days). 12-month employees with less than five full years of service are entitled to 27 days of PTO per year. PTO will be figured on the basis of 4.15 hours for each full week pay period worked (not to exceed 27 days). Accrual does not begin until an employee satisfactorily completes a 60 day probationary period.
2. 10-month employees starting their sixth continuous year of service are entitled to 16.5 days of PTO per year. PTO will be figured on the basis of 3.85 hours for each full week pay period worked (not to exceed 16.5 days). 12-month employees starting their sixth continuous year of service are entitled to 32 days of PTO per year. PTO will be figured on the basis of 4.92 hours for each full week pay period worked (not to exceed 32 days).
3. 10-month employees in their 13<sup>th</sup> continuous year of service are entitled to 17 days of PTO per year. PTO will be figured on the basis of 4.02 hours for each full week pay period worked (not to exceed 17 days). 12-month employees in their 13<sup>th</sup> continuous year of service are entitled to 38 days of PTO per year. PTO will be figured on the basis of 5.85 hours for each full week pay period worked (not to exceed 38 days).

PTO schedules are approved by the Department Head or Director. If a holiday falls within a time-off period, an extra day is granted.

Because we believe PTO is necessary annually to permit one to refresh one-self physically and mentally, it is the firm's policy not to accrue and carry over more than two years of PTO. The School does not compensate employees for unused PTO. Occasionally, special work requirements may call for cancellation of PTO plans. In this case, additional credits can be carried over to the following year if alternate plans cannot be made, and with the Director's approval.

If additional time off beyond the regular paid PTO is desired, discuss it with the Director. It may be possible to be granted a leave of absence without pay.

Payment of PTO entitlement for discontinued employees is as follows:

- If an employee is employed less than six months and the employee's services are voluntarily or involuntarily terminated, PTO pay will not be granted for the current year.
- You cannot accrue PTO for any pay period in which you take an unpaid leave of absence, or for any reason you report less than 30 hours per week within a pay period.
- Upon termination of employment as a regular, full-time staff member, you will be compensated at your current rate of pay for up to one year's accrued PTO.

### **Family and Medical Leave**

Federal laws require employers to provide family and medical leaves of absence for eligible employees. This policy will be interpreted to comply with the federal FMLA law that applies to a particular leave. To the extent state laws mandate additional protection for pregnant employees, this policy also shall be interpreted consistently with such requirements.

**The Leave Policy.** Under the federal law ("FMLA"), an eligible employee may take up to 12 weeks of unpaid leave within a 12 month period. The one year period begins with the first day of a leave of absence.

**Eligible Employees.** For an FMLA leave, the employee must have worked for the School for at least 12 months, and for at least 1,250 hours in the last 12 months.

**Reasons for leave.** Family/medical leave may be used for: (1) the birth of a child and to care for a newborn child (must be taken within 12 months after the birth of the child); (2) the placement of a child for adoption or foster care and in order to care for the newly placed child (must be taken within 12 months after the placement of the child); (3) to care for a "covered relation," which includes your spouse, child, parent, when that person has a "serious health condition," or (4) because of your own "serious health condition."

If both spouses are employed by the School, the combined leave cannot exceed the individual maximum, except that to care for a child or spouse with a serious health condition, or for the employee's own serious health condition, each spouse is entitled to the full leave.

**Notice of Leave.** You should give the School as much notice of the need for a leave as is practicable. Where the need for leave is foreseeable, you should give the School at least thirty (30) days advance notice of the need for the leave, when possible. Where the need for leave is not foreseeable, you must notify the School as soon as possible, certainly within two business days, after learning of your need for leave, except in extraordinary circumstances.

IDCS Governing Board Approved: 6/21/2006  
Revision: 5/19/2010

Policy # 4000.1

**Medical Certification.** If you are requesting leave because of your own or a covered relation's serious health condition, the appropriate health care provider must supply medical certification concerning the nature and expected duration of the illness. You may obtain a Medical Certification Form from the Director. The School may require that you have an Independent Medical Exam; at their expense.

**Reporting While on Leave.** If you take leave because of your own serious health condition or to care for a covered relation, you must contact the School periodically regarding the status of your condition and your intention to return to work. In addition, you must give notice as soon as practicable (within 2 business days is feasible) if the days of leave change or are extended or initially were unknown.

**Required Use of Paid Leave.** Family/medical leave is unpaid leave. Any accrued paid PTO, medical/sick leave, short or long-term disability, worker's compensation, or other paid personal leave will be substituted for unpaid/medical leave. The substitution of paid time for unpaid family/medical leave time does not extend the length of the leave provided by the law.

**Medical and Other Benefits.** During your family/medical leave, the School will continue to contribute toward the premium for your health benefits, as if you continued to be actively employed. If you receive a paycheck during your leave, the School will deduct your portion of the health plan premium as a regular payroll deduction. If you will not be receiving a paycheck during your leave, you must pay your portion of the premium. Your health care coverage may cease if your premium payment is more than 30 days late.

If you do not return to work at the end of the leave period, you may be required to reimburse the School for the cost of health benefit premiums paid by the School to maintain coverage during your leave.

**Intermittent and Reduced Schedule Leave.** Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday), if medically necessary. Also, while you are on an intermittent or reduced schedule leave, the School may temporarily transfer you to an available alternate position that better accommodates your recurring leave and that has equivalent pay and benefits.

**The End of Your Leave.** At the end of your leave, you will be returned to work to your former position or one with similar pay and status in accordance with federal law. If you are medically unable to perform your original job upon the expiration of your leave entitlement, you may be transferred to work suitable to your physical condition if such work is available. If your leave extends beyond the 12 weeks, you may be returned to your former or a like position if one exists, and the School cannot guarantee reinstatement.

IDCS Governing Board Approved: 6/21/2006  
Revision: 5/19/2010

Policy # 4000.1

If your leave is because of your own serious health condition, you must provide medical certification that you are fit to resume work. You may obtain a Return to Work Medical Certification Form from the Director. An employee who fails to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

If, at the end of your leave, you do not return to work, for whatever reason, your employment with the School may be terminated.

For Additional Information... If you have any questions about the School's FMLA policy, please contact the Director.

## **Bereavement Leave**

The School will pay for time off in the event of death of the following immediate family members:

Spouse	Grandchild	Sister
Parent	Father-in-law	Brother
Child or Stepchild	Mother-in-law	

The employee and supervisor/manager will determine the amount of time the employee will be absent from work. The maximum paid leave is three days in addition to all other paid leave.

## **Military Leave**

A military leave will be granted if the employee is called up for active duty military service, including being called for service in the National Guard. To be eligible for leave, the employee must give the School prior notice, except if that proves impossible.

You will be treated as any other employee on an approved leave of absence in terms of your seniority and other rights and benefits, as described in the next section of this Manual.

Unless the School's circumstances have significantly changed, the employee will be re-employed upon his/her return in the same position or a position of like seniority, status and pay. You are required to give advance notice of your intent to return to work at the School, as follows:

- if the service was for less than 31 days, within eight hours of arriving home;
- if the service was for more than 30 days but less than 181 days, by submitting an application for re-employment within 14 days after the military service ended;
- if the service was for more than 180 days, by submitting an application for re-employment within 90 days after military service ended.

There are special rules for those recovering from any injury or illness arising from their service. Please contact the Director with any questions.

## **Additional Leaves of Absence**

Regular full time employees may take a non-FMLA leave of absence only with the prior written permission of the Director. Generally, a leave of absence may be granted for additional education, child rearing or training.

Regardless of the length of reason for your leave, you will be expected to return as soon as the leave expires, without having accepted interim employment. If you do not return when the leave is over, or if you accept other employment during this leave, you will be considered as having voluntarily left the School.

You will not receive a salary during a leave of absence, but the leave will be included in your period of continuous employment. However, the usual PTO credits will not be earned during the leave. Arrangements can be made to continue your life and health care insurance at your expense for a limited period of time.

When you return to work a reasonable effort will be made to return you to your former job or a position of like pay and status. We cannot, however, guarantee that you will receive the job or salary which you held prior to your leave of absence. If no suitable position is available when you are ready to return to work, you will be placed on the preferred hiring list.

Except with illness, you should have all leave time approved in advance by the Director/Department Head. You should make your request in writing using the computerized scheduling program in Outlook or other scheduling system that may be in use. The Director/Department Head will approve or reject the request in the same program. You are also responsible for keeping the supervisor in charge on your job(s) aware of your approved leave times.

You should submit the request as much in advance as possible.

You should request paid leave only if you have already accrued the time. You cannot request paid leave in advance of accrual. Approval of the requested leave time is authorization to take the time earned only; it does not authorize an exception to leave accrual policy.

### **Holiday Leave**

We will compensate full-time (minimum 30 hours per week), 12 month staff for twelve holidays during the calendar year. 10-month, school calendar employees will only receive pay for holidays falling in the school calendar. These holidays are:

New Year's Day	Martin Luther King Day
Presidents' Day	Good Friday
Memorial Day	Independence Day (12-month employees)
Labor Day	Columbus Day
Veterans' Day	Thanksgiving
Day after Thanksgiving	Christmas Day

If a holiday occurs on a Saturday, the previous Friday will normally be designated. If a holiday occurs on a Sunday, the next Monday will normally be designated.

You must take the holiday leave on the designated day. You cannot accrue the holiday leave for future use. If you are required to work on a scheduled holiday, you will be paid accordingly (normal rate in addition to holiday pay).

### **Jury Duty Leave**

We see jury duty as an important obligation of all citizens. Please do not attempt to avoid or delay it unless it would cause personal or professional hardships.

If you are called to jury duty, you will receive full pay for 5 days. If you are required to miss work due to jury duty, the School will pay your regular salary minus any sums you may receive for serving.

## **106 – REIMBURSEMENT FOR EXPENSES**

### **General**

This policy establishes the general guidelines and procedures to be followed when school-related travel is required.

1. Travel-related expenses are to be detailed on a worksheet;
2. Employees who prefer to use their personal vehicles for their convenience on school business, including trips to the airport, will be reimbursed at the standard mileage rate provided by the IRS, assuming that the time and distance involved is reasonable under the circumstances;
3. All parking expenses and highway tolls incurred as a result of this travel will be reimbursed;
4. All air travel must be approved in advance by the Director. All personnel will travel economy class unless extenuating circumstances require otherwise and there has been prior approval of the Director. The duplicate airline ticket receipt should be attached to the reimbursement form;
5. Employees should request advance approval for use of a rental car at their destination. A copy of the rental car agreement form must accompany the travel reimbursement form;
6. Employees should select moderately priced lodging convenient to their destination to minimize time and expense. A detailed receipt from the hotel or motel must accompany the reimbursement form unless such is unavailable, in which case credit card receipt is acceptable.
7. Employees must submit receipts for meals or accept the allowable per diem rates with the reimbursement form. Reasonable tips, when paid by the employee and noted on the receipt, will be reimbursed. Alcohol will not be reimbursed.
8. Employee purchases of business supplies up to \$50 may be reimbursed, considering budget constraints, but state sales tax will not be reimbursed unless the purchase was approved in advance by the Director or Business Manager.

### **Conference and Overnight Travel**

If you attend an authorized conference, we will reimburse you for reasonable fees associated with that conference. We will pay for the registration fees charged for the conference. If a meal is not included as part of the program, we will reimburse you for reasonable meal expenses, including tips, but excluding alcohol. If hotel accommodations are part of the conference, we

IDCS Governing Board Approved: 6/21/2006  
Revision: 5/19/2010

Policy # 4000.1

will reimburse you for the actual cost of those accommodations. We will not reimburse you for the expenses incurred by you, your family or for personal expenses associated with the conference, such as movies or in hotel room food service.

You must notify the Director in advance of any travel that includes overnight expenses. You should submit your expenses for an authorized conference as soon as possible to the Business Office. You must provide appropriate documentation in order to receive reimbursement.

### **Telephone and Postage Expenses**

We will reimburse you for authorized long distance calls, cell telephone calls and postage expenses you incur in fulfillment of work related activities. You must attach appropriate documentation in order to receive reimbursement.

## **107 - PROBLEM RESOLUTION PROCEDURES**

### **Open Door Policy**

The purpose of this policy is to maintain a channel of communication whereby any School employee can discuss a working condition which is disturbing to the employee and seek to have the problem corrected if such action is warranted.

Even minor frustrations, if not expressed, can lead to a negative attitude toward another employee, your supervisor and to our School. Ultimately, this can only lead to problems with on-the-job performance, or compliance with the work rules. The open door policy has been developed and outlined here precisely to avoid this.

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with us. If your supervisor cannot help you resolve the matter, you can speak to the Director.

Remember – it is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger builds up. It is always best to deal with the problem as soon as possible, before it gets out of hand.

### **Suggestions**

If you have any suggestions or ideas that you feel would benefit the School, we encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit all of us.

## **108 - EMPLOYMENT SEPARATION**

### **Resignation**

Employees who resign from School are asked to complete a Voluntary Resignation Form and give it to the Director at least two (2) weeks before their last day.

At the sole discretion of the School, the School may choose to accept the resignation of an employee effective immediately and pay the employee for the two (2) weeks they would have worked.

### **Exit Interview**

The Director will make every effort to conduct an exit interview with employees resigning from School on their last day of work. The purpose of this interview is to provide the departing employee with details about pay or benefit eligibility and to obtain the employee's opinions about, and suggestions for improvements in, specific or general policies or procedures of the School.

### **COBRA Continuation Coverage**

As an employee of the School, if covered by group health insurance, you have a right to choose continuation coverage if you lose this coverage because of a reduction in your hours of employment or the termination of your employment. If you are the spouse of an employee or other worker covered by group health insurance, you have a right to choose this continuation coverage for yourself if you lose group health coverage for any of the following four (4) reasons:

- The death of your spouse;
- A termination of your spouse's employment or reduction in your spouse's hours of employment;
- Divorce or legal separation from your spouse; or
- Your spouse applies for and becomes entitled to Medicare.

In the case of a dependent child of an employee or other worker covered by the group health plan, he or she has the right to continuation coverage if group health coverage is lost for any of the following five (5) reasons:

- The death of a parent;

IDCS Governing Board Approved: 6/21/2006  
Revision: 5/19/2010

Policy # 4000.1

- The termination of a parent's employment or reduction in a parent's hours of employment;
- Parents' divorce or legal separation;
- A parent applies for and becomes entitled to Medicare; or
- The dependent ceases to be a 'dependent child' under the group health care.

COBRA provides that your continuation coverage may be cut short of the full coverage period you are entitled to for any of the following reasons:

- The School no longer provides group health coverage to any of its employees;
- The premium for your continuation coverage is not paid;
- You become covered under another group health plan that does not contain any provision restricting or limiting coverage of a pre-existing medical condition;
- There has been a final determination that you are no longer disabled (in the case of beneficiaries who qualified for an extra eleven (11) months' continuation coverage based on their disability at termination).

If you have any questions, a more detailed summary of the COBRA benefit is available by contacting the Director.

## **References**

Employment reference requests from other organizations will be handled by the Director. Only specific facts about an employees' work history will be discussed, such as length of employment, wages and job title.

If an employee desires further disclosure of information, he/she must supply the School with a signed Consent and Release Form.

## EMPLOYEE MANUAL ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Integrated Day Charter School Employee Manual. It is my responsibility to read the Manual and speak to the Director if I have any questions concerning its contents.

I understand that the Manual is for informational purposes only. Neither it, School practices, nor any other communications between the School and myself will create an implied or express employment contract. This manual does not affect my right to terminate my employment at any time and the School's right to do the same. I further understand that this manual and any of the policies in it may be changed at any time in the sole discretion of the School. My continued employment indicates my agreement to work under those changes. My signature here indicates my understanding that I am to abide by these policies as an employee of the School.

Employee \_\_\_\_\_

Date \_\_\_\_\_