

Employee Handbook

Hello Staff!

It's my pleasure to welcome you to the Guardian Angels Christian Academy. As a member of our team, you will play an important role in the education, nutrition and training of the children and families in our care.

We are committed to providing a happy, healthy, safe, and productive workplace. Our employees are our most precious resource. It is through you we can serve so many.

This employee handbook is a guide to acquaint you with our organization's practices, policies, and benefits. Your supervisor will be glad to help you with any questions you have after reading this handbook. If I can personally assist you don't hesitate to contact me. My door is always open.

We are thrilled you have joined our team!

Sincerely,

Peter Beskales

Peter Beskales – CEO



MISSION STATEMENT

At The Guardian Angels Christian Academy, we believe in providing children with the highest level of academic excellence in a loving, Christian environment.

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GENERAL INFORMATION

1.1 ABOUT THIS HANDBOOK

As with any new job, you will experience a period of adjustment. You will have many questions about this organization, your day-to-day activities, benefits, what you expect from us and what we expect from you. In fact, even after you have been with us for some time, you will have occasion to turn to this handbook. We have prepared this Employee Handbook to assist you in finding the answers to many of the questions you may have and to familiarize you with some of GAC ACADEMY's policies, procedures, and employee benefits. Please read it carefully and keep it for future reference.

Although we have endeavored to make this Employee Handbook as comprehensive as possible, we recognize it cannot answer every question or anticipate every situation. Accordingly, if you have additional questions, please ask your supervisor first. We welcome your interest and will do our best to respond promptly to your questions.

Remember, this Employee Handbook is only intended to provide a **summary** of GAC ACADEMY's policies, procedures, and benefits. Management may change, modify, amend, rescind, or add to any of the provisions contained in this Employee Handbook at any time. Further, this Employee Handbook may not contain all the policies and procedures which are in effect for your location and/or department. Thus, if you have any questions regarding the policies and procedures for your location and/or department, contact your supervisor.

The provisions of this Employee Handbook do not create a contract of employment. GAC ACADEMY is an "at-will" employer. That means that you are free to separate your employment at **any** time and for **any reason**. Likewise, GAC ACADEMY's management may separate your employment at any time, with or without cause, and without warning or prior corrective action.

1.2 EQUAL EMPLOYMENT OPPORTUNITY POLICY

Providing and continuing nondiscriminatory "Equal Employment Opportunity" is one of the most important personnel policies of GAC ACADEMY. Our goal is to do all we realistically can do to provide genuine equal employment opportunity, in every sense of the term, in all our operations. It is the policy of GAC ACADEMY to be fair and impartial in all its relations with our personnel and applicants for employment, without regard to age, race, creed, color, national origin, ancestry, alien or citizenship status, religion, sex (gender), sexual orientation, marital status, status as an individual with a disability or protected veteran by federal, state or local law. In addition, we will endeavor to make a reasonable accommodation to the known physical or mental limitations of any qualified applicant or employee with a disability unless such an accommodation would impose an undue hardship on the operations of our business.

We are committed to this policy, not merely because it is our legal obligation, but because it is our firm conviction that equality of opportunity is the goal of a free society.

1.3 EMPLOYEES WITH BARRIERS TO EMPLOYMENT

No qualified individual with a disability shall, on the basis of the disability, be subjected to discrimination in employment. A "Qualified" individual with a disability is one who with reasonable accommodation can perform the essential functions of the job in question. GAC ACADEMY does not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of a disability-related condition.

GAC ACADEMY makes reasonable accommodations, to the known physical and mental limitations of

qualified individuals with disabilities, applicants and employees, in order for them to perform the essential functions of the job in question, and to provide such reasonable accommodations on an individual basis in the most cost-effective manner available unless the provision of such accommodations would create an undue hardship on GAC ACADEMY or program operations. The accommodation must be necessary and sufficiently effective in overcoming the mental or physical limitation so as to enable the person to perform the essential functions of a particular job without supplanting the need for the employee with a disability. The individual with a disability must identify his/her disability and request accommodation if necessary. The CEO must be consulted to determine accommodation request procedures.

Qualified individuals with disabilities include persons who have AIDS or AIDS-related conditions, alcoholism or drug addiction presently on a program. Persons with disabilities may be required to provide a treating physician's statement indicating disability, treatment and accommodation requested.

An "individual with a disability" does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question and whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

The employee must be able to safely and substantially perform the essential functions of the job in question. It is the employee's responsibility to seek treatment, identify self as an individual with a disability and to be under the care of a physician or professional therapist. Any action taken by GAC ACADEMY that is premised on the risk of transmission of contagious diseases, including AIDS or AIDS-related conditions, will be based upon reasonable medical judgment of public health officials.

If you are in need of some type of accommodations, requests must be submitted directly to the CEO of the company.

1.4 DEPARTMENTS TO SERVE YOU

GAC ACADEMY is made up of the following departments, each working harmoniously with the other to assure maximum service to all persons:

- **Administrative**

The Chief Executive Officer of this organization offers direction and vision to the entire organization. This office coordinates IT, Facilities, and HR services, directs all departments and exercises control to ensure that all programs are carried out in the best interest of care available to all families and children. This office works directly with the Board of Directors.

- **Finance**

The responsibility of this department is to maintain accurate records of all assets, liabilities and transactions of the organization.

- **Development**

This department plays an important role in maintaining good relations with the public and communities we serve. A major responsibility of this department is to encourage the public to support GAC ACADEMY.

- **Early Education Management**

This department is responsible for the overall operations of the directly-operated child care center including staffing, long range planning and quality of programs. It provides oversight of the Center Directors.

1.5 AT-WILL EMPLOYMENT

GAC ACADEMY has an at-will employment relationship between itself and all employees. This means that GAC ACADEMY has the right to discharge without cause or notice at any time and, likewise, the employee has the right to resign without cause or notice at any time.

1.6 GAC ACADEMY - ORGANIZATIONAL CHART

GAC ACADEMY is a not for profit organization governed by a Board of Directors. GAC ACADEMY serves: Lee and Hendry Counties with directly-operated child care centers; with the USDA Child Care Food Program; and with the Child Care Training Program.

- The Board of Directors of the GAC ACADEMY.
- The Chief Executive Officer reports directly to the Board of Directors and is responsible for all employees.
- Managers, Directors and all others holding supervisory positions have the responsibility for everything that goes on in their programs or service.
- GAC ACADEMY planning is a joint effort by all supervisory staff, input from non-supervisory staff and the Board of GAC ACADEMY.

1.7 BUDGETS

The Chief Executive Officer has the ultimate responsibility for the company budgets. The budgets are developed from previous year's expenditures and predicted income for the next year.

1.8 STATUS OF PERSONNEL

FULL-TIME – Regularly scheduled to work 40 hours per week. Full-time status will be stipulated as part of the original hiring process. Full-time employees are eligible for benefits on the first of the month following the initial sixty (60) day waiting period.

PART-TIME – Regularly scheduled to work less than 30 hours per week. Part-time status will be stipulated as part of the original hiring process. Part-time employees are not eligible for benefits.

1.9 PERSONNEL FILES

Supervisors may review the personnel files of the employee they supervise. After a written request and during a scheduled appointment, a current employee may review their personnel file with personnel from the Administrative Office. Personnel files are not to be removed from the building for any reason.

All personnel files of past employees are considered private property of the GAC ACADEMY. The file or copies of said file will not be allowed to leave the building. Past employees who wish to review their file may do so in the presence of someone from the executive staff at the Administrative Office.

YOUR JOB: Our policy is to implement fair and effective personnel policies and practices. However, nothing in this Handbook should be construed as altering the employment-at-will relationship.

2.1 THE ORGANIZATION'S GOALS IN EMPLOYEE RELATIONS

- To provide equal employment opportunity and treatment regardless of age, race, creed, color, national

origin, ancestry, alien or citizenship status, religion, sex (gender), sexual orientation, marital status, status as an individual with a disability or protected veteran, or any other characteristic protected by federal, state or local law.

- To provide competitive salaries and employee benefits to the best of our ability.
- To establish reasonable hours of work based on the GAC ACADEMY's service needs.
- To monitor and comply with applicable federal and state laws and regulations concerning employee safety.
- To accept constructive suggestions that relate to methods, procedures, working conditions and the nature of the work performed.
- To establish appropriate procedures for employees to discuss matters of interest or concern with their immediate supervisors.

2.2 The GAC ACADEMY EXPECTATIONS OF EMPLOYEES

- To give a productive day's work.
- To arrive at their department and begin work on time.
- To demonstrate a considerate, friendly and constructive attitude toward fellow employees and the families and children we serve.
- To adhere to the policies adopted by GAC ACADEMY and follow the directions of their supervisor.

2.3 ADMINISTERING POLICIES, PRACTICES AND PROCEDURES

GAC ACADEMY management has the right to exercise judgment in establishing and administering the Policies, Practices and Procedures at GAC ACADEMY and to make changes in these as is deemed appropriate. The same management also has the right to take whatever action is necessary, in the organization's judgment, to operate the business of GAC ACADEMY and set the standards of productivity and services being rendered by the organization and staff. GAC ACADEMY retains the sole right to exercise all managerial functions including, but not limited to, the following:

- To determine and change starting times, quitting times and shifts.
- To promote employees within departments or into other departments and other classifications.
- To supervise, discipline and discharge employees.
- To determine and change the size of the workforce.
- To establish, change and abolish policies, practices, rules and regulations at-will and as it sees fit; that the affected employee(s) be notified in writing of the new changes.
- To determine and change methods by which its operations are to be carried out.
- To determine and change the nature, location, goods produced, services rendered, quantity and continued operation of the business.
- To assign duties with or without reasonable accommodations to employees in accordance with GAC ACADEMY's needs and requirements, and to carry out all administrative and management functions.

2.4 SELECTION PROCESS FOR PERSONNEL

Personnel shall be selected on the basis of professional competence and ability to carry out GAC ACADEMY's mission.

- The operation of GAC ACADEMY will, at all times, comply with Title VI of the Civil Rights Act of 1964, as amended in 1972.
- All employees are required to comply with the ADA in working with fellow employees and the

families and children we serve.

- The policy of GAC ACADEMY is to employ the best qualified people available to perform the tasks for which GAC ACADEMY is responsible.
- GAC ACADEMY is in compliance with the Civil Rights Act, the Americans with Disabilities Act and the Age Discrimination in Employment Act.

2.5 EMPLOYMENT – MANPOWER SOURCES

Job openings shall be posted on GAC ACADEMY’s web site, www.GAC.academy.org as openings occur. If deemed beneficial or necessary, some jobs may be advertised in local papers or through electronic media. In recruiting personnel, GAC ACADEMY shall communicate the following to prospective employees:

- Requirements of the position, including wage/salary.
- The particulars of the job description.
- Other qualifications sought in the candidates for the position.

2.6 EMPLOYMENT REHIRE STATUS

GAC ACADEMY will grant rehire status to former employees meeting certain criteria:

- Separation from employment was voluntary.
- Employee gave a minimum of two (2) week’s notice.
- Employee’s job performance was satisfactory during previous employment.

2.7 EMPLOYMENT APPLICATIONS

For convenience and uniformity, applications for employment will be made to GAC ACADEMY’s Administrative Office. Paper applications and/or resumes will be maintained for one (1) year from the original date of the application. Applications and all vacancies are available online. All applicants are encouraged to apply for any open position online.

Any applicant will complete an application form for any job(s) listed on the vacancies list. Applications must be completed before the initial interview.

Assistance is available for any applicant needing help completing the application.

2.8 EMPLOYMENT INTERVIEWING

All applicants, except those for executive staff positions, will have their first interview with the director of the department in which they are seeking employment. This process will be followed for all GAC ACADEMY employees except for the Chief Executive Officer, who is employed by the Board. Applications are to be filled out completely. Interviews will not be given if the application is not completed.

After tentative selection has been made, the applicant will then be either hired or referred to the correct department for a second interview.

2.9 EMPLOYMENT REFERENCE CHECKS

Previous employers will be contacted to determine the dependability and performance of the applicant. All reference checks will be completed before an offer of employment is made.

All requests for references and/or verification of employment shall be directed to the office of the Administrative Manager. Only neutral information will be released to any other employer, such as position held, dates of employment and current/last wage. Written consent must be received prior to any reference being provided.

Child care programs are required to offer accurate references on employees when asked by another child care program. This includes sharing of the employee's latest work evaluation and answering questions about job performance. It is also to be noted that a caregiver whose action causes a center to be fined shall have this incident as part of a permanent record and this must be disclosed to a future employer. This requirement only applies to people working directly with children. When references are requested for any other category of employee, GAC ACADEMY will not give any reference unless the employee requests it in writing. The only information we will offer is the dates of employment and position title.

2.10 PRE-EMPLOYMENT TESTING

All applicable testing to the position of which to be occupied will be conducted prior to making a decision to hire.

2.11 BACKGROUND CHECK

Criminal background checks are to protect GAC ACADEMY and the children we serve and meet regulatory requirements. GAC ACADEMY needs to ensure that individuals assigned to certain positions have no history of criminal behavior relevant to their employment. Although this is not a guarantee against criminal acts, it does reduce the likelihood of crime, and may reduce GAC ACADEMY's liability in the event a crime occurs. It also ensures the safety of employees in all departments and the families and children we serve.

GAC ACADEMY recognizes that its need to investigate employees' criminal history must be balanced with the need to protect the employee's privacy. GAC ACADEMY's policies, state and federal laws recognize the individual's right to privacy and prohibits GAC ACADEMY employees and others from seeking, using or disclosing personal information except within the scope of their assigned duties.

All GAC ACADEMY positions will be required to pass a level 2 criminal background check including fingerprinting.

Final or selected candidates for all positions will be subject to a criminal conviction, motor vehicle and/or civil background investigation prior to a job offer.

2.12 TIME CLOCK POLICY

Policy for Employees:

- All non-exempt employees are **required** to clock in and out at their worksite using the web based system provided.
- All exempt employees are **required** to enter in their hours worked per day.
- The punch **must** occur at the start of the shift, out for lunch, back in after lunch (or for any break previously authorized by your supervisor, for example a Doctor's visit) and out at the end of the shift.
- If a punch is missed, the supervisor must be notified to edit the record. Editing a punch should be the exception and not the rule email hr@gacacademy.org.
- Failure to consistently punch in and out, as described above, is considered subject to counseling and corrective action.
- An authorized break (bathroom, etc.) does not require punching out.
- No unauthorized employee may punch in or out for another employee.

Policy for Supervisors:

- Supervisors are responsible for monitoring, edit and approve their employees' time clock activity.
- Do not allow employees to randomly punch in or start working prior to their **scheduled** work time. The punch in and out should accurately reflect the scheduled time worked.
- Supervisors must enter all vacation or **Paid Personal Leave (PPL)** hours in for their employees.
- Editing an employee's punch should be the exception and not the rule.
- When editing a punch, the **ADD NOTES** section **must** be used to explain the reason for the edit. This must include the actual time of the original punch.
- Unauthorized overtime should be identified when reviewing hours. Investigation of the circumstances surrounding the unauthorized overtime should be completed. Overtime pay will be paid for all hours **worked** over 40 in the work week for hourly, non-exempt employees. The work week runs from Monday through Friday.
- Employees should have a regular work schedule with an unpaid meal break. Exceptions to this, for business requirements, must be approved by the supervisor.
- An **email** must be sent to the payroll manager (hr@gacacademy.org) **by noon on the Monday prior to payday** with the following statement, "The time submitted for this payroll is accurate and ready to be processed." This notifies the payroll manager that the supervisor has reviewed and approved the time submitted.

The time clock procedure is a systematic way to accurately collect data for employee pay, workers compensation and budgeting information. Enforcement of this policy is the key to making the system function.

2.13 PAY PERIOD

Employees are paid every other Tuesday, 9 days after the work week ends. If pay day falls on a holiday, payment is normally made on the preceding day. A pay period covers a two (2) week period.

2.14 PAYROLL DEDUCTIONS

Involuntary:

- Social Security – FICA
- Federal Withholding Tax
- Fees for provision of childcare services
- Direct Deposit – employees must have all their wages placed directly into their bank account(s).

2.15 PAY DAY

No employee will receive their check before the scheduled date without permission from the Chief Executive Officer.

2.16 GARNISHMENTS

GAC ACADEMY will, upon appropriate court order, deduct a garnishment from an employee's payroll check and forward the amount to the General Sessions Court or where the court has ordered.

2.17 ORIENTATION

Employees will be:

1. Assigned a clock number and shown how to punch IN and OUT.
2. Given an Employee Handbook that includes policies, procedures, benefits, and expectations of employees.

3. Given a job description which includes daily expectations of the job.

On a monthly basis, new employees will attend Orientation at the Administrative Office, as needed. Employee will have completed all new hire paperwork before arriving for their first day of work.

2.18 INTRODUCTORY PERIOD

All employees will be hired on the condition of a ninety (90) day Introductory Period. The initial ninety (90) calendar days of employment will be considered the introductory period for all employees. During this period of employment, the supervisor will evaluate the employee's performance on the job and advise the employee of their work. At the end of this period, your supervisor will discuss your performance to date and answer any questions you may have.

The introductory period serves a dual purpose: to permit the employer to evaluate the employee's performance and to provide an opportunity for the employee to assess whether GAC ACADEMY provides a suitable setting for his/her professional fulfillment.

No Paid Personal Leave (PPL) will accrue during the introductory period.

A change in jobs within GAC ACADEMY will result in a ninety (90) day introductory period, but the employee has the option to return to his/her former job, rate of pay and schedule before the end of the period, if a position is available. Benefits will continue during this introductory period.

2.19 HOURS OF WORK

The normal work day consists of eight (8) hours. The normal work week consists of five (5) days, Monday through Friday, or as assigned by the supervisor.

If an employee is not notified prior to the start of the workday to not report to work, they will be paid for one (1) hour even though no work is available.

The normal work schedule is based on forty (40) hours per week, beginning on a Monday and ending the following Friday. The work week starts at 6:30 am Monday morning and ends at 12:00 midnight on the following Friday night. The work schedule can only be increased or shortened depending on program needs as determined and approved by the immediate supervisor. Non-exempt employees working more than forty (40) hours in any one week as required by the supervisor will receive wages of one and one-half (1-1/2) times their per hour wage for all hours worked over forty (40).

2.20 WEATHER AND EMERGENCY

In the event of a hurricane or severe storm, it is the policy of GAC ACADEMY to take any actions which are necessary to protect the lives and safety of its employees and clients and to protect the agency property.

The agency offices and centers will close when Pasco county closes their schools and offices. **Offices and centers will re-open when a County announces openings of schools and offices.** If storm or hurricane warnings and watches are terminated before the end of the working day, all employees are expected to call their supervisor or work-site to see if their services are needed for the remainder of that day. Failure to do this will require the employee to use PPL for part of that day.

After a hurricane or severe storm, we expect that child care services will be essential for certain individuals during the clean-up process. We will need to be able to report the availability of child care to those who need it. After a storm, everyone in the Agency, who is able, is asked to go to their work-site or at least report their capability of returning to work to their supervisor. The agency recognizes the employees'

need to make family and home issues a priority, but the need for service to the community should not be overlooked.

All center directors are asked to develop a communication “tree” for their employees and plan for immediate center inspection after a storm. Employees living closest to the center should be designated. The results of this inspection, plus the reports on employee availability, should be communicated to the CEO. The phone numbers to call are 727-657-1505.

2.21 SMOKING AREAS

In compliance with the Pro-Children Act of 1994, PL 103-227, and the Clean Air Act, smoking is not permitted in any portion of any indoor facility used for the provision for federally-funded child care services or administrative offices. Smoking is **not** permitted indoors and **not** permitted outside the building or anywhere on premises.

For the health and welfare of its employees, GAC ACADEMY facility is a smoke-free workplaces.

2.22 EMPLOYMENT & PERSONAL INFORMATION CHANGES

For the purpose of maintaining accurate and current payroll and employment records, each employee is required to notify the Administrative Office for any of the following changes as soon as reasonably possible. The appropriate department will forward appropriate change information to the payroll department.

1. Name
2. Marital Status; (married, widowed, divorced)
3. Address and telephone number
4. Withholding exemptions (for tax purposes)
5. Life insurance beneficiary
6. Person to be notified in case of emergency
7. Additional education or training
8. Change in name or number on Social Security card
9. Change affecting health insurance
10. Any divorce or legal separation
11. When any child ceases to be a dependent to you.

2.23 NO ACCESS RULE

Employees are not to enter or remain on the work premises for any purpose unless on duty or scheduled for work.

2.24 PERSONAL GROOMING AND DRESS

GAC ACADEMY strives to be known as an organization where employees enjoy their work environment while creating extraordinary results. We would like our offices to be a place where open communication occurs comfortably across all levels.

We have adopted a Business Casual Dress Policy as our dress standard for office employees. This policy invites employees to leave their customary business attire at home and wear business casual attire to the office. We want to emphasize that this does not mean that you will never wear customary business attire again. There may be times when more customary business attire would be appropriate, for example, when you are representing GAC ACADEMY at an outside community function.

Guidelines:

- Casual business attire includes, but is not limited to: slacks, khakis, sport shirts, polo and cotton shirts, golf shirts, skirts and dresses, denim skirts, jeans, knee length shorts, sweaters, loafers and sandals.
- All Childcare Center employees are to wear closed toe shoes. Athletic shoes are acceptable.
- Managers and supervisors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. This will include counseling employees whose appearance is inappropriate. Reasonable accommodation will be made for employees' religious beliefs and disabilities wherever possible, consistent with the business necessity to present a professional appearance to the public.
- Any employee whose appearance does not meet these standards will be counseled by their supervisor or manager. If the appearance does not meet standards and is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem.
- Repeated disregard for this dress and grooming policy may result in corrective action up to and including separation of employment.

Unacceptable Attire:

- **DO NOT WEAR** shorts above the knee, bib overalls, halter tops, beachwear, work-out attire, tank tops and spandex or form-fitting pants, or distracting, offensive or revealing clothes.
- Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest or buttock areas.
- Clothing and body art should be free of sexually related references, foul language, or suggest or promote the use of illegal drugs or alcohol.
- Clothing, jewelry and hair should not be loose or dangle in such a way that it creates a safety hazard.
- Violations can cause corrective action up to and including separation of employment.

2.25 OVERTIME

The Fair Labor Standards Act provides that forty (40) hours will be the maximum number of hours an employee may work for an employer in any work week without receiving additional compensation. The Act does not require that an employee be paid overtime compensation for hours worked in excess of eight (8) hours per day or for work on Saturday, Sunday, holidays or regular days of rest if no more than forty (40) hours are actually worked in a work week.

2.26 JOB DESCRIPTIONS

A job description has been prepared for each position. A designation that accurately describes an Exempt and Non-exempt employee is noted. A statement of the minimum qualifications required to perform the duties of the position is described. A clear statement of the responsibility for supervision of each level is noted. The job description must be signed and dated by the employee and filed in that employee's personnel file.

Job descriptions are to be reviewed and revised, if needed, annually.

2.27 NEPOTISM

GAC ACADEMY recognizes the sensitive nature in having family members working under the supervision of a relative. GAC ACADEMY does not allow this practice. Relatives are defined as parent, spouse, guardian, ward, sibling, child (natural or by adoption), grandparent, grandchild, aunt, uncle, niece, nephew, cousin, member of the same household: and immediate in-law, to include parent-, son-,

daughter-, brother-, sister-, niece or nephew-, and grandparent-in-law.

This means that any qualified applicant will be considered for employment within the guidelines of the above-mentioned policy. Our decision will be based on the qualifications of the candidate. Relatives will not have priority; nor will they be excluded. Hiring decisions will be based upon skill level, qualifications and meeting the criteria of performing in positions that are not dependent on one another.

It is important to remember that the rules and practices surrounding PPL and other time off are still regulated by GAC ACADEMY guidelines. It should also be recognized that where a family relationship exists, it will limit an employee's flexibility (promotion, transfer, etc.) in those instances where the proposed change would violate the policy that is outlined above.

Purpose:

To ensure equal treatment with respect to all terms, conditions and privileges of employment including but not limited to selection, placement and opportunities for promotion.

2.28 ANTI-FRATERNIZATION

GAC ACADEMY prohibits dating between supervisory personnel and those employees reporting in their scope of authority. Any supervisor who wishes to date an employee within the scope of their authority must notify their supervisor immediately. All information will be held in the strictest confidence and will only be disclosed on a need-to-know basis. Both employees will have the opportunity to choose one of the following options:

1. One of the employees must transfer to another position, if available, within GAC ACADEMY where there is no occurrence of direct or indirect reporting.
2. The employee in a position of authority must step down.
3. One of the employees must resign.

If the employees are unable to voluntarily make a decision within thirty (30) days of notification, the Chief Executive Officer will make a decision based upon seniority with the organization.

EMPLOYMENT CATEGORIES, DEFINITIONS, AND PERSONNEL

3.1 EMPLOYMENT CATEGORIES

All GAC ACADEMY positions are classified as either **Exempt** or **Non-exempt**. These terms determine which employees are eligible for overtime pay. **Exempt** means the employee is exempt from the overtime pay requirement of the Fair Labor Standards Act (FLSA) and, therefore, is not eligible to receive overtime pay. The **Exempt** classification usually includes Managers, Directors, Chief Executive Officers and certain other professional titles and positions, as defined by the FLSA. **Non-exempt** employees receive overtime pay at the rate of time-and-one-half for all hours worked over forty (40) per week. In addition, all employees are subject to all other provisions of the Fair Labor Standards Act (FLSA).

3.2 DATE OF HIRE (Employment)

The date an employee begins working. This is also the date from which PPL is computed. An employee must have completed a minimum of six (6) months of successful employment to be considered for a wage increase unless there is a position change or upgrade of the position.

3.3 ANNIVERSARY DATE

The date hired or rehired will become your anniversary date after completing a year's uninterrupted employment.

3.4 SERVICE DATE

This is the calculated date used exclusively for retirement planning purposes and includes when an employee is hired into regular status from a temporary status within a calendar year and with no break in service. Time served in temporary or substitute status does not count toward the service date.

3.5 SERVICE YEAR

This refers to at least 1,000 hours worked in the plan year (plan year is GAC ACADEMY's fiscal year). An employee must work twelve (12) consecutive months, which includes at least 1,000 hours within a plan year before being eligible to receive an agency match contribution in the retirement plan, when applicable.

3.6 INTRODUCTORY PERIOD FOLLOWING TRANSFER OR PROMOTION

It is the policy of GAC ACADEMY that all new employees and all present employees transferred or promoted to a new job shall complete an introductory period of ninety (90) days. The introductory period can be extended with approval.

During the introductory period, you will be reviewed before your ninety (90) day period ends. At that time, your job performance will be carefully observed by the supervisor. A ninety (90) day performance appraisal will take place at that time.

3.7 PERSONNEL RECORDS

Personnel records must be maintained by GAC ACADEMY at the Administrative Office for each employee. This record is the sole possession of GAC ACADEMY. It shall contain a copy of educational credentials and pre-employment references, signed and dated job descriptions and evaluations, pertinent correspondence, a completed and signed GAC ACADEMY Application for Employment and all clearance and screening materials, and all other relevant materials. The proof of eligibility to work (Form I-9) is kept in a separate file.

ATTENDANCE

4.1 ATTENDANCE POLICY STATEMENT

It is the policy of GAC ACADEMY, to establish reasonable and necessary attendance rules in order to meet normal business and service needs.

4.2 AUTHORIZED ABSENCES

For a planned absence (full or partial day), prior notification and approval from immediate supervisor is required at least one (1) week in advance of such absence.

4.3 UNPLANNED ABSENCES

For unplanned absence (partial and full), notification and approval from immediate supervisor is required 12 hours before the start of the employee's scheduled shift. When a partial day absence is needed due to emergency or unusual circumstances, notification and approval from immediate supervisor is required as soon as possible. Employees are expected to call in no later than one hour prior to the beginning of their shift and speak directly to their immediate supervisor.

4.4 ARRIVING LATE/LEAVING EARLY

The employee must be punched in no later than five (30) minutes past scheduled start time, otherwise the employee is considered tardy. Absence from work during scheduled working hours is when an employee leaves work before their appointed time to end their day. Excessive tardiness shall be subject to corrective action.

4.5 EXCESSIVE ABSENTEEISM/TARDINESS

An employee found to have excessive absenteeism/tardiness will be given a corrective action notice to improve their record.

4.6 UNEXCUSED ABSENCE

An employee's absence will be deemed unexcused when an employee fails to call in, gives late notice and/or fails to give advance notice for an absence which could be anticipated.

4.7 REPORTING OFF WORK

It is the policy of GAC ACADEMY to establish reasonable and necessary attendance rules in order to meet normal business needs.

All employees are required to notify their immediate supervisor no later than 24 hour prior to the beginning of their work shift, for any day they are to be absent from work, except when on PPL, an approved LOA, or have received prior written approval from their supervisor. Employees will need to speak directly to their supervisor.

Any employee who fails to report off work to their immediate supervisor for one (1) working day will be subject to a final notice and for failure to report off work for two (2) working days will be considered to have abandoned their job, which is defined as voluntary separation.

When calling your supervisor give the following information:

- Your name.
- Your reason for not coming to work.
- State whether you will be to work the following day.
- You must speak directly to your supervisor. Do not leave a message on the voice mail or email.

If absence, due to health reasons, continues for three (3) days, written permission to return to work from a physician or health care practitioner will be required. Employees may be eligible for FMLA. Please refer to section 10.14.

All employees who have made medical, personal, or business appointments are required to notify (inform) their supervisor five working (5) days prior to the scheduled day of the appointment.

4.8 EXCUSED ABSENCE

An employee's absence will be considered excused if covered by policy and the employee provides proper and timely notification deemed satisfactory to the supervisor, manager and/or department head. Timely notification means calling in no later than one hour prior to the beginning of the shift for family or medical emergency or providing advance notice for absences which can be anticipated. The anticipated absence must receive prior approval by the immediate supervisor, and it should not adversely affect the business operation. Proper notification is defined as the employee will actually speak to their supervisor or manager.

An excused absence includes a doctor's notice of illness for the employee or the immediate family, as defined by the Family Medical Leave Act.

4.9 EXCUSED ABSENCES DEFINED

- PPL
- Vacation, if applicable
- Holidays
- Funeral leave
- Jury duty or witness duty where a subpoena has been served
- Military duty
- Approved leave of absence
- Day of suspension
- Leave requested and approved under the Family and Medical Leave Act of 1993
- The day of original industrial injury and any consecutive injury day thereafter.

All other absences are considered unexcused absences.

RESIGNATION, LAYOFF, SEVERANCE, AND RELEASE OF INFORMATION

5.1 RESIGNATION

All employees are requested to give a minimum of two (2) weeks written notice of their intent to resign. Failure to give written notice may result in ineligibility for re-employment.

5.2 SEPARATION PROCEDURES

An exit interview should be encouraged.

Employees with financial liabilities to GAC ACADEMY, will have all monies due deducted from their last paycheck.

5.3 LAYOFF

An employee may be laid off because of lack of funds or curtailment of programs. When this becomes necessary, the factors to be considered in determining the order of layoff shall be:

- GAC ACADEMY or program needs.
- Individual capacity and qualifications to take responsibility for the work GAC ACADEMY will continue to do.
- Past performance.
- Where capacity and performance are equal, seniority shall be the deciding factor.

Employees to be laid off will be notified at least one (1) working day and, if possible, five (5) days prior to the effective layoff date.

5.4 RECALL

Employees on the Recall List will be given preference over new applicants for jobs which they are qualified.

Employees will be notified by telephone and will be expected to report to work within twenty-four (24)

hours. If a telephone number is not available, a letter (where available) may be sent to the last known address.

5.5 SEPARATION

GAC ACADEMY has an at-will employment relationship between itself and all employees. This means that GAC ACADEMY has the right to separate without cause or notice at any time and, likewise, the employee has the right to resign without cause or notice at any time. An employee that has a separation in employment will receive notification and wages due. Final payment(s) will be mailed to the last known address unless other arrangements have been made.

5.6 JOB ABANDONMENT

In the event an employee is absent for two (2) consecutive days without prior notice or approval, such absences is viewed as job abandonment. The employee is then separated from employment as a voluntary separation.

YOUR CAREER

6.1 STAFF DEVELOPMENT

In support of GAC ACADEMY's commitment to staff development, one day per year is devoted to in-service training for GAC ACADEMY employees. Employees are expected to attend this training. Employees will also be encouraged to attend conferences and workshops which will increase their skills and knowledge. Expenses will be paid with prior approval of the employee's immediate supervisor.

6.2 TRAINING

All center employees must complete forty-five (45) hours of training during their first year of employment.

All center employees with Child Care Personnel Education and Employment History Verification Form (HRS-F Form 5211) must have a minimum of twenty-four (24) hours annual training during the fiscal year.

6.3 PERFORMANCE REVIEWS

It is the policy of GAC ACADEMY to provide a systematic and objective procedure to review the performance of all our employees. During the Introductory Period, you will be evaluated before the end of the ninety (90) day period. After this period, evaluations will be done on an annual basis, occurring in the fiscal year. Performance evaluation is a feedback mechanism geared toward the growth of the employee. These appraisals will assist management and employees in professional development. Pay increases are subject to funding.

6.4 SPECIAL PERFORMANCE REVIEW

In the event that an employee has made exceptional progress in their job, the immediate supervisor may request a special performance review.

In the event that an employee has demonstrated poor performance, the immediate supervisor may request a special performance review. Part of the review will be to establish a timeframe for corrective action.

6.5 PROMOTIONS

A promotion is the advancement of an employee from an approved position in one pay range to an approved position with a higher pay range and additional responsibilities. Where qualified applicants are available internally, it is GAC ACADEMY's preference to fill job openings by promoting from within. However, the most qualified and experienced applicant for a suitable vacancy may be given priority whether or not they are currently employed with GAC ACADEMY.

- All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor.
- Interested employees must complete an application and submit it to the Director.
- Promoted employees will be placed on probation for at least ninety (90) days. Prior job seniority is retained in the new position.
- Employees interested in advancement within the organization will need to notify their immediate supervisor before applying for any open position.

6.6 TRANSFERS

It is GAC ACADEMY's policy that it may, at its discretion, initiate or approve employee job transfers from one position to another with a minimum notice of one (1) week.

STANDARDS OF CONDUCT

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of GAC ACADEMY and for the benefit and safety of all employees. Employees are expected to conduct themselves in a manner which is conducive to the efficient operation of GAC ACADEMY. Conduct that interferes with operations, disrupts the harmony of GAC ACADEMY, discredits

GAC ACADEMY, or is offensive to visitors, customers or fellow employees is not acceptable.

7.1 CONDUCT FOR ALL EMPLOYEES

Standards of acceptable conduct include, but are not limited to, those listed below for your guidance.

1. Reporting to work punctually as scheduled and being at the workstation, ready for work, at the assigned starting time.
2. Notifying the supervisor within the time specified by the policy, when you will be absent from work, or if unable to report for work on time.
3. Complying with all GAC ACADEMY safety and health regulations.
4. Smoking is not permitted indoors and only in permitted areas where there are not any children.
5. Wearing clothing appropriate for the work being performed.
6. Performing tasks efficiently and cooperatively as assigned or instructed.
7. Eating meals only during meal periods and only in designated areas as scheduled by work department.
8. Maintaining work place and work area cleanliness and orderliness.
9. Treating all customers and visitors as guests of GAC ACADEMY; respecting the rights of others.
10. Not accepting any unauthorized gifts or money from any individual or outside entity.
11. Refraining from behavior or conduct deemed offensive or undesirable.

Violations can cause corrective action up to and including separation.

7.2 SAFETY AND HEALTH

It is GAC ACADEMY's intent to provide a safe and healthy work environment for all employees. Employees are expected to comply with all safety and health requirements whether established by management, or by federal, state or local law.

All observed safety and health violations and any accidents resulting in injuries to employees or customers shall be reported immediately. Employees in outlying locations should report the same to their supervisor or manager.

7.3 SAFETY RULES

To eliminate certain frequent causes of accidents, the following rules must be enforced regarding all employees:

- For the health and safety of all employees, smoking is not permitted in any owned, leased or rented facility or vehicle. Smoking is not permitted. (Pro-children Act of 1994, PL 103-227)
- Do not block aisles, through-ways, or electrical panels. In case of fire, aisles and throughways should always be clear for employees exiting the building.
- To ensure a safe work area, work areas must be kept clean and clutter free. Many accidents occur in the employee's work area and are caused by poor housekeeping.
- All rules for safe vehicle operation must be adhered to.
- Do not block emergency equipment (fire extinguishers).
- Combustible liquids such as gas and paint solvents must be always kept in sealed labeled containers.
- Eye protection and goggles must be worn when performing any operation that involves flying debris.

All work-related injuries or incidents will be reported to the supervisor as soon as possible after the injury occurs; then the supervisor will contact the Administrative Manager immediately.

7.4 SAFETY POLICY

The safety policy is designed to provide a uniform system of investigating accidents. The accident report form is to be completed by the supervisor of the injured worker within twenty-four (24) hours after the accident has occurred and forwarded to the Administrative Manager. The Administrative Manager will be responsible for distribution and collection of the accident report. The accident report will be reviewed by the director. The report will be attached to the Worker's Compensation Claim.

7.5 VIOLATING SAFETY RULES

Employees violating any of the safety rules can be issued a safety citation by a member of the Safety Committee or the immediate supervisor. Multiple or severe safety citations can lead to corrective action. Workers Compensation may not pay for an accident involving a violation of safety rules.

7.6 SAFETY CITATION

The members of the Safety Committee will be authorized to issue safety citations to any employee(s) committing unsafe acts or violating any of the company safety rules. These may be issued during Safety Inspections or at any other time that a violation is observed in any location. Violations can cause corrective action up to and including separation.

7.7 REPORTING INJURIES

All accidents, no matter how slight, must be reported to the supervisor of that department immediately. An Accident Report Form will be completed by the department supervisor. All details are to be furnished by the injured employee to ensure an accurate report. If a severe injury occurs (one requiring professional medical treatment) an Accident Report **MUST be submitted within twenty-four (24) hours of the accident**. Failure to report an accident (within twenty-four 24) hours could result in a written corrective action being issued.

7.8 PHONE CALLS

Employees should refrain from unnecessary personal calls which must be limited in number and length.

7.9 INTERNET/COMPUTER/EMAIL USAGE

GAC ACADEMY may provide you with Internet access to help you do your job. This policy explains over guidelines for using the Internet. You may only use the Internet for job-related activities. **We do not allow personal use of the Internet.**

All Internet data that is written, sent or received through our computer systems is part of office GAC ACADEMY records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services and technology that you use to access the Internet are the property of GAC ACADEMY. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find and read any data that you write, send or receive through our online connections or is stored in our computer systems. Because GAC ACADEMY restricts personal use, note that you have no expectation of privacy regarding personal messages sent from or received on GAC ACADEMY systems.

You may not write, send, read or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any

employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonable offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation or any other characteristic protected by law.

GAC ACADEMY does not allow the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the Internet. As a general rule, if you did not create the material, you do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet.

Before you download or copy a file from the Internet, it must be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

If you use the Internet in a way that violates the law or GAC ACADEMY policies, you will be subject to disciplinary action, up to and including separation of employment. You may also be held personally liable for violating this policy and any illegal activities will be reported to law enforcement.

The following are some examples of prohibited activities that violate this Internet policy while using GAC ACADEMY systems:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages that convey an appearance that the information constitutes an official position of GAC ACADEMY
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

To help you do your job, GAC ACADEMY may give you access to computers, computer files, the email system, and software. You should not use a password, access a file or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and email usage. When using GAC ACADEMY computers, you may be given a password. However, such

password is for the protection of GAC ACADEMY and should not be construed to mean that information received, sent or stored by you is private. Employees who want their personal communications kept private are advised not to use GAC ACADEMY's computers or email systems.

We strive to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that are disruptive, offensive to others or harmful to morale.

At GAC ACADEMY, you may not display, download or email sexually explicit images, messages and cartoons. You also may not use computers and email for ethnic slurs, racial comments, off-color jokes or anything that another person might take as harassment or disrespect.

You may not use email to ask other people to contribute to or to tell them about businesses outside of GAC ACADEMY, religious or political causes, outside organizations or any other nonbusiness matters.

GAC ACADEMY buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. GAC ACADEMY prohibits the illegal duplication of software and its documentation.

If you know about any violations to this policy, notify your supervisor, the Chief Executive Officer or any member of management. Employees who violate this policy are subject to disciplinary action up to and including separation of employment.

7.10 GAC ACADEMY SOCIAL MEDIA POLICY

At GAC ACADEMY, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with GAC ACADEMY, as well as any other form of electronic communication. The same principles and guidelines found in GAC ACADEMY policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers or people who work on behalf of GAC ACADEMY may result in disciplinary action up to and including separation of employment.

Know and follow the rules

Carefully read these guidelines and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar in appropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including separation of employment.

Be respectful

Be courteous to fellow associates, customers, members, suppliers or people who work on behalf of GAC ACADEMY. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information on news and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about GAC ACADEMY, fellow associates, members, customers, suppliers or people working on behalf of GAC ACADEMY or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of GAC ACADEMY trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a GAC ACADEMY website without identifying yourself as a GAC ACADEMY associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for GAC ACADEMY. If GAC ACADEMY is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of GAC ACADEMY, fellow associates, members, customers, suppliers or people working on behalf of GAC ACADEMY. If you do publish a blog or post online related to the work you do or subjects associated with GAC ACADEMY, make it clear that you are not speaking on behalf of GAC ACADEMY. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of GAC ACADEMY."

Using social media at work

Refrain from using social media during work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use GAC ACADEMY email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

GAC ACADEMY prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action up to and including separation of employment.

7.11 CELLULAR PHONE AND LAPTOP REGULATIONS

Cellular phones and laptops are made available to key personnel in order to increase the effectiveness and efficiency of work performance. The employees who have access to phones and laptops will be determined by the Chief Executive Officer. Employees receiving a phone, laptop or computer will be responsible for safeguarding GAC ACADEMY's assets and are expected to use the equipment in an appropriate manner. Phone records are subject to auditing by Accounting. Upon separation, employees must return

the phone and/or laptop to their supervisor prior to the issuance of their last paycheck.

7.12 DISTRACTED DRIVING

In order to increase employee safety and eliminate unnecessary risks behind the wheel, GAC ACADEMY has enacted a Distracted Driving Policy, effective April 1, 2024. We are committed to ending the epidemic of distracted driving and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle:

Hands-Free Equipment

- Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be your first priority. We expect you to keep these calls brief. If, because of weather, traffic conditions or any other reason, you are unable to concentrate fully on the road, you must either end the conversation or pull over and safely park your vehicle before resuming your call.
- Company employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations and reading or responding to emails, instant messages and text messages. If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Violation of this policy will result in disciplinary action up to and including separation of employment.

7.13 CONFIDENTIAL INFORMATION

General internal business affairs of GAC ACADEMY and matters of a confidential nature should not be discussed with anyone outside the organization except as may be required in the normal course of business. Information designated as confidential is to be discussed within the organization on a “need-to-know” basis only. Employees should refer inquiries seeking information concerning applicants for employment, current employees or former employees to the Administrative Manager. Whether on or off duty, the employee is obligated to refrain from discussing another employee’s medical, social, financial, emotional or other conditions, as well as confidential information relating to GAC ACADEMY and its employees. This responsibility is shared by every person employed in any capacity at GAC ACADEMY.

7.14 CONFLICT OF INTEREST

It is impossible to describe all of the situations which may cause or give the appearance of a conflict of interest. Therefore, the prohibitions included in this policy are not exhaustive and only include some of the more clear-cut examples. Employees have an obligation to avoid conflicts of interest or the appearance of a conflict of interest and to refer questions and concerns about potential conflicts to their supervisor.

Employees are not to engage in, directly or indirectly, any conduct which is or may be construed as disloyal, disruptive, competitive, or damaging to GAC ACADEMY.

Employees are not to accept full-time, part-time or temporary employment with any organization, which does business with GAC ACADEMY or is a competitor of GAC ACADEMY unless approved by GAC ACADEMY management. This prohibition on employment includes serving as an adviser or consultant to any such organizations, unless that activity is conducted as a representative of GAC ACADEMY or is otherwise approved by GAC ACADEMY management.

Employees are not to give, offer or promise, directly or indirectly, anything of value to any representative of a customer or a potential customer.

Employees are prohibited from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interest of GAC ACADEMY, its parents, clients, customers, vendors or volunteers.

Employees are not to become involved in personal relationships with parents, clients, customers, vendors or volunteers. If employees do become involved in a personal relationship with parents, clients, customers, vendors or volunteers, they are required to immediately report the situation to their supervisor so that the appropriate action or accommodation may be taken. Failure to report the situation to the supervisor may be considered grounds for separation from employment.

7.15 SECONDARY EMPLOYMENT

Conflict of Interest

Secondary employment resulting in a conflict of interest with GAC ACADEMY's performance and image will be questioned and dealt with on an individual basis. GAC ACADEMY's facilities and/or resources may not be used for secondary employment without the Chief Executive Officer's permission. GAC ACADEMY cannot contract with any employee for any services; i.e. maintenance, catering, home child care, etc.

7.16 ADVOCACY

Conflict of Interest

Persons involved in not-for-profit agencies may not be involved in lobbying. Public funds may not be used to promote the programs they already fund. GAC ACADEMY material and work time may not be used for any other purpose. Non-profit employees may educate the public and legislators when deemed important for GAC ACADEMY's mission. Any such efforts must receive supervisory approval and, if deemed necessary by a supervisor, Board approved.

7.17 HARASSMENT

It is the intent of GAC ACADEMY to provide all employees a work environment free of discrimination and/or harassment on the basis of race, color, religion, sex, sexual orientation, age, pregnancy, national origin, disability or marital status. Harassment is a form of discrimination and is totally contrary to the basic principles of GAC ACADEMY.

7.18 SEXUAL AND OTHER UNLAWFUL HARASSMENT

GAC ACADEMY is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. GAC ACADEMY will not tolerate any actions, words, jokes or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation or any other legally protected characteristic.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes

- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, you should immediately report it to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Chief Executive Officer or any other member of management. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Chief Executive Officer or any member of management so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action up to and including separation of employment.

7.19 ELECTRONIC HARASSMENT AND VIOLATIONS

Any type of electronic harassment is prohibited. All messages or files that contain derogatory or inflammatory remarks are not permitted.

Violations of these guidelines may result in corrective action up to and including separation of employment. GAC ACADEMY will notify appropriate legal officials of any illegal violations, if necessary.

7.20 RESPONSIBILITIES

It is the responsibility of the Chief Executive Officer to clearly communicate the message regarding harassment. It is also the responsibility of each supervisor to be alert to any indication of harassment and to take appropriate action to eliminate such conduct. It is the responsibility of each employee who is the object of harassment to notify their supervisor or the Chief Executive Officer. This is to ensure that all acts of harassment are reported.

Any employee determined to have violated this policy is subject to corrective action.

7.21 ANTI-DISCRIMINATION

GAC ACADEMY's policy is to maintain and promote equal opportunities to all qualified persons in the recruitment, hiring, assignment, compensation, promotion and other terms and conditions of employment without regard to race, color, sex, sexual orientation, age, religion, national origin, disability or marital status.

7.22 GIFTS

GAC ACADEMY appreciates donations and gifts which benefit the welfare of children or employees in general. Substantial gifts offered with the possible expectations of favors in return must be referred to the CEO for approval.

7.23 MEDIA CONTACT

Any communication from the media should be referred to the Chief Executive Officer unless prior arrangements have been made. This is to ensure the most up-to-date and accurate information is being communicated. Only children who have parental consent can be photographed or recorded. If a reporter and/or photographer arrive unannounced, the Site Manager is to request that the camera and microphone be turned off and immediately contact the Chief Executive Officer.

7.24 BOARD RELATIONSHIPS

Employees do not have a formal relationship to the Board of Directors, other than simple courtesy. To avoid confusion, Board Members deal with employees through the Chief Executive Officer. The employees may have reason to communicate with Board Members as part of their job duties, but only with knowledge of the Chief Executive Officer.

CONFLICT RESOLUTION AND CORRECTIVE ACTION

8.1 CONFLICT RESOLUTION

A conflict is any perceived injustice or work situation that an employee feels is unfair. An employee having a complaint regarding conditions of employment may present their conflict to the management of GAC ACADEMY.

The following are not subject to this conflict resolution policy and procedure:

- All wages and salary increases
- An action caused by a reduction in workforce or the termination of an employee
- A non-selection for promotion when the sole basis is an allegation that he/she is better qualified than the person selected
- Rate of pay
- Performance appraisals
- Initial employment period review
- Introductory period review
- Employee benefits
- Position classifications

8.2 PROCEDURE:

For the employee - A dated written notice of request for conflict resolution is to be presented to:

- The employee's immediate supervisor
- The Chief Executive Officer

The immediate supervisor has a maximum of seven (7) calendar days to resolve the issue.

If a grievant is still not satisfied, a three-member committee will be formed consisting of:

- One (1) exempt employee
- One (1) non-exempt employee
- One (1) Board representative

The complainant and the accused shall participate but not vote.

8.3 CORRECTIVE ACTION

It is the policy of GAC ACADEMY that all employees are expected to comply with GAC ACADEMY standards of behavior and performance. Any non-compliance with these standards will be subject to corrective action which may include a notice to the file, suspension without pay or separation from employment as determined by the immediate supervisor.

These standards may be followed in successive order for repeated violation of any personnel policy. It is the goal of GAC ACADEMY to utilize a corrective approach, however, each case will be determined on its merits and variations from the progressive system may be necessary.

8.4 RULES AND REGULATIONS

The following is a list of some rules and regulations of GAC ACADEMY. The list is illustrative and not meant to be exhaustive. Violation of any of the rules may be sufficient reason for corrective action including immediate separation of employment.

- Insubordination by the refusal to perform work assigned or to comply with written or verbal instructions of the supervisor or discourtesy to persons with whom the employee comes in contact while in the performance of duty.
- Committing any act considered to be child abuse or failing to report such act to the Florida Abuse Hotline (1-800-96-ABUSE) when witnessed or suspected. When abuse is suspected, an employee should immediately report the abuse to the Central Abuse Registry and the immediate supervisor. The decision to inform the suspected abuser of the report is made by the supervisor and should be based on the general welfare of the child/children.
- Any violation under the 65C-22 Standards (Child Care Licensing Standards).
- Provoking, threatening, intimidating, using abusive language or fighting at any time on GAC ACADEMY property.
- Possession of firearms, explosives or weapons on GAC ACADEMY property.
- Unlawful conduct either on or off the job which would tend to affect the employee's relationship to his/her job, his/her co-workers or his/her reputation in the community.
- Any use, possession or sale of illegal narcotics or use of alcohol or intoxicants while on duty or immediately prior to coming to work. A copy of the GAC ACADEMY policy, "Drugs and Alcohol In The Workplace" must be signed and dated by the employee and placed in the employee's file.
- Incompetence, which shall include failure to maintain a standard of performance in conformity with job requirements.
- Leaving assigned work area or not being on duty during working hours without permission of supervisor.
- Violating health and safety procedures.
- Failure to report to proper supervisory personnel any unacceptable behavior of employees which diminishes the welfare of children or the reputation of GAC ACADEMY.
- Making or publishing of false, vicious or malicious statements concerning any employee, supervisor, director or GAC ACADEMY.
- Wanton or willful neglect in the performance of assigned duties.
- Falsification or altering of personnel or GAC ACADEMY records including employment

applications, accident records, work records, purchase orders, time records or any other report, record or application.

- Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, workers' compensation or unemployment compensation payments.
- An act of harassment directed toward any employee on the basis of sex, sexual orientation, race, age, religion, physical handicap, disability or national origin.
- Failure to report to supervisor an accident or personal injury in which an employee or client was involved while on the job.
- Any unauthorized, improper or negligent use of equipment and/or materials.
- Failure to report to supervisor a request for information or receipt of a subpoena from a law firm or an attorney pertaining to GAC ACADEMY.
- Tardiness and chronic absenteeism.
- Failure to keep the center and/or central office notified of proper address or telephone number.
- Sleeping during working hours.
- Reporting for work or working while unfit for duty.
- Failure to participate with co-workers in a team effort.
- Not coming to work without immediately notifying supervisor.
- Condoning unauthorized visitors at GAC ACADEMY centers.
- Not meeting training requirements.
- Misuse of telephone.
- Any action which is deemed unsuitable by the supervisor and the director of a facility or a designated representative.
- Conviction of a felony.
- Failing to report off work for two (2) scheduled working days.
- Refusal to submit to a reasonable search.
- Immoral behavior or indecency.
- Any charges related to a crime that could adversely affect the mission or reputation of GAC ACADEMY.

EMPLOYEE BENEFITS

11.1 STATEMENT OF POLICY

It is the intent of GAC ACADEMY to provide an employee benefit program that will meet the basic needs of each employee and still remain within the budgetary structure of GAC ACADEMY.

11.2 ELIGIBILITY SCHEDULE

- Employees regularly scheduled thirty (40) hours or more per week are eligible to accrue Paid Personal Leave (PPL).
- Employees regularly scheduled thirty (40) hours or more per week are eligible for the standard benefits.

11.3 PAID PERSONAL LEAVE (PPL)

- Employees may carry over a maximum of forty (40) PPL hours into the next calendar year.
- Accrual rates for all full time employees:

0 – 1 year	2.31 hours per pay period	60 hours annualized
1 – 4 years	3.08 hours per pay period	80 hours annualized
4 – 8 years	4.62 hours per pay period	120 hours annualized

8 + years

6.15 hours per pay period

160 hours annualized

- PPL starts accruing after the introductory period has ended.
- Effective 4/1/2024, GAC Academy Directors will accrue 12 days per year.
- PPL time may be used for vacation, illness, appointments, or any personal activities.
- All PPL must be planned in advance, when possible, with supervisor approval, based on the best interest of the program. (The only acceptable approval for same day absence is an unexpected emergency for which an explanation or documentation may be required).
- In the event of layoff, termination, resignation or any other separation reason, accrued PPL will not be paid out.

Bereavement

Three (3) bereavement days per year will be granted to employees for immediate family which includes: spouse, son, daughter, mother, father, sister, brother and grandparent.

11.4 HEALTH AND LIFE INSURANCE

GAC ACADEMY does not currently offers medical and life insurance to any employees.

11.5 HOLIDAYS

The following are paid holidays for all eligible employees working thirty (40) or more hours per week:

- New Year's Day (1 days) (January 1st)
- Good Friday (Friday proceeding Easter Sunday)
- Memorial Day (May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Thanksgiving Day (1 Days) (November)
- Christmas Day (1 Days) (December)

If a holiday falls on Saturday, the Friday before will be designated as the holiday. If it falls on Sunday, the Monday following will be designated as the holiday.

Employees must work both the last scheduled workday prior to and the first scheduled working day following the holiday or have an excused absence or approved time off to be eligible for holiday pay. No holiday will be paid after an employee's separation date.

Any exception to the traditional holiday schedule will be given with the approval of the Board.

Holidays during Vacation

Holidays which occur during a scheduled PPL are considered part of PPL.

Holidays are Non-Cumulative

Holidays are to be taken during the pay period in which they occur. Holidays cannot accumulate or be carried over from year to year.

Holidays are **not** paid for during a personal Leave of Absence, Family Medical Leave of Absence or while out on Workers' Compensation leave.

11.6 RETIREMENT PLAN

The GAC academy does not currently offer any retirement plans to any of its employees.

11.7 OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)

GAC ACADEMY subscribes to all provisions of this Federal legislation and will do everything possible to meet all of its requirements.

11.8 UNEMPLOYMENT COMPENSATION

An employee who is laid off or separated through no fault of his/her own may be entitled to unemployment compensation benefits under Florida law.

11.9 TUITION REIMBURSEMENT

Limited funds are available for college and technical course tuition. To be reimbursed, the employee must have approval from the Chief Executive Officer prior to reimbursement. Employees are required to remain employees for one (1) year after receiving reimbursement funds. If the employee leaves before the year is completed, they agree to repay the reimbursement amount.

11.10 JURY DUTY

Any employee summoned for jury duty, subpoenaed to court or asked to be a witness, shall comply with such summons without loss of pay. The employee, however, is expected to return to work for any portion of the day not required by the court. The exceptions to receiving job payment are an employee who is the defendant or is seeking personal gain in the courts.

11.11 WORKERS' COMPENSATION

On the job injury

All employees are protected by Workers' Compensation Insurance in accordance with the laws of the State of Florida for on-the-job injury.

It is very important that an employee **notify his/her supervisor** of any injury at work as soon as possible, no matter how minor it may seem at the time. The employee must complete and sign an Accident/Incident Report. The Report is to be sent immediately to the Central Office.

11.12 INCIDENT REPORTS

All incidents (behavioral, medical and property damage) must be reported to the supervisor.

An incident is defined as any event or occurrence involving employees, visitors, or customers, which involves actual bodily illness or harm or property damage. An employee who is involved in an incident and apparently injured while at the facility, shall immediately notify their supervisor.

In all situations involving incidents or injuries, the Director is to be notified immediately. If the nature of the accident/incident is such that the individual is obviously unable to move and/or is bleeding profusely or could lose consciousness, **DO NOT** attempt to move the individual and call 911. The report must be immediately prepared regardless of whether or not the person involved has been, could have been, or is suspected of being injured; regardless of whether or not said person received medical attention.

LEAVE OF ABSENCE

10.1 TYPE OF LEAVES & MAXIMUM LENGTH

- Family Medical Leave; 12 Weeks
- Military; Length of Tour (BUT not more than 4 years; may be extended to five years at government’s request)
- Unpaid Personal; At the discretion of Chief Executive Officer
- Domestic Violence; Up to 3 days in any 12 month period
- Service Member Family & Medical Leave; 26 Weeks

10.2 LEAVE WITHOUT PAY

Eligible for Leave – Without Pay

- A Leave of Absence without pay may be permitted under special circumstance or may be mandated by a local, state or federal law (e.g., Military Leave):
 - The employee has spent all allowable leave and GAC ACADEMY feels it is in its best interest to hold a position until the employee returns.
 - The supervisor and the Chief Executive Officer recommend the leave.
- There are several conditions necessary for leave without pay:
 - The employee must declare a date of return.
 - The employee must acknowledge that the position, upon return, may only be comparable to the former position.
 - To be absent without pay is only permissible with the Chief Executive Officer’s approval.
 - Paid Personal Leave (PPL) is not accrued during the period of leave without pay.
 - GAC ACADEMY will only pay two months of insurance during the period of absence without pay. The necessary employee contributions must continue for these two months.
 - After medical leave, a doctor’s “return to work” certificate may be required.

10.3 DOMESTIC VIOLENCE LEAVE

Employees can take up to three (3) days of unpaid leave in any twelve (12) month period if the employee, a family member or household member is the victim of domestic violence. To be eligible, employees must be employed for three (3) months or more as of the date the leave is needed. The leave is to be taken to seek an injunction for protection or to obtain medical care or mental health counseling.

10.4 FAMILY AND MEDICAL LEAVE

You are eligible to take up to twelve (12) weeks of unpaid family/medical leave within any twelve (12) month period and be restored to the same or an equivalent position upon your return from leave provided you: have worked for the Organization for at least twelve (12) months, and for at least 1250 hours in the last twelve (12) month period proceeding the commencement of the leave. The “rolling” calendar method is used to determine the eligibility of employees taking a Family Medical Leave. With the “rolling method”, an eligible employee can take up to twelve (12) weeks of leave within the twelve (12) month period, counting backwards, from the date employee uses the leave.

10.5 QUALIFIED REASONS FOR LEAVE

You may take family/medical leave for any of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth.
- To care for the employee’s child after birth, or placement for adoption or foster care.

- To care for the employee’s spouse, son, daughter, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee’s job.

Under the above circumstances, leave must be completed within twelve (12) months of birth, adoption or foster placement.

Under GAC ACADEMY policy, all available paid personal leave and paid vacation will first be substituted for any unpaid/family leave. However, the substitution of paid leave time for unpaid leave time does not extend the twelve (12) week leave period and in order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies. Your family/medical leave runs concurrently with other types of leave. During FLMA leave, outside employment is prohibited.

10.6 LEAVE NOTICES AND MEDICAL CERTIFICATION

You will be required to provide advance notice of leave. Failure to provide such notice for leave may be grounds for delay of leave. If the leave is foreseeable, you must ordinarily provide thirty (30) days advance notice. When the need for leave is not foreseeable, you should notify GAC ACADEMY within two (2) business days of learning of your need for leave, if possible. Request for Leave forms are available at the Central Office. If you take leave due to your own serious health condition or to care for a covered relative, you must contact the Central Office on a monthly basis regarding the status of the condition and your intention to return to work.

We will require medical certification to support a request for leave because of your own or a covered relatives’ serious health condition. We may also require second or third opinions at our expense. Subsequent medical recertification may also be required. **Failure to provide requested certification within fifteen (15) days, except in extraordinary circumstances, may result in delay of further leave until it is approved.** Medical Certification forms are available from the Central Office.

If both spouses work for this organization, they may only take together a **combined** total of twelve (12) weeks to care for the same individual.

10.7 INTERMITTENT LEAVE

FMLA leave, due to a serious health condition, may be taken intermittently or on a reduced schedule, if medically necessary. We will require that you, if at all possible, attempt to schedule intermittent leave in a manner that will create the least disruption to GAC ACADEMY’s operations. In addition, while you are on intermittent leave, GAC ACADEMY may temporarily transfer you to an available alternate position that better accommodates your current leave and which has equivalent pay and benefits. If leave is unpaid, we will reduce your salary based on the amount of time actually worked.

10.8 EXEMPTION FOR “KEY EMPLOYEES”

Salaried employees among the highest paid 10% of employees will not be denied FMLA leave if they qualify, but they may not be returned to their former or equivalent position following a leave if restoration would cause GAC ACADEMY substantial economic injury. The organization will notify you if you qualify as a “Key Employee” or if we intend to deny reinstatement and of your rights in such instances.

10.9 RETURN TO WORK

GAC ACADEMY will require at least two (4) days’ advance notice of your intent to return to work, if you wish to return earlier than expected. In addition, we will require a fitness for duty report from your healthcare provider. If you do not intend to return to work, we require that you provide a written statement to this effect.

10.10 EMPLOYEE RESPONSIBILITIES

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practical and generally must comply with the employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees may also be required to provide a medical certification and periodic recertification supporting the need for leave.

10.11 EMPLOYER RESPONSIBILITIES

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required, as well as the employees' rights and responsibilities. Employers must inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee's leave entitlement. If they are not eligible, the employer must provide a reason for the ineligibility.

10.12 UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

10.13 STATE AND LOCAL FMLA

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits provided by such laws will apply.

10.14 DEFINITIONS

A "serious health condition" is defined as any illness, injury, impairment, physical or mental condition that involves in-patient care in a hospital, hospice, residential medical care facility or continuing treatment by a health care provider due to: a health condition lasting more than three consecutive days; pregnancy or prenatal care; a chronic, serious health condition which continues over an extended period of time; a permanent or long term condition for which treatment may not be effective; any absences to receive multiple treatments for restorative surgery, or for a condition which would result in a period of incapacity if not treated; and treatment for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity or more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Hospital Care

In-patient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility including any period of incapacity or subsequent treatment in connection with or consequent to such in-patient care.

Absence plus Treatment

A period of incapacity of **more than three (3) consecutive calendar days** (including any subsequent

treatment or period of incapacity relating to the same condition), that also involves:

- Treatment **two (2) or more times** by a health care provider, a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of or on referral by a health care provider.
- **Treatment** by a health care provider on **at least one (1) occasion** which results in a **regimen of continuing treatment** under the supervision of the health care provider.

Pregnancy

Any period of incapacity due to **pregnancy** or for **prenatal care**.

Chronic Conditions Requiring Treatments

A **chronic condition** which:

- Requires **periodic visits** for treatment by a health care provider, or a nurse or physician's assistant under direct supervision of a health care provider.
- Continues over an **extended period of time** (including recurring episodes of a single underlying condition).
- May cause **episodic** rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

Permanent/Long-term Conditions Requiring Supervision

A period of **incapacity** which is **permanent or long-term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, severe stroke or the terminal stages of a disease.

Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injury, **or** for a condition that **would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment** such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy) and kidney disease (dialysis).

- Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical, eye or dental examinations.
- A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, salves; bed-rest, drinking fluids, exercise, or other similar activities that can be initiated without a visit to a health care provider.

10.15 FMLA MILITARY LEAVE

FMLA Military Leave entitles eligible employees to take leave for a covered family member's service in the Armed Forces. Family members are defined as spouse, son, daughter, parent, or next of kin. For purposes of military leave, "next of kin" is defined as the nearest blood relative of the service member, expanding the definition to include siblings, grandparents, aunts, uncles and first cousins.

This policy supplements our FMLA policy and provides general notice of employee rights to such leave. Except as mentioned below, an employee's rights and obligations to Military FMLA Leave are governed by our existing FMLA policy.

Up to seventeen (17) non paid days may be given in one year for National Guard or Armed Forces Reserve Unit training. Selective Service call to active military service position reinstated for the length of initial tour of duty.

10.16 EMPLOYEE ENTITLEMENT TO MILITARY LEAVE (FMLA)

Military Leave FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

Military Leave (FMLA) provides eligible employees unpaid leave for the following reasons:

- A “qualifying exigency” arising out of a covered family member’s active duty or call to active duty in the Armed Forces in support of a contingency plan.
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating.

Duration of Military Leave (FMLA):

When Leave is Due to A “Qualifying Exigency”

An eligible employee is entitled to take up to 12 weeks of FMLA leave in a twelve (12) month period “because of any qualifying exigency arising out of the fact that the spouse, son, daughter, parent or next of kin of the employee is on active duty, or has been notified of an impending call or order to active duty in the armed forces in support of a contingency operation.”

When Leave Is To Care for an Injured or Ill Service Member

An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period if the employee is the spouse, son, daughter, parent or next of kin caring for a military service member recovering from an injury or illness suffered while on active duty in the armed forces.

10.17 MILITARY LEAVE NOTICES AND MEDICAL CERTIFICATION

Employees are required to provide an appropriate certification to be completed by a health care provider on the DOL form provided. A Qualifying Exigency Leave allows an employee to take leave to handle various non-medical exigencies arising from the employee’s spouse, child, parent or next of kin’s active duty or on-call status. There are eight (8) listed types of qualifying exigencies:

- Issue arising from a covered military member’s short notice deployment (i.e., deployment on seven or less days of notice) for a period of **seven (7)** days from the date of notification;
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- Certain child care and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative child care, providing child care on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member’s absence;

- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
- Taking up to **five (5)** days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and employer agree is a qualifying exigency.

10.18 LEAVE UNDER STATE MILITARY LEAVE LAWS

A growing number of states provide leave for family members of Services members. The entitlement for such leave differs from state to state. Our policy is to comply with such laws in any circumstances where they apply to employees of GAC ACADEMY.

DRUGFREE WORKPLACE

11.1 DRUG AND ALCOHOL POLICY/SUBSTANCE ABUSE PROGRAM

STATEMENT OF POLICY

In a commitment to safeguard the health of our employees and to provide a safe environment for everyone, The Guardian Angels Christian Academy inc. has established a drug-free workplace policy.

The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment. We would like to encourage those who use illegal drugs or abuse alcohol to seek help in overcoming their problem. Employees who do so will be able to retain their job position in good standing.

While this company understands that employees and applicants under a physician's care are required to use prescription drugs, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances.

Employees are given notice as of the above date that it is a condition of employment to refrain from reporting to work or working with the presence of drugs or alcohol in his or her body.

This policy is implemented pursuant to the drug-free workplace program requirements under Florida Statute 440.102 and Administrative Rule 59A-24 of the State of Florida Agency for Health Care Administration and is included as part of the employee packet.

MISCELLANEOUS

12.1 SOLICITATION/DISTRIBUTION

Employees may not request contributions for personal fundraisers. Employees may request contributions for GAC ACADEMY fundraisers by displaying notices in a centralized location away from busy work areas.

12.2 EVACUATION AND EMERGENCY

GAC ACADEMY has developed a plan for the orderly evacuation of all persons in the facility in case of an emergency. It is the Employee's responsibility to become familiar with the evacuation plan for their area.

12.3 BOMB THREAT POLICY

GAC ACADEMY considers bomb threats to be an act of terrorism by the use or threat of violence. When a threat is received, an appropriate response that assures the safety of employees and children will be initiated. All threats will be turned over to the appropriate legal authorities to investigate. The nature of the threat will determine the timing and extent of the evacuation of the threatened premise. The Chief Executive Officer will determine the appropriate evacuation response when the threat is received. In the absence of the Chief Executive Officer, or if the threat is imminent, the bomb evacuation procedure will be implemented.

A return-to-work decision will be made based upon the nature and time of the threat. Once the threat has passed and a return to work is authorized, all employees are expected to return to the work site and resume normal duties.

12.4 INFECTIOUS DISEASES

Tuberculosis, hepatitis, venereal diseases, and acquired immune deficiency syndrome, as defined by the Center of Disease Control, will be treated the same as any other medical disability for purposes of sick leave, leave of absences and other personnel policies and procedures.

Specific precautions, as outlined by the Center for Disease Control, the Surgeon General, or other recognized medical groups, will be followed to reduce possible transmission.

“Universal Precautions” generally refers to the set of guidelines set forward to prevent the transmission of disease via body fluids. This primarily means blood but can also include semen and other bodily fluids. It does not generally refer to feces, nasal secretions, sweat, tears, or urine unless blood is visible in these. While it does not apply to saliva in and of itself, in the case of body modification, any saliva encountered will quite likely be blood contaminated.

Universal Precautions includes the use of gloves and goggles where appropriate and depending on the procedure, aprons, surgical masks and so on.

12.5 SEARCHES AND SURVEILLANCE

To achieve a safe, productive working environment, GAC ACADEMY reserves the right to question, inspect or search any employee upon leaving the premises, along with any locker assigned to that employee and any packages or any other items an employee may be carrying. All lunch containers, purses, parcels, briefcases, etc. are subject to inspection or search at any time. All questioning, inspection or searches under this policy must be conducted by any two (2) of the following: [Chief Executive Officer, Director of Finance, Director of Child Care Food Program and Director of any child care center. Refusal to submit to a reasonable search, alcohol or drug test, or the intentional interference with a search or test may result in corrective action.

12.6 INCLEMENT WEATHER POLICY

Employees are expected to report for work during inclement weather conditions if GAC ACADEMY does not declare an emergency closing. Employees who are unable to report to work because of weather conditions should call their supervisor and they may be granted an authorized absence. (Please refer to guidelines established by your department management as to who should be contacted if your supervisor is not available.)

12.7 CLOSING STATEMENT

Under no circumstances should the information and material contained in this Employee Handbook or any verbal or written statement by any employee, managerial, or supervisory official be construed as creating a contractual relationship between the employer and any employee. Employment can be separated by either the employer or the employee at any time.

In the same regard, this document is not a guarantee of future Personnel Policies and Benefits, and they may be changed at any time by the employer.