

Sample Employment Handbook

Welcome & Introduction

In order for the school to be truly successful in achieving our Mission and pursuing our Vision, we must foster an exceptional work environment unmatched by other academic institutions. The purpose of the school's *Employment Handbook* is to provide general expectations and guidance for the journey and keys for success.

That said, this Handbook is not a contract for employment and does not alter any employee's at-will status. Employment at the school is at-will employment which means that employment has no specific term, and that either the employee or the school can terminate the employment relationship at any time, with or without advance notice, and with or without cause. No policy, guideline, or oral representation of the school, nor the language used in this Handbook, shall be construed to constitute a contract of employment, either express or implied, nor does it guarantee employment for a specific duration.

The school reserves the right to interpret, change and modify this Handbook and its other employment policies, practices and procedures at any time, without providing advance notice, or additional benefits, to affected employees. After reading the Handbook, employees with questions should talk with their immediate Supervisor or the Head of School.

School Expectations

We are pursuing excellence and we expect success as the result.

Therefore, we aim for high standards of professionalism in the following areas:

Attendance and Punctuality

School employees are expected to report to work when scheduled and to arrive on time to scheduled meetings and events. In the case of absence or tardiness, it is the employee's responsibility to notify their Supervisor or designee, in advance whenever possible. Employees shall check with their Supervisor for specific guidelines in their department.

Appearance and Dress Guidelines

The school has adopted dress standards for all employees. It is expected that employees will exercise good judgement in their choice of appearance for work and work-related activities by always appearing in a way that is appropriate to the situation and that will invoke:

- a positive impression from the community,
- an appropriate role modeling for students,
- a working and learning environment that is free from unnecessary distraction, and conducive to high student and staff performance

At no time should employee dress be more casual than what is required of students Casual dress is allowed when school is not in session which includes in-service days, school breaks, and the summer months.

Prompt Communication

School employees are expected to respond to parent and student requests within a 24-hour time

period during regular business hours. Please know an initial response can simply be an acknowledgement of receipt of communication with a timeline for action in the future.

To help foster appropriate work-life balance, the school encourages all employees to strive to send general internal communications according to the guidelines in the time table below:

- Before 7:00 p.m. on weekdays
- Before 12:00 p.m. on Saturdays
- Only if absolutely necessary on Sundays

Appropriate Sharing of Life-on-Life

When a school employee has the honor and privilege of sharing aspects of their personal life or their personal testimony with student(s), great discernment should be used when addressing sensitive/controversial topics. Be mindful of communicating appropriately, particularly in front of impressionable students. In a classroom setting, if the employee knows in advance that a potentially sensitive/controversial topic(s) will be discussed, parents should be given advance notice and the opportunity for their student to opt out. When in doubt regarding a specific topic, please consult with your immediate Supervisor.

Guidelines for One-on-One Student Interaction and Personal Vehicle Use

The following guidelines are for the health and protection of school employees and students:

- Under **no** circumstances, should an employee go off campus one-on-one with a student.
- If meeting one-on-one with a student on campus, make sure it is **not** behind a closed door and is always within earshot or visibility of a fellow employee. Any meeting requiring a closed door with a student also requires the presence of at least one other employee.

Written permission must be provided by parents/legal guardians to take a student off-campus in an employee's personal vehicle. The employee must also be an approved driver for the current school year as listed on the updated school approved driver's list. This may be accomplished through applying for and receiving approval to transport students/athletes. Students may only accompany an employee off campus in an employee's personal vehicle when another employee or a parent chaperone is also present in the vehicle.

Employees should consult the specific guidelines for school activity travel as determined by the Directors of these programs.

Monitoring and Correcting Student Behavior

School employees have the distinct privilege of interacting with students and providing a safe and secure environment where each student is encouraged to develop character.

Every employee needs to be cognizant of student behavior and willing to address, in a gracious and caring manner, inappropriate behavior when a student is falling short of the following established guidelines to:

- Speak well of each other;
- Assume the best intent in others; and
- Speak face to face to resolve lasting offenses.

Students are expected to preserve the learning environment and respect people and property at all times. At times, our students may become involved in destructive behavior such as the use and abuse of drugs, other illicit substances and/or alcohol, bullying, pornography, sexual activity, or general self-harm. If an employee has reasonable suspicion regarding such activity, or it is reported to them, it is the employee's responsibility to immediately pass this information on to the Head of School.

In circumstances calling for a communication to the student's parents, the Head of School's office coordinates and usually sends such communications. A note of disciplinary action may be made in the student's conduct record, or could result in suspension or expulsion of the student. Corporal punishment shall not be used.

Mandatory Reporting

Under Colorado's abuse reporting law, school employees are mandatory reporters of child abuse and neglect. A mandatory reporter is required to make a report when he/she: (1) has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or (2) has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect. A child is a person under age 18. The school is committed to child sexual abuse prevention programs for employees, volunteers, and children that teach prevention and reduce the occurrences of abuse and molestation in children and adolescents.

Child abuse or neglect includes an act or omission that threatens the health or welfare of a child, such as a non-accidental act that causes the child to suffer bruising, malnutrition, fracture, or burns; sexual assault or other unlawful sexual behavior as defined by law; emotional abuse; or a situation in which a child's environment is injurious to his/her welfare, including when a child lacks proper subsistence or medical care.

On receiving such information, the employee must make a report immediately to a local law enforcement agency or the Douglas County Department of Human Services (303-688-4825). An oral report is to be followed by a written report.

We require all employees to familiarize themselves with the requirements of Colorado's abuse reporting law. If you have questions, you may contact the Head of School's office. Failure to make a report when required under law may result in the employee being charged with a criminal offense.

The Head of School's office handles and coordinates working with affected students and families as deemed appropriate to provide support and follow up. The Head of School's office shall serve as the Sexual Abuse Prevention Coordinator.

If you become aware during school hours of child abuse or neglect:

- Contact the school's School Resource Officer (SRO) immediately
- Contact a law enforcement official or the Douglas County Department of Human Services (303) 688-4825
- Advise the Head of School's office of the report and they will advise school administration

If after school hours:

- Contact a law enforcement official or the Douglas County Department of Human Services:

(303) 688-4825

- As soon as practical, notify the Head of School's office and provide an oral report of events; follow up with written documentation

The mandatory reporter should document the incident and provide written documentation to the Head of School. Note: reporting to your Supervisor, the Dean's, the Head of School, or other school official does not satisfy the legal requirement to report to the authorities. The Head of School's office may assist you to make the report to authorities or you may make the report independently.

Student Medication

Only designated individuals and/or members of the Head of School's office are allowed to dispense medication of any kind to students.

Confidentiality of School Information

The school expects all employees to protect and safeguard the confidential information of the school, including information concerning individual students, families, and donors, as well as the school's confidential financial, real estate, construction and business information. Each employee entrusted with the school's confidential information is responsible for safeguarding the confidential information. Employees should maintain confidentiality of school information as committed to, in agreement with, and working in accordance with the school's [Confidentiality Agreement](#).

School Property

The school provides certain school property for the convenience and use of its employees for school purposes during working hours. Employees should remember that all school property remains the sole property of the school and must be maintained according to the school's established policies and guidelines as well as be used only for work related purposes.

Acceptable Use

The school seeks to provide information technology capabilities that allow the school to excel in teaching, learning, and administration. The purpose of this Policy is to provide a safe environment where members of the school community can use school-provided technologies without being exposed to inappropriate content or infringing upon the rights of others. This policy will also help ensure the secure and reliable operations of the school's information technology and electronic communications systems. Members of the school's community are granted the privilege of using the the school's IT Network with the expectation they will comply with this policy.

Gifts, Solicitation and Distribution

Gifts from students, parents, or members of the school community to school personnel shall be limited to token gifts of small value. Individuals or groups may not solicit funds within the campus, nor may employees distribute flyers or other materials related to fundraising drives without the approval of the Head of School or designee.

Travel, Meals & Entertainment

The school pays for reasonable, appropriately documented, and properly authorized travel, meals, and entertainment expenses within the guidelines of this Policy. In general, the cost of travel accommodations, entertainment, and other related business expenses should be reasonable and

appropriate to the business purpose. Reimbursable business expenses should be incurred at the lowest cost consistent with good business practices, while still maintaining a reasonable degree of comfort for the person incurring the expense.

Use of Volunteers

The school is grateful and blessed with many volunteers and strives to use them in meaningful ways. Individuals interested in serving in a volunteer capacity may either express their desire to volunteer to the department contact or they may meet with the Parent Liaisons to determine the volunteer's best fit.

Volunteers:

- Are intended to add expertise, skills and experience in the areas in which they are serving thus enhancing the mission of the school.
- Are expected to display proper identification at all times and follow all safety and security protocols while on campus.
- Are expected to undergo the appropriate background screening should they be placed in close, personal roles with students. Examples include traveling on an experiential learning excursion, mission trip or retreat, leading a Life Group or Club, or in any role with a potentially sensitive nature.
- Are expected to sign a confidentiality agreement if in the nature of their service they may have access to confidential information.
- Are not paid, are not considered employees, and should have no expectation (and be given no expectation) that volunteer service will lead to future employment.
- Employees are generally not permitted to volunteer to perform the same work or work similar to that performed by another employee.

Volunteer Internships

Volunteer interns, whether seeking to fulfill college requirements or simply desiring valuable experience, should first contact the Office Manager. Any staff member desiring the assistance of a volunteer intern must also contact the Office Manager.

Campus Safety

The school strives to provide a safe, orderly and secure campus environment, conducive to learning, working and participating in co-curricular activities and events. All employees are expected to remain vigilant and committed to maintaining a safe and secure campus. All employees are expected to model and incorporate all established safety and security procedures throughout the workday such as securing unoccupied classrooms and teaching areas, escorting persons without a visitor's badge to the Front Desk to receive proper identification, and knowing their responsibilities during emergencies. All employees are also expected to maintain current certifications in CPR and AED training.

Background Checks

The school uses an online service to conduct background checks in addition to potentially requiring fingerprint checks through the CBI/FBI on all final candidates. The school may collect information regarding, but not limited to, a criminal background, Motor Vehicle Report (MVR), education and

employment history, and professional and personal references. This process verifies the accuracy of the information provided by the candidate and helps to determine his/her suitability for employment. The school may also conduct additional periodic background checks on its employees during their years of service.

Workplace Violence

The school is committed to maintaining a safe work and educational environment. Maintaining a safe environment, and quickly and effectively addressing threats, intimidation or violence, requires good communication, awareness and sensitivity, and cooperation by all.

Employees are expected to refrain from intimidating behavior, threats of violence, fighting or other physical conduct that may be violent or otherwise dangerous to others. Conduct on school property or while involved in school activities that threatens, intimidates, or coerces another employee, student, parent, or other person, is prohibited.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the school premises, including parking areas, unless carried by an authorized person. Authorized persons include police officers, School Resource Officers (SROs), and any other person approved by the Head of School. The school does not allow concealed carry permit holders to bring weapons on the school property, including the parking areas, unless specifically authorized by the Head of School.

All acts of violence, threats of violence, or intimidation, either direct or indirect, and/or suspicious individuals or activities should be reported as soon as possible to your Supervisor, the SRO, or the Head of School. This includes threats by employees, as well as threats by students, parents, volunteers, vendors, solicitors, or other members of the public. When reporting such behavior, employees should be as specific and detailed as possible.

Any employee determined to be responsible for violence or threats of violence, intimidation, or other conduct that is in violation of this policy, may be subject to disciplinary action, or termination of employment. The school may also contact law enforcement authorities, if it feels this is warranted.

The school encourages employees to bring their disputes or differences with other employees, students, parents, volunteers or other individuals on campus to the attention of their Supervisor, Office Manager, or the Head of School. If there is any indication the situation may escalate into violence, employees are encouraged to contact an appropriate member of law enforcement.

Smoke and Vape Free Workplace

The school is committed to providing and maintaining a smoke and vape free workplace. Employees are not permitted to smoke or vape on school grounds, which includes the use of electronic nicotine delivery systems (known as e-cigarettes, e-cigars, e-hookahs, and e-pipes).

Alcohol & Drug Free Workplace

The school believes that the use of controlled substances, alcohol, tobacco and marijuana may undermine minds and hearts of individuals. Though use of some substances may be legal, they are not of primary benefit (except when prescribed for medical reasons) and should be used, if at all, with caution and moderation only after receiving the school's consent and acknowledgement. The

following sets forth our policy and expectations:

The school is an alcohol, drug, marijuana and tobacco-free campus. We expect all students, employees, parents and guests to comply. These provisions also apply to any official school-sanctioned gathering or activity where students are present.

School employees may use alcohol or tobacco in moderation in private settings. The school may permit alcohol to be served at adult gatherings, including school-sponsored events such as fundraisers.

Marijuana use, and all other non-prescribed drug use, and any abuse of prescribed drugs, are prohibited. The school may conduct random or mandatory drug testing of employees at any time without notice.

At all times when an employee is (1) on duty, whether onsite or offsite, (2) traveling on school business, whether in a school vehicle or in the employee's or another person's vehicle, or (3) on school premises, (with the exception of adults-only events such as fundraisers) the employee is prohibited from:

- Possessing, consuming, or distributing a controlled substance
- Being under the influence of or impaired by alcohol or a controlled substance (except for a substance that has been ingested according to a valid prescription by a licensed medical provider)
- Having recently consumed alcohol or a controlled substance such that, in the opinion of the school, the substance may have an adverse impact on the employee's work performance, the safety of the employee or others, or the operations or reputation of the school
- Wearing school apparel or articles identifying them as associated with the school, including clothing or nametags with the logos and name, while engaging in any private social activity that involves the consumption (use) of alcohol or the ingestion or other use of controlled substances or where the employee is under the influence of alcohol or of a controlled substance

Employees may possess over-the-counter medications and lawfully prescribed medications while working and may use such medication, consistent with recommended dosages for the medication and provided the use does not impair the employee's ability to perform safely and effectively his/her assigned duties.

As used in this policy, "controlled substance" includes, but is not limited to, drugs and inhalants, such as marijuana (including medical marijuana), cocaine, heroin, amphetamines and depressants. When an employee is using a prescription drug as directed by the employee's physician, but the drug carries a warning that it could affect the employee's ability to perform job duties (e.g., may cause drowsiness while operating an automobile or machinery or equipment), the employee must report this to their Supervisor and/or Head of School. The school may withhold approval for the employee to work while using the prescribed substance if it determines that the situation presents a safety risk to the employee or others.

Drug Testing

The school may conduct drug testing of employees without notice in either of the following

circumstances:

Post-Accident Testing: Employees will be drug/alcohol tested if the following conditions occur (where permitted by applicable law): (A) there is a reasonable possibility that drug/alcohol use may have been a contributing factor to the reported injury or accident on or off campus, and (B) the injury or accident resulted in a fatality, requires medical attention beyond first aid, results in lost work time, causes property damage in a significant amount, or involves a student. Drug testing under this section will be undertaken as soon as practicable after the reported injury or accident, administered to Employees who the school reasonably believes may have contributed to the injury or accident, applied in a neutral fashion, to foster a safe work environment, and only to identify drug/alcohol use in the recent past. Testing under this section will not be undertaken to retaliate against employees for reporting workplace injuries, but positive test results may result in loss or diminution of workers' compensation benefits as determined by the workers' compensation benefits administrator.

Reasonable Suspicion/For Cause Testing: Employees will be drug and/or alcohol tested when there is a reasonable belief based on specific facts and rational inferences drawn from those facts that an employee has engaged in the inappropriate or illegal use of drugs or alcohol and/or has violated this Policy (where permitted by applicable law). Such specific facts would include, but are not limited to, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of an employee. Such persons will not be allowed to drive themselves to a clinic for drug or alcohol testing.

Drug and/or alcohol test samples/specimens will be collected in private by a certified collector approved by the school. The collector will maintain appropriate chain of custody documentation. All reasonable attempts will be made to protect the privacy of individuals providing drug/alcohol samples/specimens.

Immediately after the school determines an employee shall be tested, a school representative will direct or escort the employee to a collection site or certified collector to facilitate the collection of the appropriate specimen.

The school will pay the full cost of any testing it requests with employees being reimbursed for the reasonable cost of any transportation to and from the designated collection facility.

The school will make every effort to schedule testing of employees during, or immediately before or after, a regular work period. Time spent complying with testing required under this policy is considered work time for purposes of compensation and benefits.

An employee shall not be deemed to be positive on a drug or alcohol test until the employee's sample/specimen has been subject to confirmatory testing.

Positive test results (or results determined to be adulterated, diluted or substituted) will be communicated to the Head of School or Chairman of the Board if a positive test result is obtained from the Head of School. On receipt of positive test results (or results determined to be adulterated, diluted, or substituted), the Head of School shall inform the employee of the positive test result(s) and discuss the result(s) with the Employee. During this discussion, the Head of School will give the employee an opportunity, in confidence, to provide a medical explanation for the result (including the opportunity to identify prescription and non-prescription drug use), the opportunity to contest/rebut the positive test result, and/or the opportunity to provide other information the employee believes to be relevant. After speaking with the employee, the Head of School will then make a determination regarding the appropriate response to the positive test result(s), which may include discipline up to and including

termination of employment. Employees will have seven (7) days to contest positive results according to these procedures.

The results of any and all drug and/or alcohol tests will be maintained in secure (locked), confidential medical files with limited restricted access.

Worker's Compensation

The school maintains a policy of workers' compensation insurance for all employees. This insurance is intended to cover on-the-job injuries and accidents of employees, and to provide for payment of medical expenses and disability benefits, in accordance with and as provided by state law.

Employees must report all on-the-job injuries, accidents, and occupational diseases, no matter how minor. An employee injured on the job must provide written notice to the school within four (4) working days after the accident, in accord with state law, C.R.S. 8-43-102(1) and (1.5).

If the injury results from the employee's use of alcohol or controlled substances, the employee's workers' compensation disability benefits may be reduced by one-half in accordance with state law, C.R.S. 8-42-112.5.

If you suffer an accident or injury while at work or in the course of employment, regardless of how minor, please notify your Supervisor in order to facilitate the immediate completion of an accident report form. Failure to report accidents and work-related injuries in an appropriate and timely notice can lead to:

- safety issues for others
- difficulties in maintaining accurate safety records
- may adversely affect the employee's worker's compensation benefits and the processing of insurance and benefit claims

Access Control Cards, Key(s) and Alarm Code

Building access cards and alarm codes are issued to all employees at the start of their employment. Employees are expected to maintain control of their internal building keys and access cards at all times, and not to give them to students for use under any circumstances. Lost access cards or keys are to be reported immediately to the employee's Supervisor and the Office Manager. Alarm codes are personal to the individual and confidential. Please do not give them out to anyone. When employment ends, internal building keys and access cards must be returned to the school on the last day of employment or at any time specified by the school.

After Hours Access to Buildings

When accessing the school campus after hours, please use your access card and disarm the security system upon entry. Sign in on the building log form near the keypad panel and remember to sign out when you leave. If you are the last person to leave the building, please remember to set the alarm. If you accidentally trigger a false alarm, please contact the Office Manager so the police will not be dispatched.

School and Personal Vehicles for School Purposes

School owned vehicles are available for school-related business or school events only. Approval to drive school-owned vehicles and/or the use of personal vehicles for school purposes is required prior to use. In addition, all school-owned vehicles must be reserved at least 24 hours in advance.

Employment Relationship

The school takes the employee/employer relationship very seriously. People are our most cherished and valuable resource.

Equal Employment Opportunity

The school seeks to avoid discrimination in the terms and conditions of employment against any employee or applicant for employment because of race, color, national origin, sex, disability, genetic information, age, or veteran status in violation of laws applicable to the school.

This policy applies to all terms, conditions and privileges of employment and all policies of the school, including interviewing, hiring, training, orientation, placement and employee development, promotion, performance appraisals, transfer, compensation, benefits, educational assistance, social and recreational programs, employee facilities, discipline, termination and retirement.

Any individual who feels that he or she has been subject to discrimination in employment should contact his or her Supervisor or the Head of School as soon as possible. The school appreciates having an opportunity to address and attempt to resolve questions and concerns about its employment policies, practices and decision-making at the earliest possible time.

Work Accommodations for Disabled Employees (ADA)

It is the school's policy not to discriminate against qualified individuals with a disability with regard to any aspect of employment. The school is committed to complying with the American with Disabilities Act (ADA) and applicable state laws.

The school recognizes some individuals with disabilities may require reasonable accommodations. If an employee is disabled or becomes disabled (meaning a mental or physical impairment substantially limiting one or more of the major life activities), a request for a reasonable accommodation related to the disability should be directed to the Office Manager. The school will evaluate request, engage in the interactive process with the employee as necessary, and make accommodations that do not impose an undue burden on the school.

Work Accommodations for Pregnant Employees

The school is committed to providing reasonable work accommodations to employees for health conditions related to pregnancy or the physical recovery from childbirth.

Anti-Harassment

The school is committed to providing an environment free of harassment. The school's anti-harassment policy applies to all employees of the school, as well as to any other person the employee encounters as a consequence of their employment at the school, including students, parents, volunteers, vendors, or other members of the public. All employees are prohibited from engaging in behavior that constitutes harassment of another employee or of any other person the employee

encounters as a consequence of their employment at the school, including students, parents, volunteers, vendors, or other members of the public. Employees should use the reporting procedure below to report harassment committed by other employees or by other members of our community.

Harassment may include any unwelcome and offensive behavior directed to a person because of the person's race, color, national origin, age (40+), disability, sex, or veteran status, when the behavior is either (i) done in such a way that the person is made to understand that submission to or acquiescence in such conduct is a condition for continued employment, a basis for employment decisions, or a condition or basis for other opportunities or activities associated with the school, or (ii) so severe or pervasive it interferes with an employee's work performance or otherwise creates an intimidating, hostile or offensive environment.

Harassment may also take the form of unwelcome and offensive racial or ethnic jokes or slurs, or other words or conduct disparaging or insulting an individual because of his/her race, color, national origin, age, veteran, or disability status.

Sexual harassment may take the form of unwelcome and offensive sexually implicit or explicit communications, derogatory or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted advances or requests for dates or a romantic relationship, or unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Harassment may occur in:

- Recorded form, such as cartoons, posters, calendars, notes, letters, email, text messages, videos, social media posts, or other communications set out in any medium
- Oral form, such as spoken comments or jokes
- Physical gestures and other nonverbal behavior

This guideline applies to harassment committed by other employees, including managers, supervisors and co-workers, and by non-employees such as volunteers, vendors, consultants, parents, students, and board members. Even conduct that is intended to be humorous or supportive may in fact constitute harassment under this policy.

Employees who experience, witness, or receive reliable reports of harassment must report the events immediately according to the reporting procedure below.

Similarly, the school prohibits unprofessional conduct of all kinds aimed at employees or others in the workplace, including disrespectful jokes, social media posts and interactions, epithets, and comments related to any personal characteristic, such as religious differences, gender, gender presentation, sexual orientation, appearance, weight, etc. Employees who experience, witness, or receive reliable reports of such unprofessional conduct must also report the events immediately according to the reporting procedure below.

Reporting Process

If you believe you have experienced, witnessed or learned of discrimination, harassment, bullying, or

any other violation of these policies, you must report the matter immediately, either orally or in writing, to any of the following individuals: your Supervisor, the Office Manager or the Head of School. If the conduct concerns your Supervisor, report to one of the other listed persons. If the conduct concerns an individual at the level of your Supervisor or higher, and you feel uncomfortable going to one of the persons identified above, you may make the report to the Chairman of the Board of Education. The school will then review the report and determine what action should be taken.

In some instances, it may be difficult for an employee to tell whether the behavior experienced rises to the level of harassment. If an employee feels the behavior experienced is even unprofessional or otherwise inappropriate in a workplace or school setting, the employee should report the circumstances according to this procedure.

The school takes allegations of harassment very seriously and will thoroughly investigate all complaints.

Confidentiality. The school seeks to maintain reports made under this procedure as confidential as possible in the specific circumstances. Confidentiality cannot be guaranteed, however, and information concerning a report may be disclosed in connection with an investigation or review of the circumstances, efforts to correct or remedy harassment or other inappropriate behavior, and/or measures to prevent future harassment or other inappropriate behavior.

Retaliation. Retaliation against an employee by another employee or any other member of the school community, for making a report under this procedure or for cooperating with an investigation or inquiry into such a report, is expressly prohibited, and should be reported immediately under this procedure.

Consequences. Any employee determined by the school to have violated its guidelines regarding discrimination, harassment, or bullying, including the provision concerning retaliation, may be subject to disciplinary action, immediate termination, or other action deemed appropriate by the school. If the behavior does not rise to the level of harassment, the school may still apply disciplinary action, immediate termination or other action as it deems appropriate in its discretion. The school takes other appropriate action concerning non-employees who have violated its policies concerning discrimination and harassment.

Preserve and Protect

Employees are expected to safeguard and avoid the misuse of all school assets, funds, records, goods and equipment, intellectual property and all other property of the school, which includes all assets, goods and equipment and facilities. Employees are also expected to conduct the business affairs of the school in a manner that complies with the highest standards of integrity and fiduciary responsibility.

Employees are prohibited from engaging in any activity that may involve theft, misappropriation or other misuse of school property or any violation of law, including but not limited to the following:

- **theft or unauthorized use** of funds, equipment, supplies, and other tangible property, or data, software, or other non-tangible property;

- **misuse** of cash, credit cards, checks, and other financial instruments, including misuse to purchase personal items or diverting funds to personal use or to unauthorized third parties;
- **falsification** of time or payroll records, expense reimbursement reports, and other forms, reports, and records;
- **misappropriation** of school trade secrets, copyrighted material and other intellectual property for personal use or unauthorized use by third parties;
- **intentional** misstatements in financial statements, tax or information returns, or other financial reports and records, including the intentional misstatement of the results of operations; and
- **violating local, state or federal laws and regulations**, including without limitation those concerning recordkeeping, reporting, and safety

Employees should report immediately any known or suspected violation of this policy. Reports may be made orally or in writing. (Reports concerning unlawful discrimination or harassment should be handled and reported according to other policies in this handbook; see *Anti-Harassment* and *Equal Opportunity Employment* in this handbook.)

Reporting known or suspected violations of this policy provides the school with the opportunity to evaluate the known or suspected policy violation and to take action as necessary to protect the school's property, funds and other ministry interests. In some circumstances, the school may report the matter to law enforcement authorities.

The following school departments/roles are designated to take employee reports concerning violations of this policy (employees may report to any of these):

- Office Manager
- Head of School
- Chairman of Finance for the Board of Education

Retaliation against an employee who reports a known or suspected violation of this policy, or who cooperates in an investigation by the school or law enforcement authorities of a violation of this policy, is prohibited. Any employee who feels that he or she, or another school employee, has been subjected to such retaliation should report the matter immediately according to one of the procedures noted above.

Employees who violate this policy may be subject to disciplinary action, dismissal, or other corrective action in the discretion of the school.

Problem Solving Procedure

There may be an occasion when you have a concern, grievance, suggestion, or question about your job or working conditions. In the event the issue is not covered by a more specific reporting or complaint procedure you should use the following problem-solving procedure.

When a concern or grievance arises with another individual or with a school decision or policy, the school encourages you to have a discussion with the person responsible within five (5) calendar days

of the incident, decision, or event.

1. If possible, resolve your issue(s) or concern(s) by talking directly with the individual(s) involved.
2. If you feel uncomfortable with this approach or are not able to resolve the matter through such discussions, discuss the problem with your Supervisor. Your Supervisor is interested in your personal success along with building a thriving team.
3. If the discussion with the Supervisor is not satisfactory, or does not bring the desired results, then the employee is encouraged to seek counsel from the Head of School directly.
4. The school welcomes the opportunity to address and seek to resolve employee concerns. Employees should understand that the school's answer to employee concerns seeks the best interest of the school community as a whole, and may not always be the resolution sought by the employee.
5. The school may modify this procedure at any time.

Unemployment Insurance

The school provides unemployment insurance for covered employees in accordance with state law. When employment is terminated, the former employee may be able to obtain benefits, as provided by law, for a defined period of unemployment while the employee is searching for new employment. Employees with questions about unemployment insurance requirements and benefits should contact the Colorado Division of Labor and Employment.

Employee Classifications

Hours Worked

A **full-time employee** is regularly scheduled to work a minimum average week of forty (40) hours. Full-time employees are eligible for leave, insurance coverage, and other benefits.

A **part-time employee** is regularly scheduled to work less than forty (40) hours per week. Part-time employees who regularly work at least thirty (32) hours per week in a twelve (12) month period may be eligible for health insurance benefits.

Employment Status/Eligibility for Overtime Salaried Exempt Employees

Salaried exempt employees include all regular employees who are classified by the school as exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") and any applicable state law. Such employees include those whose job responsibilities meet either the executive, administrative, or professional exemption. All full-time teaching faculty qualify as professional exempt employees. Other exemptions may also apply to specific employees.

Hourly Non-Exempt Employees

Hourly non-exempt employees are covered by the overtime provisions of FLSA. Non-exempt employees are entitled to overtime pay for all hours worked in excess of forty (40) hours per week, or twelve (12) hours in a workday. See Overtime page 27.

Temporary Employees

A temporary employee is any employee who works in a given position for a specified, limited period of time. The employee may or may not be eligible for benefits. This duration shall not exceed six (6) months, unless extended in writing by a mutual agreement. The following are examples of temporary positions:

- Stipend based Academic, Arts and Athletic positions
- Intern hourly positions
- Temporary help

Class “E” (Executive) Employees

An employee classified “E,” also known as an executive employee, is a salaried exempt employee and includes all regular employees who are classified by the school as exempt from the overtime provisions of the Fair Labor Standards Act (“FLSA”) and any applicable state law. Such employees include those whose job responsibilities meet either the executive, administrative, or professional exemption. All full-time teaching faculty qualify as professional exempt employees. Other exemptions may also apply to specific employees.

The following are examples of additional benefits an “E” employee may receive in his or her position:

- Full tuition abatement for his or her lineal descendent children to attend the school, which does not include any additional clubs, services, or fees.

Job Postings

New positions and job openings may be posted online on the school website. The school will seek internal or external candidates.

Outside Employment

Employees are expected to focus their best efforts, time and talent in the exercise of their primary role. Outside employment can conflict with and affect an employee’s performance of their duties for the school. We request each year that employees disclose all obligations related to other employment beyond the school. The school employees have an ongoing responsibility to keep such disclosures current.

Conflicts of Interest

The primary interest of the school employees should be the school’s mission and ministry. A conflict of interest can occur when an employee takes action or contemplates taking action for the employee’s own private benefit or gain, or for the purpose of providing benefit to a third party, to the detriment of the school’s interest.

A conflict of interest can occur when an employee has a material interest in an outside business or organization that does business with the school, or that is anticipated to engage in a business or other transaction with the school (such as a supply contract, lease, contract with a hotel or events center, advertising contract, or fundraising activity), and where the employee having such an interest also has influence over or input into the school’s decision-making concerning the transaction with the

outside business or organization. A material interest in an outside business or organization can arise through employment, an ownership interest, or the employment or ownership interest of the employee's close associate.

Employees are expected to disclose actual or potential conflicts and to keep disclosures of any conflicts current.

How a conflict of interest is dealt with, including the approach to be taken, is a matter entirely within the discretion of the school. Possible approaches depend on the circumstances, and can include a request that the employee discontinue the outside employment, business interest, affiliation or commitment; a change in the employee's job duties or position with the school; and/or discontinuation of employment.

Failure to disclose an actual or potential conflict even if the employee perceives the matter as relatively insignificant could result in disciplinary action, or dismissal, at the school's discretion.

The school may issue other specific policy instructions to key management personnel in addition to or in lieu of this policy.

Nepotism

A conflict of interest might also result when two family members both work for the school, and one supervises the other, or can influence personnel or financial decisions concerning the other. Spouses may not work in positions in which one spouse directly or indirectly exercises supervisory authority over the other spouse; in which one spouse audits, verifies, receives, or is entrusted with money received or handled by the other spouse; or in which one spouse has access to the School's confidential information, including payroll and personnel records. In addition, when other family members are both employed in the same department or area of the school, there may be potential for unprofessional work relationships and behaviors.

Employees are expected to fully disclose family relationships with other employees, or any other relationships that violate this policy or otherwise create a conflict of interest, to the Head of School immediately. The school reserves the right to review such relationships and to implement safeguards, reassign one or both employees, terminate employment where permitted by law, or take other steps, in its discretion.

Family relationships that must be disclosed include: spouses, fiancé/engaged to be married, siblings, parent/child, grandparent/grandchild, aunts/uncles/nephews/nieces and cousins.

Separation of Employment

Employment with the school is at-will employment, which means that employment has no specific term, and that either the employee or the school can terminate the employment relationship at any time, with or without advance notice, and with or without cause.

When an employee is leaving the school, regardless of the reason, the employee's Supervisor will work with the Head of School on the timing of communication with the employee's immediate

department. The Head of School manages all communication to the broader school community as well as any communication with students and families. Employees should not announce a departure or communicate with staff, students or families without obtaining approval first from the Head of School. When an employee terminates his/her employment, whether the termination is by resignation or involuntary, he/she must complete certain interviews and procedures before receiving a final paycheck. These procedures are to verify that all obligations have been met and should be coordinated with the employee's direct Supervisor and/or Head of School.

Compensation Program

In establishing our compensation program, the school strives to achieve the following:

- Attract and retain highly competent employees
- Maintain internal equity among employees based on similar education, skills, responsibilities and impact to the organization
- Reward employees according to performance. How employees do their jobs directly influences their compensation, pay increases, and potential career growth. Annual evaluations assist in providing objective measurements of performance
- Comply with all applicable governmental regulations

The procedure for establishing pay rates and compensation involves:

- Evaluating each role in objective terms
- Establishing a salary or rate for each role, taking into account its relative impact to the school
- Determining a role's worth in comparison to the local marketplace
- Setting an individual's salary by using such factors as performance, experience, the employee's education, and the employee's unique impact, skill set and special achievements

The Head of School, is responsible for the overall administration of all compensation programs.

Performance and Compensation Reviews

On an annual basis, the school conducts performance evaluations which may result in a compensation adjustment. It should be understood, however, that increases in salary are not automatic as part of the performance review process. The school retains sole discretion to make any decisions based upon factors including the employee's entire work record, performance evaluation, and organization resources. These assessments are based on information obtained through formal and informal observations. All compensation adjustments are typically effective August 1, and reflected on the August 15 payroll.

Performance goals are typically set at the beginning of the school year (August/September). A mid-year review typically happens in January with final reviews in May/June each year. The school encourages good communication and dialogue between the employee and Supervisor throughout the year to avoid surprises during the performance review times.

Access to Personnel Files

The school maintains a personnel file on each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of

performance reviews and salary increases, and other employment records.

Personnel files are the property of the school. Current employees may review their file annually upon request and by appointment with the Head of School. Former employees may inspect their file one time after termination of employment.

Hours of Work

The school calendar year commences July 1 and ends on June 30.

The workweek is a seven-day period that begins on Sunday at 12:01 A.M. and ends the following Saturday at midnight.

The length of a workday for most school employees will be eight (8) hours. Work hours can vary according to position and are established by the position Supervisor (see *Flexible Time* in this handbook). These hours may also be changed at the discretion of the Supervisor.

The length of the workday for faculty is eight (8) hours including the lunch period and preparation period. Faculty work hours are 7:15 a.m. - 3:30 p.m. On the occasions of a staff meeting or event when an earlier start time is required, you are expected to adjust your schedule accordingly.

Professional educators have responsibilities outside the school day that include, but are not limited to, preparation for instruction, grading, occasional evening meetings and correspondence. On the rare occasion that a faculty member is unable to participate in such activities, the faculty member must notify his or her Supervisor in advance.

Time Tracking Guidelines

All hourly employees are expected to keep accurate records of time worked on a daily basis. Their time tracking is reviewed and approved by their immediate Supervisor. Hourly employees must obtain approval from their immediate Supervisor before working hours that are in addition to his/her regular schedule and/or any overtime hours. Timesheets and/or time tracking software are used for calculating employee pay and employees are responsible for submitting timesheets to their immediate Supervisor or logging timesheets online and submitting on a weekly basis for approval and submittal to payroll.

Meal and Rest Periods

Each hourly non-exempt employee scheduled to work more than 5 hours a day is provided with at least a 30-minute paid lunch period. Employees requesting to leave early or extend their lunch period need permission from their Supervisor. If an employee's lunch period is interrupted (i.e., more than a minor interruption), the employee is allowed to restart the lunch and take a full 30-minute lunch period. If the responsibilities of the role make it impractical to be away from the work of the school, the employee may consume their meal while working and may take a 30-minute break when reasonably possible.

Overtime

The school pays overtime to all non-exempt employees at the rate of one and one-half times (1.5x) for all hours worked in excess of forty (40) per workweek or twelve (12) hours in a workday. For

overtime pay calculation purposes for non-exempt employees, the work day at the school begins at 12:01 a.m. and ends at midnight. The work week begins at 12:01 a.m. on Sunday and ends on the following Saturday for all employees. Exempt employees do not receive overtime compensation.

For purposes of determining which hours constitute overtime, only those hours that are actually worked are added together to determine an employee's overtime compensation. Hours paid for time not worked such as holidays, personal holidays, and paid time off, for example, are not hours worked, and therefore are not counted in making overtime calculations.

The school does not have a system for compensatory or “comp” time for non-exempt employees. All overtime hours of non-exempt employees must be reported and paid according to this policy and the school’s payroll practices.

Payment of Salary and Wages

Paydays are on the fifteenth (15) and the last day each month. If these paydays fall on a holiday or weekend, employees are paid on the preceding workday. The school’s payroll system uses auto pay through direct deposit. If an enrolled employee changes banks or accounts, the employee must update routing and account number information through the online payroll system. Any employee having questions about the functions of the payroll system should contact the Office Manager.

The Office Manager communicates login instructions to view paystubs electronically. We ask employees to review and audit paystubs for accuracy. Every precaution has been taken to avoid errors, however, sometimes mistakes do happen. Please contact the Office Manager with any compensation questions that may arise.

Compensation for salaried employees classified as “A” or “B” is paid according to the number of in-service workdays/holidays at a daily rate and is calculated based upon the in-service workdays/holidays projected for the ten (10) month school year. This salary amount is then distributed and paid over a twelve (12) month payroll schedule for “A” or “B”. If an employee leaves during the school year, a calculation is made of in-service workdays actually worked versus salary paid, to determine whether the employee has been overpaid or underpaid as of the separation date. If an employee takes unpaid leave or otherwise fails to work all in-service workdays without paid leave, unworked days are deducted from pay at the in-service rate and/or the employee’s compensation pay-out and the payroll schedule may be adjusted.

Payroll Deductions

The school is required by law to make deductions from employees’ pay for federal income tax, social security and Medicare, state taxes, and legal garnishments or levies. The amount deducted for each item is shown on the stub of each employee’s paycheck. Each year, every employee receives a W-2 form showing his or her total earnings for the year and the amount of taxes withheld from the employee’s paycheck. Any other deduction from an employee’s paycheck must be authorized by the employee.

Salaried employees should review their pay stubs on each payday and contact the Office Manager regarding any improper deduction from their usual salary. Some examples of proper deductions may include those made for absences of one or more full days pursuant to the school’s paid leave policies

and deductions for absences pursuant to the school's time off accrual guidelines.

Time Off Benefits and Guidelines

All eligible employees begin earning their designated annual time off accrual on the first day of the month following the date of hire. Employees starting on the first of the month will begin accruing on the first day. A portion of the annual accrual is earned each pay period in which work is performed, either from August 1 through July 31 or throughout the calendar year, depending on employee classification and full-time or part-time eligible employment status.

Time Off Accrual – Employee Classifications A and B

Employees classified as either A or B may be eligible for **sick/personal time**.

Sick/Personal Time:

Full-time employees classified as either A or B accrue sick/personal time at the rate of eight (8) days per year. Eligible employees may accrue up to a maximum of two hundred and forty (240) hours of sick/personal time.

Part-time employees who are regularly scheduled for an average of twenty-one (21) hours or more per week over the course of a year from August 1 through July 31, accrue sick/personal time at a rate of four (4) days sick/personal time per year. Eligible employees may accrue up to a maximum of one hundred and twenty (120) hours of sick/personal time.

Part-time employees who are regularly scheduled to work fewer than twenty-one (21) hours per week over the course of a year are eligible to accrue sick/personal time at the rate of one (1) hour of sick/personal time for every thirty (30) hours worked. Eligible employees may accrue up to a maximum of one hundred (100) hours of sick/personal time.

Accrued, but unused, sick/personal time will no longer be available to use immediately following termination notification. However, remaining balance is paid out to the employee upon separation. Sick/personal time is intended to protect an eligible employee's income in case of a temporary or long-term illness or disability and should be conserved as much as possible for use in the event of a serious illness or accident. Please refer to **Colo. Rev. Stat §8-13.3-403** for additional information on requirements and eligibility. The school reserves the right to request medical documentation supporting any sick leave taken of more than three (3) consecutive days.

Faculty Absence Procedures

- All faculty must submit time-off requests at least two (2) weeks in advance
- Time-off requests will be reviewed and considered by the faculty member's Department Chair, and the Office Manager or Head of School
- Once a decision has been reached, faculty members should expect a response of approval or a denial of request within forty-eight (48) business hours
- In order to maintain the highest standards of professional etiquette, requested absences should not be used to extend school breaks and holiday weekends

- Unplanned absences should be submitted prior to 5:30 am on the day of absence

Full-Day Absence

If an employee needs to miss work for more than three (3) hours, they must take a full day absence. When a faculty member will miss four or more hours of classes, as much as it is possible, an outside substitute will be arranged.

Half-Day Absence

Absences up to three (3) hours (scheduled teaching times or off times) will be considered a half day absence. As a general guideline, faculty members who miss three or fewer hours are to arrange their own in-house coverage.

Partial-Day Absence

Absences under three (3) hours will be considered a partial day absence. Faculty members are expected to sign out at the front desk and notify their Department Chair and the Office Manager of the in-house coverage they have arranged.

The school reserves the right to request medical documentation supporting any sick leave taken of more than three (3) consecutive days. Sick/personal time is **not** paid out upon separation.

Time Off Accrual – Employee Classification C

Full-time employees classified as C may be eligible for both **sick/personal time** and **vacation time**.

Sick/Personal Time

Full-time employees classified as Full-Time Administration accrue sick/personal time at the rate of eight (8) days per year. Part-time employees regularly scheduled to work an average of twenty-one (21) hours or more per week accrue sick/personal time on a pro-rated basis commensurate with hours worked. Part-time employees who are regularly scheduled to work fewer than twenty-one (21) hours per week are not eligible for sick/personal time. Eligible employees may accrue up to a maximum of two hundred and forty (240) hours of sick/personal time.

Sick time is intended to protect an eligible employee's income in case of a temporary or long-term illness or disability and should be conserved as much as possible for use in the event of a serious illness or accident. Please refer to **Colo. Rev. Stat §8-13.3-403** for additional information on requirements and eligibility.

The school reserves the right to request medical documentation supporting any sick leave taken of more than three (3) consecutive days. Sick/personal time is **not** paid out upon separation and will no longer be available to use immediately following termination notification.

Vacation Time

Full-time employees classified as C also accrue vacation time, in an amount specified in the employee's Employment Offer Letter. Vacation time accrues proportionately each pay period in which work is performed during the calendar year. A part-time employee classified as C and regularly scheduled to work twenty-one (21) hours or more per week accrues vacation time on a pro-rated basis commensurate with hours worked. Part-time employees who are regularly scheduled to work

fewer than twenty-one (21) hours per week are not eligible for vacation time.

Accrued, but unused, vacation time will no longer be available to use immediately following termination notification. However, remaining balance is paid out to the employee upon separation.

Employees, who are eligible to accrue vacation time and who have completed five (5) full years of full-time or full-time equivalent service in a “C” classification position receive one (1) additional vacation day (or eight (8) hours) for each year after the fifth, up to a maximum of thirty (30) days.

To encourage a healthy work-life balance, vacation should be taken on an annual basis. Vacation may be taken in no less than four (4) hour increments. When employees are unable to use all the vacation time they accrue annually, up to forty (40) hours of the vacation balance recorded on July 31 will automatically transfer to a vacation carry-over account on the August 15th payroll. Hours in the vacation carry-over account do not expire. Any accrued vacation time the employee has not used by July 31st, beyond the forty (40) hours transferred to the vacation carry-over account on August 15th, is paid out at the employee’s hourly rate on the September 15th payroll.

When a holiday occurs during a vacation, the holiday is **not** considered a day of vacation time.

Questions regarding accruals should be directed to the Office Manager.

Requesting Time Off

With the exception of holidays and unplanned absences due to illness or emergency, all employees should request time off at least two (2) weeks **in advance**, using emailed requests, and must be **granted approval** by their immediate Supervisor before taking time off. Given the nature of school operations, time off should be scheduled during off-peak work periods. The school makes efforts to satisfy individual preferences for time off, but some requests may be denied based on the business needs of the school. Time off may be taken anytime following the date of hire. If time off is requested before it has been accrued, the maximum number of days an employee may be in a deficit is three (3) days. If a full-time salary employee exceeds the deficit limit, an Employee’s immediate Supervisor will notify the Employee that a full-day of pay will be deducted on the next pay period. If an hourly employee exceeds the deficit limit, pay will be deducted in 1-hour increments on the next pay period. If an employee has a deficit balance at the time of separation, the commensurate amount of pay will be deducted from the final check.

Time off accrual is suspended during extended leave without pay including periods of unpaid time off.

Time Off Accrual – Employee Classification D

Full-time employees classified as C may be eligible for both **sick/personal time** and **vacation time**.

Sick/Personal Time

Full-time employees classified as Full-Time Administration accrue sick/personal time at the rate of eight (8) days per year. Part-time employees regularly scheduled to work an average of twenty-one (21) hours or more per week accrue sick/personal time on a pro-rated basis commensurate with hours worked. Part-time employees who are regularly scheduled to work fewer than twenty-one (21)

hours per week are not eligible for sick/personal time. Eligible employees may accrue up to a maximum of two hundred and forty (240) hours of sick/personal time.

Sick time is intended to protect an eligible employee's income in case of a temporary or long-term illness or disability and should be conserved as much as possible for use in the event of a serious illness or accident. Please refer to **Colo. Rev. Stat §8-13.3-403** for additional information on requirements and eligibility.

The school reserves the right to request medical documentation supporting any sick leave taken of more than three (3) consecutive days. Sick/personal time is **not** paid out upon separation and will no longer be available to use immediately following termination notification.

Vacation Time

Full-time employees classified as C also accrue vacation time, in an amount specified in the employee's Employment Offer Letter. Vacation time accrues proportionately each pay period in which work is performed during the calendar year. A part-time employee classified as C and regularly scheduled to work twenty-one (21) hours or more per week accrues vacation time on a pro-rated basis commensurate with hours worked. Part-time employees who are regularly scheduled to work fewer than twenty-one (21) hours per week are not eligible for vacation time.

Accrued, but unused, vacation time will no longer be available to use immediately following termination notification. However, remaining balance is paid out to the employee upon separation.

Employees, who are eligible to accrue vacation time and who have completed five (5) full years of full-time or full-time equivalent service in a "C" classification position receive one (1) additional vacation day (or eight (8) hours) for each year after the fifth, up to a maximum of thirty (30) days.

To encourage a healthy work-life balance, vacation should be taken on an annual basis. Vacation may be taken in no less than four (4) hour increments. When employees are unable to use all the vacation time they accrue annually, up to forty (40) hours of the vacation balance recorded on July 31 will automatically transfer to a vacation carry-over account on the August 15th payroll. Hours in the vacation carry-over account do not expire. Any accrued vacation time the employee has not used by July 31st, beyond the forty (40) hours transferred to the vacation carry-over account on August 15th, is paid out at the employee's hourly rate on the September 15th payroll.

When a holiday occurs during a vacation, the holiday is **not** considered a day of vacation time.

Questions regarding accruals should be directed to the Office Manager.

Requesting Time Off

With the exception of holidays and unplanned absences due to illness or emergency, all employees should request time off at least two (2) weeks **in advance**, using emailed requests, and must be **granted approval** by their immediate Supervisor before taking time off. Given the nature of school operations, time off should be scheduled during off-peak work periods. The school makes efforts to satisfy individual preferences for time off, but some requests may be denied based on the business needs of the school. Time off may be taken anytime following the date of hire. If time off is requested

before it has been accrued, the maximum number of days an employee may be in a deficit is three (3) days. If a full-time salary employee exceeds the deficit limit, an Employee's immediate Supervisor will notify the Employee that a full-day of pay will be deducted on the next pay period. If an hourly employee exceeds the deficit limit, pay will be deducted in 1-hour increments on the next pay period. If an employee has a deficit balance at the time of separation, the commensurate amount of pay will be deducted from the final check.

Time off accrual is suspended during extended leave without pay including periods of unpaid time off.

Paid Holidays and Holiday Pay

The school recognizes a number of paid holidays for qualifying employees as which include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Employees who are regularly scheduled to work more than twenty-four (24) hours per week are eligible for holiday pay. Part-time employees receive between four (4) and seven (7) hours of holiday pay based on their expected average hours worked per week as stated in the employee's Employment Offer Letter.

In addition to paid holidays, employees in positions classified as "A" "B" and "D" do not report to work on campus for school breaks unless specified in their Employment Offer Letter. Hourly positions classified as "A" or "B" do not report to school unless scheduled and only receive compensation for hours worked. All "C" and "E" classification employees report to work on campus during school breaks unless using their accrued vacation time.

School Closures

At times during the school year, the weather may present unsafe driving conditions for students and parents. When a decision is made to cancel classes for the day, students will not be present and teaching faculty and other student-facing positions are not generally required to report to work on campus; however, necessary work is to be completed from home. All other non-instructional administrative and support positions are expected to report to work. The building will usually be open by 8:00 am on those days.

Non-instructional administrative and support employees should use their best judgement and consider travel conditions in making a decision as to whether they can arrive to work safely. If a non-instructional administrative or support employee does not think weather conditions are safe for driving and would prefer to stay home, they should contact their Supervisor directly to discuss the circumstances before making the decision and prior to the start of their normal work day. Supervisors decide whether "working from home" is an option or whether the person needs to use accrued time off if they choose not to come in to the office.

Hourly employees may use accrued time off or coordinate with their Supervisor on any work they think they are able to do from home. They are paid for the hours actually worked. If approved by the employee's Supervisor, an hourly employee may choose to make up work later during the same work week.

Flexible Time

Most positions at the school have an established work schedule with specific starting and ending times. Due to the nature of our work as a school and the need for timeliness during the school day, The school expects all employees to be present and performing their duties during the normal daily school schedule. The school is not able to provide modified or flexible time schedules for most positions. All employees are generally expected to report to work on time and to manage their family and personal commitments around their school work schedule.

If an employee has a special need for a schedule that differs from the usual schedule, the request should be submitted in writing to the employee's Supervisor, with a copy to the Office Manager. The submission should describe the reasons for the request, the effect on the schedule, and the time period over which the modified schedule is needed.

Approval of such requests is in the sole discretion of the school. Approval is typically only granted where the request is feasible in light of business needs of the position, does not create a significant burden on other staff or on delivery of school and business services, is for a short-term or temporary schedule modification, and the reason for the request is due to an unusual or serious personal need, such as a serious health problem. Demands of other outside employment, personal education/class schedule, transportation, and childcare issues typically do not provide a basis for approval of these requests.

Working from Home

In order to be available to invest in the lives of our students, all employees are required to work on campus. However, certain situations may arise in which working from home may be considered for a limited time and on a temporary short-term basis. Requests are reviewed on a case by case basis dependent on the nature of the employee's job description and the school's needs and resources. The requests must be approved by the Head of School.

School Work

At various times throughout the year, school employees may be involved in activities associated with the school that require them to be away from the office. Examples include conferences, training, experiential learning experiences, class service days and fundraising activities. School employees involved in these types of activities should be cognizant of workload and should strive to participate in these events at times that do not conflict with other important obligations and commitments during regular school days. These types of activities must be pre-approved and coordinated in advance by the employee's Supervisor. All time off requests should be made electronically through the online approval process.

Voting

The school encourages all employees to engage in their civic duty by voting in all elections. However, to provide the least amount of disruption to the organization, all employees are encouraged to vote by mail whenever possible, or in person either before their work day begins or, after their work day ends. In an election where voting in person is possible on the day of election, and the employee is not able to vote by mail or does not have a three (3) hour period off work when the polls are open, the

employee may make arrangements to take up to two (2) hours of time off to vote on the election day. Time off should occur at the beginning or end of the workday. Such arrangements should be made no later than the day before the election with the employee's Supervisor.

Witness Duty

Employees may be required by law to appear in court as a witness. Such employees are provided unpaid time off for this purpose. Employees must give their Supervisor reasonable advance notice of the date(s) of the intended absence. Any victim of specified crimes or a victim's immediate family for honoring a subpoena to testify in a criminal proceeding or for participating in the preparing of a criminal proceeding should reference Colo. Stat. § 24-4.2-301-304 for additional information.

Jury Duty

Employees will be provided time off to perform jury service. Employees who receive a jury summons must notify their Supervisor and Office Manager immediately. All regular employees and all regular part-time employees under court orders for jury duty are granted a leave of absence with pay (exempt and non-exempt) for up to three (3) days. Additional unpaid leave is available. The employee must supply documentation of absences and any compensation received by the court. Employees must report to work on days or parts of days when they are not required to serve.

Leave of Absence Benefits

If it becomes necessary for you to stay away from work for an extended period and you have exhausted accrued paid leave or will exhaust paid leave during the anticipated time away from work, you may apply for an unpaid leave of absence. A leave of absence is time away from work without pay for a specific period. A leave of absence may be taken for personal or medical reasons, including maternity or paternity leave. Requests for leave should be made in writing as far in advance as possible and are reviewed on a case by case basis. If a leave of absence is medically-related, requests must be accompanied by written documentation from a health care provider regarding the reason(s) for the leave request and anticipated duration. Premium payments for medical insurance are **not** made by school for employees on an unpaid leave under this policy unless required by law.

Whether the school approves your request for leave is within the school's discretion, and, typically is a function of school policy, circumstances, and applicable law. While on leave, you may not accept other employment for pay.

If an employee wishes to return to work before the expiration of an unpaid leave taken for medical reasons, the Office Manager must be notified prior to the desired date of return. In order to return to work, medical documentation indicating the employee is fit-to-return to work and any restrictions on the employee's work activities is required. If an employee wants to extend an unpaid medical leave, written request must be provided ten (10) days prior to expiration of current leave period. Medical re-certification is also necessary.

When you return from the leave, every effort is made to return you to your regular job or to an equivalent position, consistent with the requirements of the law and with the efficient conduct of the school's operations. If you are granted a leave, you continue to accumulate service time with the

school, but will not accrue any paid time off (sick/personal time, sick, or vacation) and will not be paid for holidays. Unapproved overstay of a leave will, in effect, be considered a resignation.

Benefits

Employees in unpaid status are responsible for paying their portion of all of their benefits that are normally deducted from their paychecks. During the unpaid portion of this leave, employees are also responsible for the employer portion of all benefits as well. Simple IRA retirement contributions also cease during this time.

Bereavement Leave

School employees may take up to five (5) days paid leave in the event of a death of an immediate family member. Immediate family members include mother, father, spouse, child, grandchild, sibling or any relative living in the immediate household of the employee. Three (3) days leave is provided in the event of the death of grandmother, grandfather, parent-in-law, son-in-law, or daughter-in-law. If out of state travel is required for bereavement purposes, an additional two (2) days of leave is allowed. For hourly employees, leave is computed at the regular rate of pay for an eight (8) hour day for full-time employees. Part-time employees receive four (4) to seven (7) hours of bereavement pay based on expected average hours worked per week as stated in the employee's Employment Offer Letter. Bereavement leave is in addition to current paid time off.

Military and Disaster Relief Workers Leave

All regular employees may take leaves of absence to accommodate service in the Armed Forces, Military Reserves, National Guard, or disaster relief agencies, as required by law. The specific terms of the absence and rights to reinstatement, seniority, benefits, and compensation after a military leave are governed by law. Please contact the Office Manager for any questions about military leaves of absence.

Other Benefits

Health & Welfare Benefits Overview

The description of health and welfare benefits in this Handbook and in the school's **Benefits Summary** may be modified, withdrawn or supplemented in the discretion of the school at any time. Descriptions in this Handbook are subject to and governed by the current summary plan description and plan documents which may be obtained from the Office Manager.

The school currently provides a comprehensive medical benefits program for employees. In order to qualify for the group insurance coverage, an employee must be a benefits eligible employee and have completed the prescribed waiting period as set forth in the group policy. Employees are responsible to communicate with the Office Manager regarding current benefits coverage.

The school maintains a **Benefits Summary** document describing the following benefits:

- Medical, Dental, and Vision Care
- Simple IRA Retirement Savings

Contact the Office Manager for plan documents outline above.

Professional Development

The school is committed to an intentional and strategic approach to professional development that is in alignment with our mission, vision, operational and long-term goals. The school supports ongoing training to ensure excellent teaching, student learning and to *prepare leaders for a healthy, resilient life*. Professional Development enhances our school culture, advances strategic initiatives and supports our ministry and witness in the community and world. All requests must go through an approval process. Please contact your Supervisor for directions.

Tuition Assistance (Employees with Children)

The school desires all mission appropriate students of staff and faculty to attend the school. The Tuition Assistance program is available on a preferential basis to all school employees with demonstrated need who are otherwise eligible for the benefit. All reviews are handled confidentially and given priority status throughout the evaluation process.

Nursing Mothers

The school provides nursing mothers the opportunity to express breast milk for their nursing child for up to two (2) years after the child's birth. Every effort is made to provide a room in close proximity to the work area where an employee can express breast milk in privacy as well as storage space. Employees needing assistance in locating an appropriate room, or who need special break time for this purpose, should contact the Office Manager.

The school maintains the right of revision to this Employee Handbook as it deems necessary. In no manner shall this handbook constitute an employment agreement.

EMPLOYEE HANDBOOK AND COMPS RECEIPT ACKNOWLEDGMENT

I have received my copy of the school's handbook. It is my responsibility to read and understand the matters set forth in this Handbook. It is a guide to school policies, procedures, and conduct.

I understand that no statement contained in this Handbook creates any guarantee of continued employment or creates any obligation, contractual or otherwise, on the part of the school. I understand that my employment with the school is at-will and either I or the school may terminate the relationship at any time. I further understand that nothing in this Employee Handbook alters my at-will employment status. I will rely on any promises, statements or representations to the contrary only if they are in writing and signed by an authorized member of the school's management.

I understand and acknowledge that the school has the right, without prior notice, to modify, amend or terminate policies, practices, benefit plans, and other institutional programs within the limits and requirements imposed by law.

I further acknowledge that I have received a copy of and/or the poster for the most recent Colorado Overtime and Minimum Pay Standards Order.

Employee Signature

Date