



For Adult Learners  
GED/HESET Preparation & Skills Building Courses (TABE)  
...putting the way to achievement!

# EMPLOYEE HANDBOOK

**YOURPATH FOR ADULT LEARNERS**

<https://yourpathforadultlearners.com/>

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## WELCOME

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Welcome new employees. We are excited to have you as part of our growing staff at YOURpath for Adult Learners. We look forward to the contribution that you will make to our organization as we move YOURpath for Adult Learners into its future.

### ABOUT US

YOURpath for Adult Learners is a nonprofit (PA) organization, offering Tuition-Free Adult Basic Education Services. Through our partnerships, [we offer our adult students 24 hours/7 days a week access to online GED & HiSET preparation courses](#) in order to gain the content knowledge and literacy/numeracy skills that they need to achieve their high school equivalency diploma through alternative state testing. In addition to offering our students online personalized instruction, we also provide them with tons of resources (e.g. TABE skills Building, [supplemental and reinforcement materials](#); [study guides](#); [test-taking tools](#); [tutoring](#); [group support](#) and [instructional guidance & support](#)) to ensure that they PASS their GED or HiSET exam and earn their High School Equivalency Diploma.

#### **Why our work is important today, tomorrow and will be for years to come?**

...Because today, there are still 34 million adults in the U.S. without a high school diploma (Ad Council, 2019) and statistics show: “High school dropout costs the U.S. more than \$11 billion in lost tax revenue. Each high school dropout costs the U.S. more than \$163,000 in lost tax revenue over a lifetime.” (American Public Health Association, 2018)

### VISION STATEMENT

YOURpath for Adult Learner’s vision is to be recognized as an establishment that demonstrates a TRUE commitment toward increasing the high school completion rate of adult learners by fostering a culture and climate of student achievement and providing quality instruction, guidance and ongoing support to each and every student.

### MISSION STATEMENT

YOURpath for Adult Learner’s mission is to ensure that every student enrolled in our program achieves his/her high school credential by successfully passing either the General Education Development (GED) or the High School Equivalency Test (HiSET), and has access to resources for

advance learning and employment/career opportunities upon the attainment of his/her diploma.

## CORE VALUES

Our core values are centered on four principles:

- ✓ Respect/Professionalism
- ✓ Commitment/Support
- ✓ Student/Staff Accountability
- ✓ Teamwork, which makes the dream work!

## OUR HISTORY & FOUNDER

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Hello! My name is Dr. Artis, Ed.D. I am the Founder of YOURpath for Adult Learners, originated in 2015. I was lead to start YOURpath after realizing my niche in the field of education i.e. working with adult learners. **My philosophy:** *I believe that education is a journey onto finding our path in life, hence the name "YOURpath." We are all Lifelong Learners!*



**Dr. Audrey Artis, Ed.D.**  
*Educational Leadership*

*I come from a line of educators, both administrators and teachers.  
Education is in my blood and spirit.*

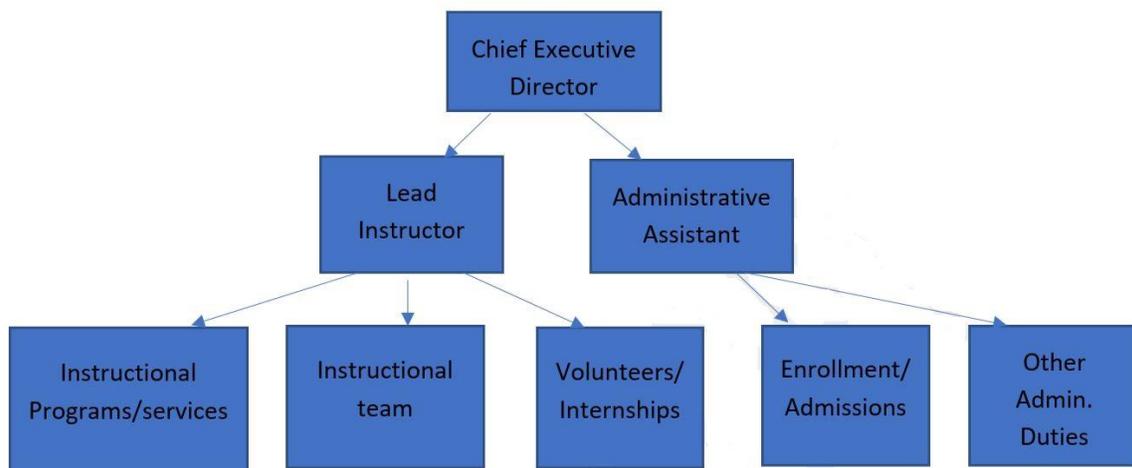
### Professional Biography:

Dr. Artis earned her bachelor's degree in 2001 from the University of the District of Columbia and embarked on her career in education during the same year. As of today, she has dedicated 19 years in field of education. She has worked in both private and public school education. She started her career as a private school Kindergarten teacher, where she quickly realized was not quite her niche. She then went on teach 2nd and 5th graders as a self-contained teacher before being offered a position with the Philadelphia Public School District, where she taught at Grover Washington Middle School (2003). There, she taught 6th and 7th graders as both a self-contained teacher and a partnered teacher. She witnessed substantial student achievements in students' classroom progress, benchmark results and PSSA scores. She fostered positive collaborative relationships with all stakeholders, including parents. Her students admired and respected her, and she was highly recognized by leadership and colleagues for her effective classroom management. Dr. Artis presided over the School's Chapter National Junior's Honor Society and was a member of the school's leadership team. Dr. Artis earned her Master Degree in Science Administration in Education (MSA in Edu.) from Trinity Washington University (2004), formerly Trinity College during her

career with the Philadelphia Public School District. In 2009, Dr. Artis became the Career Education Manager/Disability Coordinator at the Woodstock Job Corps Center, where she led by example. Within two years of service, Dr. Artis had increased the academics department’s operation measurement production (OMP) by 83%, moving the department’s ranking from 83rd to 2nd position among the Department of Labor’s 123 National Job Corps Centers. Dr. Artis attributes these results to her ability to gain teachers’ trust and buy in to implement the changes that needed to occur within the department to improve student’s mathematics/literacy TABE achievement results, GED/Online H.S. Diploma attainment results and student’s career success standards outcomes. Dr. Artis was recognized by leadership and staff for her abilities and gifted talents to effectively assess the needs of her department; to devise a plan of action; and to implement, revise and re-evaluate that plan to manifest substantial student achievement outcomes. Dr. Artis, an advocate of professional development, continued pursuing her doctorate degree in Educational Leadership, for which she earned in May, 2012. Since then, Dr. Artis has continued to developing her knowledge, skills and expertise in other capacities to promote student achievement such as in student assessments and leadership development. Dr. Artis currently holds a school license in Administration, Levels I and II with special education (MSDE).

## STAFF MATRIX

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## PURPOSE OF THIS HANDBOOK

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This handbook has been prepared to inform new employees of the policies and procedures of our company and to establish the company’s expectations. It is not all inclusive or intended to

provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guarantying employment for any length of time and is not intended to induce an employee to accept employment with the company.

The company reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. Every effort will be made to keep you informed of the company's policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

## AT WILL EMPLOYMENT

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Employment at YOURpath for Adult Learners is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary. Only Dr. Artis, Ed.D. is authorized to modify the at-will nature of the employment relationship, and the modification must be in writing.

## EQUAL EMPLOYMENT OPPORTUNITY

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YOURpath for Adult Learners is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact Dr. Artis, Ed. D., CED.

## NON-HARASSMENT POLICY/NON-DISCRIMINATION POLICY

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YOURpath for Adult Learners prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory

practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

**Reporting:** Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor or HR. The company will promptly investigate all allegations of discrimination and

harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

## DRUG FREE ENVIRONMENT

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Employees are prohibited from consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription drugs or over-the counter medications, taken as prescribed, are an exception to this policy.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

## OPEN DOOR POLICY

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YOURpath for Adult Learners has an open door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or upper management.

## PROFESSIONAL CONDUCT

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YOURpath for Adult Learner expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

## DRESS CODE

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An employee's personal appearance is a reflection on the company's character. Employees are expected to dress appropriately for their individual work responsibilities and position.

## PAYDAY

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Paychecks are distributed every biweekly. If the pay date lands on a holiday, paychecks will be distributed on the closest business day before the holiday.

The paycheck will reflect work performed for the two-week work period. Paychecks include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal or state withholding tax, and other withholdings. Elected deductions are deductions authorized by the employee, and may include, for example, contributions to benefit plans. Employees may contact HR to obtain the necessary authorization forms for requesting additional deductions from their paychecks.

Notify a supervisor if the paycheck appears to be inaccurate or if it has been misplaced. The company reserves the right to charge a replacement fee for any lost paychecks. Advances on paychecks are not permitted. Information regarding final paychecks can be found under the termination section of this handbook.

Any change in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported to HR immediately.

## PRIVACY

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Employees and employers share a relationship based on trust and mutual respect. However, the company retains the right to access all company property including computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property.

All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through company property or for company business are the property of the company, not the employee. Therefore employees should have no expectation of privacy over those files or documents.

## PERSONEL FILES

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The company maintains a personnel file on each employee. These files are kept confidential to the extent possible. Employees may review their personnel file upon request.

It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

## EMPLOYMENT CLASSIFICATION

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This company assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act.

### **Exempt Employees**

Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the company. Exempt employees are not eligible to receive overtime compensation. Employees should consult with an administrator if they have questions regarding their classification as an exempt employee.

### **Non-Exempt Employees**

Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. All overtime must be approved in advance. Employees should consult with an administrator if they have questions regarding their classification as a non-exempt employee.

### **Part Time, Full Time or Temporary Status**

Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than 40 hours per week receive part-time classification. Part-time employees are not eligible for employee benefits as described in this handbook. Regular employees who work at least 40 hours per week receive full-time classification.

From time to time the company may hire employees for specific projects or periods of time. Temporary employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination remain classified as temporary. Only Dr. Artis may change an employee's temporary status. Temporary employees are not eligible for employment benefits.

## ATTENDANCE

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YOURpath for Adult Learners operates on the office hours listed below. The company does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

**Office Hours**

Monday-Thursday: 10AM to 6PM  
Sunday: 8AM to 4PM

**Enrollment Interview Sessions**

Monday-Thursday: 2:30 PM to 5:30 PM  
Sunday: 11 AM to 2:30 PM

**Tutoring Sessions**

Monday-Thursday: 2:30 PM to 5:00 PM  
Sunday: 11 AM to 2 PM

**Progress Counseling**

Monday-Thursday: 2:30 PM to 5:30 PM  
Sunday: 11 AM to 2:30 PM

**Tardiness**

Employees are expected to arrive on time and ready for work. An employee who arrives 15 minutes after their scheduled shift or arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

**Breaks**

When working conditions permit, and pending a supervisor's approval, employees are entitled to one 15 minute breaks for every four hours worked.

## LEAVE POLICIES

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**Vacations**

The company provides, as a benefit, paid vacations for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources. The company is flexible in approving time off when doing so would not interfere with company operations. Vacation days are granted only on a full day or half-day basis.

A regular employee is eligible to receive paid time off after 6 months of full-time service. Employees must earn and accrue vacation benefits before they may be used. Employees should consult HR regarding the amount of vacation leave they accrue each pay period.

Any remaining accrued time off may be accumulated or carried forward into the next year. Vacation benefits do not accrue during any period of extended leave of absence.

## **Sick Leave**

Situations may arise where an employee needs to take time off to address medical or other health concerns. The company requests that employees provide notification to their supervisor as soon as practicable when taking time off. Sick days are granted on a paid basis to regular employees. Employees may consult HR regarding the amount of paid sick leave provided each year. Sick days may not be carried over into the next year. Abuse of this policy may result in disciplinary action.

## **WORK PERFORMANCE**

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YOURpath for Adult Learners expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

All performance reviews are based on merit, achievement and other factors may include but are not limited to:

- ✓ Quality of work
- ✓ Attitude
- ✓ Knowledge of work
- ✓ Job skills
- ✓ Attendance and punctuality
- ✓ Student Relations
- ✓ Teamwork and cooperation
- ✓ Compliance with company policy
- ✓ Past performance reviews
- ✓ Improvement
- ✓ Acceptance of responsibility and constructive feedback

Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at will-relationship with the company. Forward any questions about performance expectation or evaluation to the supervisor conducting the evaluation.

## **Insubordination**

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered

insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided.

## DISCIPLINE POLICY

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YOURpath for Adult Learners reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this company does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business;
- Unauthorized use of company property, equipment, devices or assets;
- Damage, destruction or theft of company property, equipment, devices or assets;
- Removing company property without prior authorization or disseminating company information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Poor Student Relations;
- Fraternalization with Students;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;
- Disclosing confidential or proprietary company information without permission;
- Illegal or violent activity;
- Falsifying injury reports or reasons for leave;
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The company reserves the

right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

### **Procedures**

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by the company at its sole discretion as it deems appropriate.

### **Termination**

Employment with YOURpath for Adult Learners is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required:

- ✓ to continue to work until the last scheduled day of employment; -
- ✓ to turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work; -
- ✓ to return all files, documents, equipment, software or other property belonging to YOURpath for Adult Learners that are in the employee's possession, custody or control;
- ✓ to participate in an exit interview as requested by HR.

## **EMPLOYEE BENEFITS**

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The company provides a benefits package for full-time/permanent employees. Employees can receive details about benefits provided, contribution rates and eligibility from HR.

## **TERMINATION**

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YOURpath for Adult Learners recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the company requests that the employee provides two weeks advance notice in writing. This request does not alter an employee's at-will relationship with the company.

All rights and privileges of employment with the company terminate upon the date of separation. As previously discussed, employees are required to return all company property assigned to them. Failure to do so may result in the withholding of their final paycheck.

### **Final Paycheck**

Employees who terminate employment with the company will be given their final pay check through the United States Postal mail service.

## EXIT INTERVIEW

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YOURpath for Adult Learners may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect company property and discuss employment experiences with the company.

## ACKNOWLEDGEMENT & RECEIPT OF THIS HANDBOOK

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*This form will be emailed to all employees. Employees should read this section and acknowledge receipt of this handbook book by signing below. It is expected that employees have thoroughly read and understand the terms, conditions, expectations, policies and procedures as outlined in this handbook.*

- ❖ I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.
- ❖ I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.
- ❖ I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and HR/Dr. Artis, CED.
- ❖ I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

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(Signature of Employee)

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(Date)

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(Company Representative)