



Briya

Public Charter School

Education Strengthens Families

Employee Handbook
September 2019

ABOUT THIS HANDBOOK

This handbook is intended to be used as a guide for all Briya Public Charter School (Briya) employees, exempt and non-exempt. There are a few exceptions where the subject matter is specific to either the exempt or non-exempt employee. When this distinction exists, the category to which it applies is so noted.

The policies in this manual are not intended to be contractual commitments by Briya and they shall not be construed as such by its employees. The School reserves the right to revoke, change or supplement guidelines at any time without notice. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statement in this handbook.

If you have any questions concerning the interpretation or application of the policies or procedures in the handbook, please contact your supervisor or the Human Resources Department.

This handbook supersedes all previous manuals, letters and memoranda of understandings concerning subject matters described herein. It is inevitable that new personnel policies will need to be written from time to time and old policies will need to be revised. While we reserve the right to make these changes without notice, we will make every effort to advise you on a timely basis of any changes affecting your employment.

BRIYA EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have received my copy of the Briya Employee Handbook, which outlines the policies, practices and employee benefits of the organization. I understand that this edition of the Employee Handbook supersedes all previous verbal or written descriptions of Briya’s personnel policies and procedures and employee benefits. The Employee Handbook is not a contract and nothing contained herein should be construed to create a contract of employment or a contract of any kind.

I understand that the Employee Handbook describes important information about Briya. I agree to read the entire Handbook during my first three (3) days of employment, or within three (3) days of receiving this document. I agree to abide by all the policies and procedures contained in the Handbook. If I have any questions about the Handbook or other personnel policy issues, I will consult with the Human Resources Department.

I understand and agree that unless I have a written individual employment contract with Briya for a specific, fixed term of employment, I am employed “at will.” I have entered into my employment voluntarily and acknowledge that I have no set term or duration of employment. Either Briya or I may terminate my employment at any time, with or without cause or notice. I understand that while other personnel policies, procedures, and employee benefits may change from time to time at Briya’s discretion, my at will employment relationship can only be changed by a written employment contract signed by the Human Resources Department after the date of this Acknowledgment.

Employee Name (printed)

Employee Signature

Date

Table of Contents	Page
I. Organization.....	7
Welcome.....	7
Mission Statement.....	7
Educational Focus.....	7
Educational Philosophy.....	7
Briya’s Values	8
Mary’s Center’s Values	9
Briya Board of Trustees	9
Purpose of this Employee Handbook	9
II. Employment Policies	10
At Will Status	10
Equal Employment Opportunity (EEO).....	10
Employment Eligibility.....	11
Outside Employment	11
Prohibition of Discrimination and Harassment.....	11
General Harassment and Discrimination.....	11
Sexual Harassment and Unwelcome Sexual Conduct	12
Retaliation Prohibited	12
Complaint Procedure	12
Knowingly False Complaints	13
Non-work Relationships	13
Drug-Free and Alcohol-Free Workplace Policy.....	14
Drug Testing.....	15
Drug and Alcohol Policy	15
No Smoking Policy	16
Use of Equipment and Facilities	16
Telephones and Voice Mail	16
Electronic Communications and Internet.....	16
Online Representations Policy	17
Mail and Shipping Facilities	18
Confidentiality.....	18
Internal Transfer/Promotion.....	18
Employment of Relatives.....	19
Reporting of Sexual Violation, Abuse, or Neglect of a Child or Adult	19
III. Position Classification.....	27
Orientation/Introductory Period.....	27
Regular Employee	27
Full-time Employee.....	27
Part-time Employee	27
Per Diem/Temporary Employee	27
IV. Working Hours	28
Hours of Operation	28
Work Schedules	28
Exempt/Non-exempt Employees and Overtime.....	28
Non-exempt Employee, Overtime Pay, and Compensatory Time	28

Time Sheets.....	29
Work Week and Work Day.....	29
V. Benefits.....	29
Benefits Required by Law.....	29
Worker’s Compensation.....	29
Social Security (FICA).....	30
Unemployment Compensation.....	30
Family and Medical Leave Policy.....	30
Leave Eligibility.....	30
Reasons for Leave.....	30
Duration of Family and Medical Leave.....	32
Leave Request Procedure.....	33
Medical Certification.....	34
Contacting Employee’s Healthcare Provider.....	34
Intermittent and Reduced Schedule Leave.....	34
Compenstation During Leave.....	35
Group Health Insurance Benefits.....	35
Return to Work.....	35
Military Leave.....	36
Jury Duty Leave.....	37
DC Parental Leave.....	37
Long Term Illness (LTI) Bank.....	38
Benefits not Required by Law.....	38
Health Benefits Package.....	38
Life and Disability Insurance.....	38
403(b) Retirement Savings Plan.....	39
Paid Holidays.....	39
Paid Time Off (PTO) Leave.....	40
Short-term Disability Leave.....	43
Educational Leave.....	43
Bereavement.....	43
Voting Leave.....	43
Deployment of Member in the Armed Forces Leave.....	43
Emergency Responder Leave.....	44
Inclement Weather.....	44
Leave of Absence.....	44
VI. Employment Conditions.....	45
Performance Reviews.....	45
Personnel Files.....	45
Reporting and Requesting Absences.....	45
Staff Meetings.....	45
TB Testing.....	45
Appearance.....	46
Reimbursement.....	46
Security System.....	46
Identification Badges.....	46
Petty Cash.....	46
Accidents and Injuries.....	47

Workplace Violence.....	47
Communications.....	47
Changes in Personal Data.....	47
Lost and Found.....	47
Attendance and Punctuality.....	48
Corrective Action.....	48
Addressing Employee Concerns.....	49
Complaint Resolution Process.....	49
Anti-fraud & Whistle Blower Policy.....	50
VII. Termination.....	53
At Will Employment	53
Resignation.....	53
Exit Interview	53
Reorganization/Reduction in Force	54
Unsatisfactory Performance	54
VIII. Health & Safety.....	55
Fire Drills	55
Emergency Response Plan	55
Student Code of Conduct	56
IX. Privacy Policies.....	56
Phone calls	56
Student Files.....	57
Students' Folders	57
Computer Database	57

I. Organization

1. Welcome

We happily extend a warm welcome to you as you join the staff of Briya. You are part of history in the making and an integral part of our social change model. Your decision to provide care and services to our community's most resilient, yet vulnerable families, demonstrates your commitment to education and social change. You are now a valued member of our staff and we are here to provide the tools necessary for you to succeed. This handbook will assist you as you navigate your new role and in understanding your responsibilities as an Briya staff member.

2. Mission Statement

Briya Public Charter School's mission is to strengthen families through culturally responsive two-generation education.

3. Educational Focus

Briya will uniquely meet the needs of DC families and support the city-wide school system as a whole through simultaneously preparing children for elementary school and equipping parents to be their children's best teachers, advocates and supporters. Located in the midst of the highest concentration of immigrants in the city, Briya will address the need for culturally sensitive literacy, job preparation and early childhood education services for low-income language minority families with young children.

4. Educational Philosophy

The founders of Briya have designed the school based upon their core beliefs about the parent-child relationship in education and about how adults and children learn best.

The Parent-Child Relationship in Education:

- Parents are children's first and most influential teachers.
- Children are most successful in school when their parents act as strong educational models.
- Parents who develop a more positive self image in relation to their own and their children's abilities to be successful in school and work will be stronger role models.
- Increasing parents' literacy and educational level increases their children's school success and ability to graduate from high school and attend college.
- Early family reading is one of the most important elements of educational success.
- Parents will read more to children if they understand the importance of family reading, have access to books, and feel confident in their reading skills.
- Children will have greater success in reading if they start experiencing literature at a younger age.
- Parents and children must continue to value their native culture and language while learning about the culture of the United States.

Adults and Learning:

- All adults can learn. Those with limited educational background and learning disabilities need extra support.
- Adults learn best if their self expressed needs are targeted.
- Adults require a supportive, non-threatening learning environment to succeed.
- Adults learn best by doing.
- Adults must experience small successes in order to continue toward their long-term goals.
- Adults will only be able to continue their education if their family's basic needs are met.

Children and Learning:

- All children can learn.
- Children with limited English proficiency should be supported in developing their home language skills and maintaining their culture while developing proficiency in English.
- Children benefit when their teachers reflect their cultural and linguistic background.
- Children learn best in a supportive, nurturing environment, which provides ample opportunity for active exploration.
- Social and emotional competence is the foundation for all learning.
- Children's development is inter-related; development in one area affects other areas, and all must be addressed.
- Learning is an ongoing process that occurs in formal and informal learning settings.

5. Briya's Values

Learner-Centeredness: We believe that every adult and child can learn and is worthy of high-quality education. As students share their needs and daily realities, teachers intentionally craft lessons to help them achieve their goals in a warm, supportive classroom environment. We are committed to excellence, and continually adapt and incorporate cutting-edge educational practices to improve student experiences and outcomes.

Inclusiveness: We welcome and celebrate people of all countries, cultures, races, religions, genders, sexual orientations, native languages, and life experiences as part of one Briya family. Every student and staff member brings a unique and valuable contribution to the school community, and we care deeply for each individual.

Trust: We strive to create a place of safety and confidentiality for all. We believe that people learn, work, and grow best in an environment where they can be open and honest about their hopes, challenges, and priorities.

Collaboration: We know our outcomes are stronger when we work together. We are committed to strategic and agile collaboration on all levels—between staff and students, between school departments, between us and our many community partners—because doing so increases our families' holistic success.

Equity: Our work is driven by the belief that educational and socioeconomic equality

are fundamental human rights.

6. Mary's Center's Values

Participant-Centeredness: As an organization, we utilize our cultural competency compassion to promote and celebrate diversity by placing the needs of our participants and community first.

Accountability: We embrace our roles, take responsibility for our actions, and are empowered to take smart risks because innovation leads to growth.

Respect: We foster an honest and supportive environment free from judgment where all voices are valued.

Teamwork: We actively collaborate by sharing knowledge and seeking input to effectively reach organizational goals.

7. Briya Board of Trustees

Board Chair: Daniela Grigioni-Carozza, daniela.carozza@gmail.com

Board Vice Chair: Doris Garay, dorisgaray2@gmail.com

Board Secretary: Flor Buruca, florburuca@gmail.com

Board Treasurer: Nick Sheth, nusheth@gmail.com

Board members: Marc Griego, Whytni Kernodle, Judy Mortrude, Yizel Romero Octaviano, Alejandra Sandoval, Todd Shears, Deborah Spitz

Briya's Board of Trustees includes eleven members, at least two of whom are Briya students. The Board gathers a quorum of Trustees six times a year in January, March, May, July, September, and November. All meetings are on the second Wednesday of the month from 6:00-7:30 pm at Briya's Adams Morgan site (1707 Kalorama Road NW) except for the March meeting, which is held on a Saturday. The board meeting schedule can be found on Briya's website at www.briya.org/board-schedule/. Two meetings each year will be designated as open to the public. Please contact BoardChair@briya.org if you plan to attend.

8. Purpose of this Employee Handbook

This handbook provides an overview of Briya's history, philosophies and rules we feel are important for you to know from the beginning of your employment here. This handbook is for **informational** purposes only; it should not be used as a basis for terms of employment or as a contract between employer and employee. Not all Briya policies are mentioned in this handbook (policy always takes precedence over what is stated in the handbook). If you require additional information regarding the contents of this handbook, or if you would like clarification of any School policy, Human Resources will be happy to help. School policies and practices are constantly under revision and are subject to change by Human Resources at any time, with or without notice. Human Resources will keep a copy of the most recent, updated handbook and we recommend that you review it periodically. Human Resources' handbook will supersede any previous versions of the Employee Handbook.

A copy of this Employee Handbook is to be provided to all employees when they begin working for Briya. Upon starting employment, all employees must sign a form acknowledging that they have received, and agree to read, the most current version of the handbook. A copy of the form is printed on the third page of this handbook. The signed copy of the acknowledgment form is maintained in each employee's personnel file.

II. Employment Policies

1. At Will Status

All employees at Briya are employed "at will," which means that, as an employee, you enter into employment with Briya voluntarily and that you are free to resign at any time. Similarly, Briya is free to conclude an employment relationship at any time, with or without cause and with or without notice. Any oral or written statement by anyone (except those written signed by the School Leader) to the contrary is invalid and should not be relied upon by any prospective or existing employee. Only the School Leader has the authority to make written exceptions to the "at will" policy. All employees are "at will" whether or not they have completed the 90-day "probationary period", as explained below.

2. Equal Employment Opportunity (EEO)

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Briya. Briya's policy is intended to provide equal employment opportunity to all qualified applicants and employees regardless of their race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity or expression, personal appearance, marital status, political affiliation, family responsibilities, genetic information, matriculation, military/veteran status, status as a special disabled veteran, or any other characteristic protected by applicable law. This policy applies to all policies and procedures relating to recruitment and hiring, training, promotion, compensation, benefits, transfer, layoff, termination and other terms and conditions of employment. Employment decisions at Briya are based solely upon relevant criteria, including an individual's performance, capabilities, qualifications, training, experience and suitability.

Briya will reasonably accommodate an individual's physical or mental disability as required by law. The School also will reasonably accommodate an individual's religious obligations as required by law. Further information regarding reasonable accommodations is available in the Human Resources Department. In addition to our commitment to provide equal employment opportunities to all qualified individuals, Briya has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout Briya.

If an employee or applicant feels he or she has been subject to behavior that violates this EEO policy, please contact the Human Resources Department.

All employees are expected to follow and support this policy. Any employee violating this policy may be subjected to disciplinary action up to and including immediate discharge.

3. Employment Eligibility

Under the Immigration Reform and Control Act of 1986, Briya is required to employ only individuals who are authorized to work in the United States. As a condition of employment, you must properly complete the first section of the U.S. Citizenship and Immigration Services Form I-9 and provide Briya with specific documents to establish your identity and employment eligibility. If returning as a newly rehired employee you must also complete the form and provide the necessary documentation if you have not previously filed an I-9 with Briya; or if it is no longer valid. If at any time you cannot verify your right to work in the United States, Briya may be obligated to terminate your employment.

4. Outside Employment

Employees of Briya must notify their supervisor when accepting other work to be performed concurrently with their work here (i.e. a "moonlighting" job). Briya does not preclude you from seeking other employment opportunities as long as these opportunities do not impact your performance or are a potential conflict of interest with the work of Briya. Briya staff may accept honorariums for services provided external to Briya sanctioned activities. It is expected that all time spent on such activities shall not be charged to Briya, or Briya projects. To avoid any conflict of interest, the issues must be discussed with your supervisor and/or Human Resources.

5. Prohibition of Discrimination and Harassment

a. General Harassment and Discrimination

Briya strives to provide a work environment in which all employees can work together comfortably and productively, with respect and dignity, free from harassment and discrimination. The School prohibits the harassment of or discrimination against any of its employees based on an individual's race, color, religion, age, sex, gender identity or expression, marital status, national origin, military/veteran status, disability, personal appearance, sexual orientation, political affiliation, family responsibilities, genetic information, matriculation, or any other characteristic protected by applicable law. To provide a comfortable work environment for all its employees, the standards set by the School may be higher than those that are legally required. These standards apply not just to what occurs at the School's facilities, but anywhere a work-related function or activity is taking place.

Prohibited conduct includes, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement. Such prohibited conduct may also include written or graphic material placed on walls, bulletin boards

or elsewhere on the School's premises, included in email, or circulated in the workplace that denigrates, shows hostility or aversion toward an individual or group because of the characteristics identified above. While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action, up to and including termination of employment, regardless of whether it is unlawful.

b. Sexual Harassment and Unwelcome Sexual Conduct

Briya is also committed to providing a workplace free of sexual harassment and other unwelcome sexual conduct. Sexual harassment is defined as unwelcome sexual conduct that creates an offensive or hostile working environment or unwelcome sexual conduct that is made a condition of working at the School. Sexual harassment may occur between people of the same or opposite sex, provided that it is directed against the person based on his or her sex.

Examples of conduct that the School prohibits, when the conduct is based on gender and is unwelcome, includes but is not limited to:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs);
- Physical harassment (e.g., physical contact or blocking movement); and
- Visual harassment (e.g., posters, gestures, cartoons, e-mails or drawings of a sexual nature).

c. Retaliation Prohibited

Briya does not tolerate any retaliation against an employee who has reported sexual or other harassment or discrimination. This no-retaliation policy applies whether the complaint of harassment or discrimination is ultimately determined to be well founded or unfounded. All employees and managers are especially prohibited from taking any adverse employment action against anyone in retaliation for reporting a good faith claim of unlawful harassment or discrimination.

If you feel that you have been retaliated against in violation of this policy, you should report the matter promptly to management in the same manner as any other form of harassment or discrimination.

d. Complaint Procedure

If you believe that you have been subject to discrimination or harassment, or if you have witnessed discrimination or harassment directed toward another person, you are encouraged to make your unease and/or disapproval directly and immediately known to the offending employee. As the reporting employee you must immediately report the incident to your immediate supervisor or the Human Resources Generalist. All incidents of discrimination or harassment must be reported regardless of the seriousness. A supervisor or manager who receives any form of discrimination or harassment complaint – whether it is oral or in writing, formal

or informal - and any supervisor or manager who witnesses discrimination or harassment, must immediately contact the Human Resources Generalist so it can be investigated in a timely and confidential manner. The Human Resources Generalist may request that such supervisor or manager participate in an investigation of the matter. If the Human Resources Generalist is involved in the reported conduct, then the employee/supervisor/manager should report such conduct to the School Leader.

Briya will investigate any such report as appropriate, and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated these prohibitions against harassment, discrimination and retaliation. All employees have an obligation to cooperate fully in any investigation and to provide complete and accurate information. Failure to cooperate or to provide complete and accurate information will result in disciplinary action up to and including termination of employment.

e. Knowingly False Complaints

A knowingly false complaint of harassment or discrimination may result in disciplinary action up to and including termination of employment.

Non-Work Relationships

Briya discourages romantic relationships between staff members, and between staff members and vendors or contractors. If, despite this policy, a romantic relationship develops between a supervisor and a subordinate, the supervisor must notify the Employee Relations Manager. The Employee Relations Manager will work with the individuals to facilitate a transfer for one of the staff members (this is mandatory if the two Employees involved are in the same chain of command), and to ensure that they both acknowledge that the relationship is consensual (or to initiate appropriate discipline procedures if it is discovered that the relationship is not consensual). In no situation may an individual have supervisory authority over a staff member (i.e., that person may not be in the other's chain of command) with whom he or she is romantically involved.

In addition, if a staff member who is at a supervisor/manager level or above becomes romantically involved with any another staff member who is one or more levels below him- or herself (regardless of whether the individuals are in the same department or chain of command), the supervisor/manager or above-level staff member must notify the Employee Relations Manager. For example, if a director in one department develops a relationship with an individual contributor or manager in another department; or if a Chief develops a relationship with a Director, such relationship must be reported.

Staff members at any level must also notify the Employee Relations Manager if they become romantically involved with a staff member within their department, or with a vendor or contractor. The Employee Relations Manager will work with the staff member(s) to ensure that the relationship between the Employees or between the

Employee and vendor or contractor does not create concerns for or conflict with the business of Briya. Finally, while there is always a place for friendship and camaraderie in the workplace, the expression of any relationship at work (whether romantic or not) should not be such that it could reasonably be expected to make others uncomfortable or otherwise interfere with or distract from the performance of Briya business.

6. Drug-Free and Alcohol-Free Workplace Policy

Employees are expected to maintain the highest professional standard when conducting company business. Consumption or being under the influence of alcoholic beverages or drugs during working hours or the unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs is detrimental to this goal. Alcohol and substance abuse is a danger to both users and other employees. Such abuse impairs the health and judgment of the user and is a threat to the safety of other employees.

Briya is committed to providing an alcohol-free and drug-free work environment at all company locations. Briya is also committed to providing assistance to employees who voluntarily seek help with alcohol and/or substance abuse problems. If you believe you need help with such problems, you are encouraged to contact your supervisor or a Human Resources representative.

Definitions

Alcohol abuse is the use of beer, distilled liquor, or any other beverages that contain the intoxicating agent of chemical alcohol to the extent that it has an adverse effect on the user's judgment, health, personal or professional behavior, family, or community, or Briya.

Illegal drugs are those controlled substances listed on Schedules I-IV, as defined by Section 812 of Title 21 USC, the possession of which is unlawful under Chapter 13 of that Title. Substances listed include, but are not limited to, depressants, stimulants, opiates, and cannabis. "Use of illegal drugs" excludes the use of controlled substances pursuant to a valid prescription or other uses authorized by law.

Substance abuse is the illicit use of legal and/or prescription drugs or alcohol or any other like substances to the extent that it has an adverse effect on the user's judgment, health, personal or professional behavior, family, or community, or Briya.

Company premises is defined as any location where an employee is or should be conducting business on behalf of Briya, including all Company-owned or leased property (including parking lots and adjacent areas), Company-owned or leased vehicles and client site locations.

Conviction is a finding of guilty (including a plea of "nolo contendere") or imposition of a sentence, or both, by a judicial body charged with the responsibility to determine violations of criminal drug statutes.

A criminal drug statute is a Federal, state, county, or municipal criminal statute

involving the manufacture, distribution, dispensing, possession, or use of a controlled substance.

Possession means to have either in, on, or among an employee's person, personal effects, motor vehicle, tools, and areas entrusted to the control of the Employee, such as desks, files, and lockers.

Under the influence means the employee is affected by drugs and/or alcohol in any detectable or observable manner. The symptoms of influence are not necessarily confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by such means as a professional opinion, a scientifically valid test, or a layperson's objective observations.

Employee in a sensitive position is an employee who has been granted access to classified information, or employees in other positions that Briya determines involve security, health, or safety, or functions other than the foregoing requiring a high degree of trust and confidence.

a. Drug Testing

At its discretion, Briya reserves the right to require drug testing to its employees at pre-employment, at hire, and during employment at anytime to ensure the safety of its staff members, participants, and the members of the general public.

b. Drug and Alcohol Policy

Briya has a vital interest in maintaining a safe and efficient working environment. Employees who work while under the influence of drugs or alcohol present a safety hazard to themselves and their co-workers. Moreover, the presence of drugs or alcohol in the workplace limits our ability to perform at the highest levels and provide the best possible service. Accordingly, the School is committed to maintaining a drug free environment. The following conduct is prohibited and may result in discipline up to and including termination, even for a first offense:

- i.** Possession, transfer, sale, use or solicitation of illegal drugs on School property (including the parking lot and adjacent areas) or during working hours.
- ii.** Possession or use of alcohol on School property (including adjacent areas) or during working hours, unless specifically authorized by management.
- iii.** Reporting to work or being present at work while being intoxicated or impaired by alcohol or drugs.
- iv.** Reporting to work or being present at work with a detectable amount of any illegal drug in the employee's body.
- v.** Abuse of prescribed drugs. Prescribed drugs will be allowed only when taken in accordance with a physician's prescription, and where such use will not adversely affect the ability of an individual to properly and safely perform his or her duties. Abuse of prescribed drugs will not be tolerated and will be treated in the same fashion as use of illegal drugs.

c. No Smoking Policy

Briya has a vital interest in maintaining a healthy and safe environment for its employees, participants, guests and visitors. In accordance with this interest and the law of the District of Columbia, smoking is prohibited at all Briya locations.

7. Use of Equipment and Facilities

a. Telephones and Voice Mail:

While we understand that employees will make and receive the occasional personal call, we rely on all our employees to ensure that the telephone resources are reserved primarily for conducting organization business.

Even when using personal cellular phones, personal calls should be kept to a minimum while at work and they should be brief in duration. Keep the tone of your voice low to minimize disruption to your co-workers.

b. Electronic Communications and Internet

Briya has adopted the following policy to ensure that all employees are responsible, productive email, voicemail, and Internet users and to protect the School and its image. Violations of the School's Electronic Communications and Internet policy shall be subject to discipline, up to and including immediate termination.

The organization provides its employees with computers, telephones, voicemail and e-mail for business purposes only. The organization's computers, telephones, voicemail, e-mail and any other communication or information systems that may be available to employees as a result of their employment are the School's property and should generally only be used for business purposes.

Every employee has a responsibility to use e-mail and the Internet properly and in accordance with the following policy. Questions concerning this policy should be directed to the Human Resources Generalist.

Internet use and e-mail communications during work time or on School-provided equipment should be for professional reasons and should not be used for personal gain or advancement of individual views. Solicitation of non-School business, or any use of the Internet or e-mail for personal gain is strictly prohibited. Limited personal use of e-mail and the Internet is permissible at lunchtime or before or after work. Use of the Internet and/or e-mail must not disrupt the operation of our network or the networks of other users and it must not interfere with productivity. The School's policies against harassment and discrimination apply in full to use of the Internet and e-mail as well.

Each employee is responsible for the content of all text, audio or images that he/she places or sends over the Internet or e-mail. Fraudulent, harassing or obscene messages are prohibited.

To prevent computer viruses from being transmitted through the system no employee should download any software, unless approved in advance by the IT Manager.

Copyrighted materials belonging to entities other than the School may not be transmitted by employees on the Internet or e-mail. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright laws or license agreements may result in disciplinary action from the School or legal action by the copyright owner. All messages created, sent or retrieved over the School's computer or phone systems are the School's property. The School reserves the right to access and monitor all messages (including e-mails and voicemails) and files on the computer system at any time without notice. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

The Internet and e-mail systems are not secure methods of communication and there is the potential that information sent over these systems might be intercepted and read by unauthorized individuals. Employees must take every precaution to protect proprietary and confidential information about the School and our Participants.

Notwithstanding the School's right to access and monitor e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the School Leader.

Employees who become aware of misuse of the School's equipment or systems, including but not limited to email and internet, should promptly contact the Human Resources Department.

c. Online Representations Policy

Online Representations with Respect to the Company and Its Information:

Absent prior approval from Briya to act as an official representative of the Organization, employees who make reference on the Internet (including on a blog or any other social networking sites like Twitter or Facebook, for example) to Briya, its employees or customers *must* include a disclaimer indicating that the thoughts and opinions expressed belong to the author and do not necessarily reflect those of the School. Employees may not disclose trade secrets, confidential business information (e.g., business plans, strategies, Participants' information, including, but not limited to identifying information, etc.) or other proprietary information of Briya or its customers through blogs and other Internet postings. In addition, employees must not disclose certain School financial information in violation of securities laws or regulations.

Briya reserves the right to modify this policy at any time, with or without notice.

Violations of Policy

Any employee who discovers violations of the on-line representations policy should immediately contact the IT Manager. Violation of this policy regarding to on-line representations, comments and postings (even if posted by the employee outside of work hours and through non-Company computer systems) is grounds for disciplinary action, up to and including termination.

d. Mail and Shipping Facilities:

Our staff and space constraints require that mail and shipping service be reserved for business use only. Facilities, other equipment and supplies are for business use only.

8. Confidentiality

As an employee of Briya you are required to sign an agreement of confidentiality.

Briya and its employees have an ethical and legal obligation to respect the privacy of our Participants, and to protect and maintain the confidentiality of all information that we learn about our Participants, their family members and friends in the course of providing services to them.

Client records are legally protected confidential records and must be treated as such. This means that client records maintained by Briya must be kept in a secured area at all times except when they are being reviewed or supplemented by an authorized employee. Client records should never leave the office, except as permitted by Briya Confidentiality Policy.

Client records and client-related business (including the names of Participants) should not be discussed with or disclosed to anyone except co-workers who are specifically authorized under Briya Confidentiality Policy to have access to such information; your supervisor, the School Leader, any person authorized by the client to obtain information about the client from you (any such authorization must be in writing in a form approved by the School Leader and must be retained in the client file), or any person with whom the School Leader has authorized you to share the information. It is illegal, unethical, and a violation of our Confidentiality Policy for you to discuss client matters with your friends, spouse, relatives, or anyone else, except those persons listed above, unless you are ordered to do so by a court or otherwise required to do so by law. If someone is insisting on obtaining information from you about a client, and the client has not authorized the disclosure, refer the matter to the School Leader.

Violations of the Briya Confidentiality Policy are considered very serious, and may result in disciplinary action, up to and including immediate dismissal.

9. Internal Transfer/Promotion

Any employee who has completed at least one (1) year of active service with the Company and has been in their current assignment for at least six (6) months

and is performing in a satisfactory manner meets the preliminary qualifications. While it is the intent of the policy to accommodate individual requests where appropriate, that may not always be possible due to business and operational considerations.

All vacancies not filled from within the department in which they occur will result in a 'Position Vacancy Notice' that will be posted at all locations company-wide. The vacancy notice will be posted for five consecutive business days on common area bulletin boards.

Employees desiring consideration should complete an "Internal Transfer Request" Form and return it to Human Resources. Employees should provide all pertinent information to support their candidacy, since those chosen to be interviewed will be those with educational background and experience most closely matching the job requirements. If available, a copy of a current resume may be attached.

After review by the hiring supervisor, Human Resources will coordinate interviews with all qualified candidates who requested consideration for a position.

Employees are encouraged to advise their current supervisor of their interest in a posted position.

An employee selected for a position through the internal placement process may be retained in their former position until a replacement is obtained or satisfactory arrangements are made with their present department (maximum of two (2) week period).

Employees who have been subject to recent (within the last 12 months) corrective action by the Company may not apply for posted jobs or request a transfer without the specific approval from their supervisor and Human Resources.

10. Employment of Relatives:

Briya does not hire the relatives of staff assigned under the supervision of a relative, nor have relatives be involved in the employment, promotion or compensation decision, or access to electronic information of an employee. Relatives for the purposes of this statement are husband, wife or significant other, children (or other persons for whom guardianship exists), parents or stepparents, siblings, in-laws, aunt, uncle, niece, or nephew. Briya reserves the right to change this policy due to possible conflict of interest based on roles and departments.

11. Reporting of Sexual Violation, Abuse, or Neglect of a Child or Adult

Briya staff follows Mary's Center's policies and procedures for responding to Sexual Violations, Child Abuse, and/or Neglect Concerns as follows:

Under District of Columbia law all staff of Briya are mandated reporters. Meaning that any employee who has reason to suspect that a child has been sexually, physically or psychologically abused and/or neglected is required to report to Child Family Service

Agency (CFSA) the suspected abuse and/or neglect. The report is to be made immediately upon forming the suspicion of abuse and/or neglect. **(Please see POLICY on Abuse and Neglect Reporting Procedures).**

Similarly, any employee who has reason to believe that an incapacitated adult has been subjected to physical abuse, neglect or exploitation, or is living in hazardous conditions, must orally report the suspected abuse, neglect or hazard to the Adult Protective Services Agency under the Department of Human Services in the District of Columbia. The oral report must be followed immediately by a written report. If the appropriate agency is not open, because it is a weekend or after hours, the report should be made to local law enforcement.

While this legal obligation falls on each employee individually, Briya-- as an institution-- needs to know whenever your employment brings you into contact with any situation in which you suspect abuse and/or neglect of a child or incapacitated adult. In such circumstances, report your suspicions immediately to your supervisor or another management team member. **Do not wait until the next business day; the report must be filed immediately.** However, if for any reason you are unable to confer immediately with your supervisor do not delay in making your report to the District Government.

Sometimes, circumstances arise in which an employee suspects abuse or neglect, but does not want to report it because the filing of the report may destroy his/her rapport with the family or individuals to whom the employee is providing services. However, failure to file a report of suspected abuse or/and neglect places both the employee and Briya at risk. If you are struggling with a concern about possible abuse or neglect, you must discuss the matter at once with your supervisor.

POLICY:

Anyone involved in the care and treatment of Participants under the age of 18 are considered "mandatory reporters" and are required to report cases of human trafficking, child abuse and neglect. According to DC Code 2-1357 and the *Code of Maryland Regulations*, any mandatory reporter who fails to make a report will be fined or imprisoned. All of the staff employed by Briya are considered "Mandated Reporters" and as such are required to immediately report if human trafficking, child abuse or neglect is suspected.

An abused or neglected child is any child under the age of 18 whose parents or any person responsible for the child's care:

1. Causes or threatens to cause non-accidental physical or mental injury, or
2. Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing (failure to thrive), health care, school attendance, or
3. Abandons the child, or
4. Neglects or refuses to provide adequate supervision in relation to the child's age and level of development, or
5. Commits or allows to be committed any illegal sexual act upon a child including incest, rape, indecent exposure, prostitution, or allows a child to be used in sexually explicit visual material.

Federal legislation defines human trafficking, child abuse, and neglect as, at minimum:

1. Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation of a child; or
2. An act or failure to act which presents an imminent risk of serious harm to a child.
3. Human trafficking, at a minimum is defined as the exploitation of the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs.

DEFINITIONS:

All definitions referenced from DC Code § 16-2301 unless otherwise noted.

Child Sexual Abuse (aka Statutory Rape)

District of Columbia: First degree child sexual abuse is causing a child to engage or engaging in a sexual act with a child under the age of 16 when the person is at least 4 years older than the child. (D.C. Code § 22-3008). Second degree child sexual abuse is causing a child to engage or engaging in sexual conduct with a child under the age of 16 when the person is at least 4 years older than the child. (D.C. Code § 22-3009).

Human Trafficking – the recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs. (Source: *Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children* – United Nations)

Child - an individual who is under 18 years of age, except that the term “child” does not include an individual who is sixteen years of age or older and (A) charged by the United States attorney with (i) murder, first degree sexual abuse, burglary in the first degree, robbery while armed, or assault with intent to commit any such offense, or (ii) an offense listed in clause (i) and any other offense properly joinable with such an offense; (B) charged with an offense referred to in subparagraph (A)(i) and convicted by plea or verdict of a lesser included offense; or (C) charged with a traffic offense.

Physical Abuse - Abused, when used in reference to a child, means: Infliction of physical or mental injury; Sexual abuse or exploitation

Sexual Abuse - Sexual abuse means: Engaging in or attempting to engage in, a sexual act or sexual contact with a child; Causing or attempting to cause a child to engage in sexually explicit conduct; Exposing the child to sexually explicit conduct.

Sexual act - The penetration, however slight, of the anus or vulva of another by a penis; contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus; or the penetration, however slight, of the anus or vulva by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person. The emission of semen is not required. District of

Columbia Code, § 22-3001

Sexual contact - The touching with any clothed or unclothed body part or any object, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person. District of Columbia Code, § 22-3001

1st Degree Child Sexual Abuse - Engaging in a sexual act (as defined above) with someone less than 16 years of age where the defendant is at least 4 years older than the victim. District of Columbia Code, § 22-3008

2nd Degree Child Sexual Abuse - Sexual contact (as defined above) with someone less than 16 years of age where the defendant is at least 4 years older than the victim. District of Columbia Code, § 22-3009

Sexual exploitation - Occurs when a parent, guardian, or other custodian allows a child to engage in prostitution, or engages a child or allows a child to engage in obscene or pornographic photography, filming, or other forms of illustrating or promoting sexual conduct.

Neglect - Neglected child means a child:

- Whose parent, guardian, or custodian has failed to make reasonable efforts to prevent the infliction of abuse upon the child
- Who is without proper parental care or control, subsistence, education, or other care or control necessary for his or her physical, mental, or emotional health
- Whose parent, guardian, or other custodian is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization, or other physical or mental incapacity
- Whose parent, guardian, or custodian refuses or is unable to assume responsibility for the child's care, control, or subsistence and the person or institution providing for the child states an intention to discontinue such care
- Who is in imminent danger of being abused and another child living in the same household has been abused
- Who has received negligent treatment or maltreatment
- Who has resided in a hospital located in the District of Columbia for at least 10 calendar days following its birth, despite a medical determination that the child is ready for discharge from the hospital, and the parent has not taken any action or made any effort to maintain a parental, guardianship, or custodial relationship or contact with the child
- Who is born addicted or dependent on a controlled substance or has a significant presence of a controlled substance in his or her system at birth
- In whose body there is a controlled substance as a direct and foreseeable consequence of the acts or omissions of the child's parent
- Who is regularly exposed to illegal drug-related activity in the home

Negligent treatment or maltreatment - Failure to provide adequate food, clothing, shelter, or medical care that includes medical neglect, and the deprivation is not due to the lack of financial means of his or her parent, guardian, or other custodian.

Emotional Abuse - Mental injury means harm to a child's psychological or intellectual functioning that may be exhibited by severe anxiety, depression, withdrawal, outwardly aggressive behavior, or a combination of those behaviors, and that may be demonstrated by a change in behavior, emotional response, or cognition.

Abandonment - The term neglected child includes a child who has been abandoned by his or her parent, guardian, or custodian.

PROCEDURE:

Legal obligations of Briya employees in reporting suspected human trafficking, child abuse or neglect

- A. **All Briya employees are obligated to report suspected child abuse, neglect or trafficking of children to DC Child and Family Services Agency (CFSA)** - (Professionals Required to Report – DC Code § 4-1321.02 and Reporting by Other Persons – DC Code § 4-1321.02)
- B. A report is required when - **Standards for Making a Report – DC Code § 4-1321.02**
 - a. A mandated reporter knows or has reasonable cause to suspect that a child known to him or her in his or her professional or official capacity has been or is in immediate danger of being a mentally or physically abused or neglected child.
 - b. A health professional, law enforcement officer, or humane officer, except an undercover officer whose identity or investigation might be jeopardized, has reasonable cause to believe that a child is abused as a result of inadequate care, control, or subsistence in the home environment due to exposure to drug-related activity.
 - c. A mandated reporter knows or has reasonable cause to suspect that a child known to him or her in his or her professional or official capacity has been, or is in immediate danger of being, the victim of sexual abuse or attempted sexual abuse; the child was assisted, supported, caused, encouraged, commanded, enabled, induced, facilitated, or permitted to become a prostitute; the child has an injury caused by a bullet; or the child has an injury caused by a knife or other sharp object that was caused by other than accidental means.
 - d. Exceptions – **DC Code § 16-2301**
 - i. It is not neglect when the child's deprivation of parental care and control is due to a lack of financial means.
 - ii. No child who in good faith is under treatment solely by spiritual means through prayer, in accordance with the practices of a recognized church or religious denomination by a duly accredited practitioner, shall for that reason alone be considered neglected.
 - iii. The term abused does not include parental discipline, as long as the discipline is reasonable in manner and moderate in degree, and otherwise does not constitute cruelty. The term discipline does NOT include:
 1. Burning, biting, or cutting a child

2. Striking a child with a closed fist
3. Inflicting injury to a child by shaking, kicking, or throwing the child
4. Non-accidental injury to a child younger than 18 months
5. Interfering with a child's breathing
6. Threatening a child with a dangerous weapon or using such a weapon on a child

C. The Child Protection Register staff shall not release any information that identifies the source of a report or the witnesses to the incident referred to in a report to the alleged perpetrator of the abuse, the child's parent or guardian, or a child-placing agency investigating a foster or adoptive placement, unless said staff first obtains permission from the source of the report or from the witnesses named in the report. **(Disclosure of Reporter Identity – DC Code § 4-1302.03)**

1. Making a Report:

Inform your supervisor prior to making the call in order to:

- Review your suspicions
- Review the student record to learn if other reports have been filed and/or there is an active open case
- Review the Child Abuse and Neglect Referral Binder to learn if there is a record of a referral for this patient/client.
- Identify if other Briya program staff are working with the family and other staff currently involved
- Identify the procedure on how to make the call, including if there is a desire to talk with the family about the report and/or ensuring that all other staff currently working with the family is informed of the call.

Upon witnessing or suspecting the above, the staff who witnessed or suspects the abuse or neglect is to contact the CFSA reporting hotline at (202) 671-SAFE (671-7233). To make a report, you will need to provide the following information:

Name, age, gender, and address of the child who is the subject of the report, any siblings, and the parent, guardian, or caregiver

Identify if other Briya program staff are working with the family, to share the information

Nature and extent of the abuse or neglect, as you know it (and any previous abuse or neglect)

Any additional information that may help establish the cause and identity of persons responsible

CFSA hotline must be notified even when all the information is not available

Your name, occupation, contact information, and a statement of any actions taken concerning the child

Call the CFSA hotline even if all the information is not available to you.

Upon completion of filing the report, all documentation needs to be recorded on the CFSA/CPS Referral Report Form. The form is to be reviewed and signed off by the supervisor/director.

Child Sexual Abuse (aka Statutory Rape), should be reported to both the police department AND the CFSA reporting hotline.

Failure to Make a Report may result in jail time and/or a fine pursuant to DC law – DC Code § 4-1321.07.

Failure to make report - Sometimes, an employee suspects abuse or neglect, but does not want to report it because the filing of the report may destroy his/her rapport with the family/child or he/she does not feel comfortable making the report. Failure to file a report of suspected abuse or/and neglect places both the employee and Briya at risk. If you are struggling with a concern about possible abuse or neglect or you are hesitant to report a suspected case, you **MUST** discuss the matter immediately with your supervisor.

If you have questions or concerns, you may contact:

- i. Briya School Leader
- ii. Mary's Center Director of Social Services
- iii. Mary's Center Chief Nurse Officer
- iv. Mary's Center Chief Program Officer

2. Documentation:

- A. If a report of suspected abuse or neglect is made, the employee must:
 - i. Create a Telephone Encounter entitled – “CFSA Referral”
 - ii. Document a through history of the suspected neglect/abuse with as many specific dates and names as possible
 - iii. Document the name (or operator number) of the CFSA operator who takes the report, with the date and time that the call was made
 - iv. The telephone encounter should then be sent to the child's primary care provider
- B. A copy should be made of the report and kept in a binder labeled “Child Abuse and Neglect Reports.” The binder consists of Alphabet Tabs to allow all reports to be filed by the last name of the student and have the most current incidents on top.

3. Resources:

Mary's Center Director of Social Services

Carolina de Los Rios
3912 Georgia Ave NW
Washington, DC 20011
Phone: 202-420-7105

Mary's Center Chief Nurse Officer

Dara Koppelman
2333 Ontario Rd NW
Washington, DC 20009
Phone: (202) 545-2063

Mary's Center Chief Programs Officer

Joan Yengo
2333 Ontario Rd NW
Washington, DC 20009
Phone: 202-420-7007

DC Child and Family Services Administration

400 6th Street, SW
Washington, DC 20024
cfsa@dc.gov
Phone: 202-442-6100
Fax: 202-727-6505
<http://cfsa.dc.gov/DC/CFSA>

DC Metropolitan Police Department Youth Investigations Branch

1700 Rhode Island Avenue, NE
Washington, DC 20018
Phone: 202-576-6768
Fax: 202-576-6561
http://www.mpdcc.dc.gov/mpdc/cwp/view,a,1232,q,561746,mpdcNav_GID,1529,mpdcNav,%7C.asp

Children's National Medical Center – Child and Adolescent Protection Center

111 Michigan Avenue, NW
Washington, DC 20010
Appointments: 202-476-4950 and 202-476-4100
Administrative Office: 202-476-4950
Consultation: 202-476-4100 (ask to speak with the on-call clinician)
Evenings and Weekends: 202-476-5000
Fax: 202-476-6997
<http://www.childrensnational.org/DepartmentsandPrograms/default.aspx?Id=371&Type=Dept&Name=Child%20and%20Adolescent%20Protection%20Center>

Polaris Project - leading organization in the United States combating all forms of human trafficking and serving both U.S. citizens and foreign national victims, including men, women, and children.

Phone: 1-888-3737-888
www.polarisproject.org

III. **Position Classification**

Briya may have the following types of employees:

1. Orientation/Introductory Period

The first ninety (90) days of your employment constitutes an introductory evaluation period. During your first ninety (90) days of employment, some employment benefits may be limited. Any significant absence will automatically extend an introductory period by the length of the absence. If Briya determines that the designated introductory period does not allow sufficient time to thoroughly evaluate your performance, the introductory period may be extended, once, for a specified period.

The introductory period is designed to allow you and your supervisor/manager an appropriate orientation, training and evaluation period to assess your aptitude, interest and ability to perform satisfactorily the requirements of the position. Should either you or your supervisor/manager determine there is not a good fit between you and the position, the employment relationship may be terminated.

Completion of the introductory period does not, however guarantee employment for any specific duration or change the at will status of your employment. All Briya employees are employed "at will", whether or not they have completed any applicable introductory period.

2. Regular Employee

A person who has satisfactorily completed the 90 day probationary period.

3. Full-Time Employee

A person who is regularly scheduled to work 40 hours per week or more.

4. Part-Time Employee

A person who is regularly scheduled to work more than 20 hours but less than 40 hours per week.

5. Per Diem/Temporary Employee

A person who is employed for a specified period of time or on call (per diem), whether full-time or part-time. A temporary employee may receive limited benefits, and only those confirmed in writing signed by **Human Resources Department**.

IV. Working Hours

1. Hours of Operation

Briya hours of operation will be determined by site location and service. Consult with your supervisor.

2. Work Schedules

Employee work schedules will be determined by the immediate supervisor and needs of the department.

All full-time employees are expected to work a 40-hour work week unless other arrangements have been made. There is a 30 minute lunch break and two fifteen 15 minute breaks during an eight hour work day. Employees are expected to take these breaks. The hours of work will not necessarily correspond with the hours when the facilities are open to the public. All employees are expected to work the schedules to which they agreed when employed; however, such regular schedules may be changed with the approval of the supervisor. On occasion it may be necessary for Briya to change an employee's regular schedule in order to ensure continuous service to participants.

Normally, an employee will be given two weeks written notice before a work schedule is changed; however a supervisor may make a temporary change in schedule because of unusual circumstances.

If you are out of work or late for any reason and have not received advance permission for the absence, please call your direct supervisor or designee by 7:00 a.m. to report your absence or tardiness. Absence without notice for three days will be considered a voluntary termination.

3. Exempt/Non-exempt Employees and Overtime Pay

When you were hired, you should have been told whether your position is "exempt" (meaning, among other things, you are exempt from the overtime pay requirements of the Fair Labor Standards Act) or "non-exempt" (meaning you are covered by the overtime requirements.) Generally speaking, exempt employees are those whose jobs are primarily executive, administrative or professional in nature, as defined by federal regulations, and who are paid on a salary basis, again as defined by federal regulations.

4. Non-exempt employees, overtime pay and compensatory time

If you are non-exempt, you will be paid overtime, at the rate of one and one half times your regular hourly rate of pay, for any hours worked beyond 40 hours in a given work week. However, non-exempt employees must obtain advance permission from the Program Director **before** working more than 40 hours in a work week.

For overtime purposes, the work week begins Monday at 12:01 a.m. and ends

Sunday at midnight. Only those hours that are actually worked by the employee will be considered "hours worked" (productive hours) in computing whether overtime is due and, if so, how much. Scheduled and unscheduled absences such as time off for holidays, vacation, sickness, jury duty, bereavement leave or military leave, or for any other reason, will not count as productive hours for this purpose.

Non-exempt employees may not take compensatory time in lieu of overtime pay, unless the compensatory time is taken within the same work week in which the extra hours were worked. You may not wait until next week to take the four hours off and use that in lieu of overtime pay.

5. Time Sheets

Employees are paid bi-weekly. All employees (exempt, non-exempt, full time, part time and temporary) are required to record their hours of work on a daily time sheet which is approved by the employee's supervisor. Employees submit their completed timesheet to their supervisor on Friday afternoon at the end of the pay cycle. It is the employee's responsibility to review their paystubs on a bi-weekly basis to ensure that pay is appropriate. Should any discrepancies arise, the employee must notify their supervisors and Human Resources department immediately.

6. Work Week and Work Day

The work week begins at 12:01 a.m. Monday and ends at 12:00 midnight Sunday. The work day is the hours worked in the 24-hour period which begins at 12:01 a.m. and ends at 12:00 midnight.

V. Benefits

Briya is committed to providing benefits for its employees, consistent with its mission and its financial capacity. Certain benefits are required by law, while other benefits are provided by Briya in order to protect the health and financial security of its employees and their families. The benefits described below which are not required by law may be modified upward or downward or eliminated, subject to Board action, the costs of these benefits, or Briya's financial status. Briya is not obligated to maintain these benefits indefinitely.

1. Benefits required by law

The following benefits are required by law for all employees:

A. Workers' Compensation

Maintaining a safe work environment requires the continuous cooperation from all employees. Briya strongly encourages employees to communicate with fellow employees and his/her manager regarding safety issues.

Employees are covered by workers' compensation for injuries sustained on the

job. When an injury is sustained while at work, the incident must be reported immediately to your supervisor and/or to the Human Resources Department. It is the responsibility of an injured employee to file, in writing, a claim to recover any loss arising from an on-the-job accident. Failure to report accidents is a serious matter as it may preclude your coverage under Worker's Compensation Insurance.

B. Social Security (FICA)

Each employee must participate in the Social Security Program in accordance with the provisions of the Federal Social Security legislation and regulations. Both Briya and the employee must pay into the fund for Social Security benefits, with payroll deductions being made as required by law.

C. Unemployment Compensation

Briya, as a matter of law, pays premiums for Unemployment Compensation to the District of Columbia and the individuals states in which the School employs employees. Benefits are available to employees who become unemployed through no fault of their own.

D. Family and Medical Leave Policy

In accordance with the Federal Family and Medical Leave Act ("FMLA") and the D.C. Family and Medical Leave Act ("D.C. FMLA"), eligible Briya employees are entitled to unpaid leave for certain family and medical reasons. If your leave qualifies as leave under the FMLA and the D.C. FMLA, then the leave will be counted under both statutes and run concurrently. In all cases, you will have the benefit of the most generous leave statute, subject to eligibility requirements. For questions on coordination of leave benefits, please contact your direct supervisor or Human Resources.

Leave Eligibility

The Federal Family and Medical Leave Act provides employees with unpaid leave for certain medical and family reasons. Employees eligible for leave include those who have been employed by Briya a total of twelve months and who have worked at least 1,250 hours during the preceding twelve months (absences do not count toward the 1,250 hours requirement).

Under the D.C. Family and Medical Leave Act, employees who have been employed by Briya for twelve months or more and who have worked at least 1,000 hours during the preceding twelve-month period will be eligible for leave, if employed in Washington, D.C. (absences, paid or unpaid, do not count toward the 1,000 hours requirement).

Reasons for Leave

Eligible employees may take medical leave under this policy due to their own serious health condition, including physical and mental injuries or illnesses, pregnancy, and work-related injuries or illnesses.

Eligible employees may take family leave under this policy for the following circumstances:

- (1) For the birth of or to care for the employee's newborn child; or the placement and initial care of an adopted or foster care child (the leave must be taken within the twelve-month period beginning with the birth or placement of the child);
- (2) To care for an employee's spouse, child, family member or domestic partner with a serious health condition. In order to take leave to care for a domestic partner, an employee must show that he/she has shared a mutual residence with the individual in question within the past year and has a committed relationship with that person;
- (3) A qualifying exigent circumstance arising out of the fact that your spouse, son, daughter or parent is a "covered military member" on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces (applicable only under the federal FMLA); and/or
- (4) To care for your spouse, child, parent or other relative who is next-of-kin, who is also a "covered servicemember" of the United States Armed Forces (including a member of the National Guard or Reserves) with a "serious injury or illness." The term "serious injury or illness" means (a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office grade, rank, or rating; and (b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period described in the paragraph below, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran (applicable only under the federal FMLA).

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

The term "covered active duty" means (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign county; and (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13) (B) of title 10, United

States Code.

The term “covered service member” means (a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury; or (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Subject to certain conditions, the “continuing treatment” requirement may be met by a period of incapacity of more than 3 consecutive full calendar days combined with:

(1) at least two visits to a healthcare provider within 30 days, the first of which must occur within 7 days of the first day of incapacity; (2) or one visit and a regimen of continuing treatment; (3) or incapacity due to pregnancy; (4) or incapacity due to a chronic condition. Other treatments may also meet the definition of continuing treatment.

Leave for “qualifying exigent circumstances” includes: the need to take time off due to

(1) the short notice deployment of a family member (limited to seven or less calendar days prior to the date of deployment); (2) the need to attend military events and related activities; (3) the need to make arrangements for childcare and school activities; (4) need to make financial and legal arrangements; (5) a need for counseling; (6) a family member being released for service for rest and recuperation (limited to 5 days of leave for each instance up to a maximum of 12 weeks in a 12- month period); (7) a need to attend post-deployment activities; and (8) additional activities (if agreed upon by the employer and the employee).

For purposes of this policy, phrases such as “next of kin”, “covered military member”, and “eligible family members of covered servicemembers and covered military members” are other terms of art defined in governmental regulations. If you have any questions as to what these terms mean and/or whether they apply in your circumstances, please contact the Human Resources Department.

Duration of Family and Medical Leave

The federal FMLA gives eligible employees job protection up to 12 weeks of leave in a 12-month period due to the birth or placement for adoption or foster care of a child, to care for a seriously ill spouse, parent or child and due to the employee’s own serious health condition; and, up to 26 workweeks of unpaid Military caregiver leave. Such leave is available in a single 12-month period commencing on the first day of leave. Military caregiver leave not used in the 12-month period is forfeited.

The D.C. FMLA gives eligible employees job protection up to 16 weeks of family leave (as described above) and up to 16 weeks of medical leave (as described above) within a 24-month period.

The 12 and 24 month periods are measured backwards from the date the employee last used leave, except where otherwise noted in this policy. When the leave would be covered by both the D.C. and federal laws, the leave will generally be counted against both.

Employees on a workers' compensation leave of absence will be granted leave consistent with workers' compensation laws. If the employee's work-related injury also meets the criteria of a serious health condition for family and medical leave purposes, the leave for a work-related injury will be counted against an employee's family and medical leave entitlement. However, the benefits provided under this policy will only be extended for the duration of leave taken under this policy. Additional benefits may be available under applicable workers' compensation law.

Leave Request Procedure

Requests for family or medical leave must be approved in advance by your manager or supervisor. If the need for the leave is foreseeable, employees must provide the School with reasonable prior notice (no less than 30 days) before the leave is to begin. If the need is unforeseeable, and 30 days notice is not possible, notice must be given, at least verbally, as soon as practical, and within one or two days of learning of the need for leave.

When leave is foreseeable due to a qualifying exigency arising from a family member's call to covered active duty, the employee must provide as much notice as is practicable (i.e., within 1 or 2 business days of learning of the need for the leave), regardless of how far in advance such leave is foreseeable.

When employees request leave under this policy, it is essential to specify whether the leave requested is family or medical leave. Leave requests should be made in writing and should set forth the reasons for the requested leave, the anticipated duration of the leave and the anticipated start date of the leave. All employees requesting a leave extension should also do so in writing, if possible, two weeks prior to the end of their scheduled leave.

When planning medical treatment, an employee should make a reasonable effort to schedule leave so as not to unduly disrupt the School's operations. An employee is expected to consult his or her manager or supervisor prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both the employee and the School, subject to the approval of the employee's health care provider.

Failure to comply with these notice rules is grounds for, and may result in deferral of the requested leave until you comply with this notice policy.

Medical Certification

Employees who request a medical leave or a family leave to care for a family member or domestic partner with a serious health condition must submit a written medical Certification from a health care provider to support the leave request. Similarly, where leave is requested because of exigent circumstances arising from the employee's spouse, son, daughter or parent's call to covered active duty, the employee will need to submit a completed Exigent Circumstances Leave form. The Medical Certification or Exigent Circumstances Leave form must be submitted within 15 days of requesting the leave or as soon as possible after the leave has started if the leave was not foreseeable. Failure to comply with these certification requirements will result in deferral, and possible denial, of FMLA leave until compliance is attained.

If there is a dispute about the initial medical opinion regarding the employee's own serious health condition, Briya may require a second opinion by a health care provider of its choice at its expense. If a third opinion is necessary, a third health care provider may be selected, also at the Center's expense.

All employees returning from a medical leave must provide medical certification of their fitness to return to work. Briya also requires periodic updates to support leave in excess of 30 days and requests to extend leave.

Medical certification forms are available from Human Resources.

Contacting Employee's Healthcare Provider

The Human Resources Department may contact an employee's healthcare provider directly to get clarification and authentication of a medical certification. If an employee chooses not to provide the Center with a HIPAA-authorized release allowing Briya to clarify the Certification with his/her healthcare provider, and the employee does not otherwise clarify the Certification, the Employer may deny FMLA leave if the Certification is unclear.

Briya reserves the right to obtain other documentation in accordance with law to substantiate an employee's request for leave.

Intermittent and Reduced Schedule Leave

Briya generally requires that family and medical leave be taken in one consecutive period of time. Under certain circumstances, an employee may take leave intermittently or on a reduced work schedule. If an employee takes an intermittent or reduced work schedule leave, the School may temporarily transfer him or her to another position with equivalent pay and benefits in order to better accommodate the leave. If an employee requests intermittent or reduced scheduled leave due to medical necessity, he or she is required to submit certification from a health care provider stating the basis for the medical necessity and, if applicable, the anticipated schedule for treatment.

Compensation During Leave

Employees may elect to use Long Term Illness Bank (LTI) hours, then accrued Paid Time Off (PTO) hours, if desired, during medical leave or leave to care for an ill family member or domestic partner. Eligible employees may receive short-term and long-term disability benefits. It is the responsibility of an employee on medical leave to apply for workers' compensation or disability insurance benefits using a form provided by Human Resources. If LTI or PTO hours and/or disability benefits are not available, employees may continue the balance of their medical leave or leave to care for an ill family member or domestic partner on an unpaid basis.

During family leave to care for a newborn child, or newly placed adopted or foster child, eligible employees may use LTI or PTO hours. When these benefits are exhausted, employees may continue the balance of their family leave on an unpaid basis.

The length of an employee's family or medical leave shall not be extended by his or her use of LTI, PTO or receipt of disability or workers' compensation benefits during leave. Paid LTI or PTO hours will not accrue while on leave. (This does not apply to workers' compensation).

Group Health Insurance Benefits

Briya will maintain group health insurance coverage for eligible employees during family and medical leave under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. Employees will continue to be responsible for their portion of premium payments for the group health insurance plans. Failure to make timely payment could result in loss of coverage for the dependent. The School will provide employees with written notice of the terms and conditions concerning premium co-payment during leaves. Should the School decide to make general changes in its benefits while an employee is on leave, the employee will be notified as soon as possible.

Return to Work

All employees returning from a medical leave must provide medical certification of their fitness to return to work.

Upon return from leave protected by this policy, eligible employees will generally be returned to the same position held prior to the leave or one that is equivalent in pay, benefits and the terms and conditions of employment, unless the employee would have been terminated even if he or she had not been on leave (such as when there has been a reduction in force or job abolishment or the employee was employed for a specific period or project which has ended).

An employee who is among the highest paid 10% of all employees within 75

miles of his or her worksite may be denied reinstatement or terminated at the end of his or her leave if: 1) the School informs the employee when leave is requested that he or she is a “key” employee, 2) the School determines that denial of reinstatement is necessary to prevent substantial and grievous economic injury to the School that is not directly related to the employee’s leave, and 3) the School notified the employee immediately upon making the determination that reinstatement would be denied and informed him or her of the basis for the decision.

Employees who do not return to work as soon as they are able shall be considered to have voluntarily resigned. Acceptance of other employment during a medical leave also will be considered a resignation from Briya.

Employees who do not return to work upon the expiration of their approved medical leave shall be terminated subject to applicable workers’ compensation law, the Americans with Disabilities Act, and other applicable laws.

Note: Briya adheres to all state and local laws and regulations that have broader coverage. Please refer to the Family and Medical Leave policy that is available from the Human Resources Department for full details on the benefits and conditions that apply.

E. Military Leave

Employees who are absent from work due to service in the uniformed services, (including but not limited to service in the armed forces of the United States or the armed forces reserves, the national guard, or another commissioned corps of public service), a military fitness exam, funeral honors duty, attending a military service academy, or participating in active or inactive duty training program, will be granted leaves of absence in accordance with federal and state laws governing such leaves. Unless otherwise provided by state law, employees on such leaves of absence are generally entitled to certain reemployment rights and benefits if they meet the following requirements:

- a) Advance Notice.** The employee must personally or through an officer of the service, give written or verbal notice before the need for military leave begins, unless precluded by military necessity or circumstances which make notice unreasonable or impossible;
- b) Duration of Leave.** The employee's cumulative period of service in the uniformed services while in the School’s employ may not exceed five years, unless additional service is requiring to complete an initial period of obligated service, the employee is unable to obtain orders of release through no fault of his/her own, the employee is able to certify in writing by the Secretary of Defense that additional training is required, or additional service is required during a national emergency or war; and
- c) Timely Reemployment Application.** The employee must return to work or submit an application for reemployment within the required time frame depending on the length of the employee’s service.
- d) Notice Required**
 - An employee who served for less than 31 days or who reported for a fitness to serve examination, must provide notice of intent to return to work at the

- beginning of the first full regular scheduled work period that starts at least eight hours after the employee has returned from the location of service.
- An employee who served for more than 30 days, but less than 181 days, must submit an application for reemployment no later than 14 days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.
 - An employee who served for more than 180 days must submit an application for reemployment no later than 90 days after the completion of the uniformed service.
 - An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to the Human Resources Department (if the service was less than 31 days or if employee reported for a fitness to serve examination), or submit an application for reemployment (if the service was greater than 30 days), at the end of the necessary recovery period (but which may not exceed two years, unless for a fitness to serve examination).

e) Employee Benefits During Military Leave. Employees will not be paid during military leave, although employees may elect to use their previously accrued vacation days concurrent with their military leave. Vacation days will not accrue during military leave. The School will continue to pay an employee's health benefits for the first 30 days of military leave. After that time, employees and/or their dependents are eligible to elect health insurance coverage continuation.

Please contact Human Resources for more details regarding military leave, such as what type of service qualifies for leave entitlement, what constitutes timely reemployment, under what circumstances your application for reemployment may be denied, your rights and obligations related to employment benefits while on leave and upon returning from leave, etc.

F. Jury Duty Leave

Employees are entitled for time off with pay to serve as a trial juror. Compensation will be paid at the employee's regular rate of pay less jury duty pay, if any. On days when the jury is released early, employees are expected to report to work. The employee must notify the Human resources department in writing in advance of the absence and provide documentation of any payment received from the court for jury service. Upon return to work, Employee must provide verifying documentation from the court to the Human Resources Department for each day the Employee is out on Jury Duty.

G. District of Columbia Parental Leave

In the District of Columbia, Briya provides employees with parental leave. Briya allows an employee who is a parent at least 24 hours of unpaid leave during a 12-month period in which to attend or participate in a child's school-related activities. To be eligible for the leave, the employee must notify his/her employer of the need for the leave at least ten (10) days in advance, or as soon as otherwise possible. Briya may deny an employee parental leave if granting the leave would disrupt the Center's business making production or service delivery unusually difficult. D.C. Code § 32-1202.

H. Long Term Illness (LTI) Bank

The Long-Term Illness Bank will only apply to current employees with a sick time balance as of December 22nd 2014. This balance will be placed in a separate bank from PTO and will not be accrued. For unscheduled illness of three or more days, the employee may deduct these hours from the LTI bank with documentation. The first or second unscheduled days off for illness will be deducted from the PTO time. For any scheduled illness three or more days in length, all of that time may be deducted from the Long Term Illness bank. As noted in the Procedure, all employees are required to provide documentation when taking unscheduled or scheduled PTO leave for 3 or more consecutive days of illness. Staff may donate PTO time or LTI time to a colleague only when he/she has exhausted their PTO time and LTI time for emergency purposes only. Emergency purposes can include chronic or acute illness, childbirth, adoption, or other major events. Additionally, the time may only be donated when the staff member is out on extended leave. Staff may donate a minimum of 8 hours in increments of 8 hours to a specific colleague. However, staff may not solicit donations of PTO time or LTI time from other employees. Staff may not donate LTI time after he/she has resigned from Briya. Any donations of PTO or LTI time require approval by the CEO and COO. The long-term illness bank will not be paid out to employees upon termination.

2. Benefits Not Required By Law

Eligibility

All regular full time employees are eligible to participate in all company benefits. Regular part-time employees are eligible to participate in Vacation, and Holidays. Briya reserves the right to change any of its benefits. The benefit descriptions as they appear in this handbook for the insurance and retirement plans are brief summaries of those policies. Employees will receive plan documents outlining in more detail all rights and benefits. Should there be any discrepancies between the summaries in this handbook and those provided by the plan documents, the plan documents will apply. Questions or requests for further information should be addressed to the Human Resources Department.

a. Health Benefits Package

All regular full-time employees are eligible for coverage under Briya's group health and dental plans and share the cost of this benefit. Employees are covered after the prescribed wait period. Employees' dependents are eligible for coverage under the Briya health plan and share the cost of this benefit.

b. Life and Disability Insurance

See your copy of "Your Group Disability Insurance Plan" manual for information on life and disability insurance.

c. 403(b) Retirement Savings Plan

Briya currently offers a choice of Voluntary Supplemental retirement programs on a pre-tax (Traditional) or post-tax (ROTH) basis.

Under Briya’s section 403(b) plan, eligible Employees may elect to defer a portion of their compensation to the 403(b) plan to supplement their retirement savings. New full-time Employees are automatically enrolled, 3% of earnings will automatically be contributed to the 403(b) plan. Automatic deferral increases of 1% annually up to a maximum deferral contribution of 10% will apply to those full-time new hires who are automatically enrolled into the plan. Automatic increases would occur for those Employees annually on 1/1. Employees who are automatically enrolled in the plan may visit www.principal.com/nextsteps Contract # 715957 or call 800-547-7754.

Employees are eligible for a 2% match beginning on the 1st of the month after ninety (90) days of employment.

A summary description of the plan is available through the Human Resources Department that describes in general terms; eligibility requirements, benefits provided, and current costs to Employees. Pension plan documents should be consulted for more details. If for any reason you do not have a copy of these documents, please see the Human Resources Department.

d. Paid Holidays

Briya observes the following holidays:

- New Year's Day
- Rev. Martin Luther. King Jr. Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

When a holiday falls on a Saturday or Sunday, it will be observed consistent with the practices of the Government of the District of Columbia (not the District Public School System).

Please refer to the chart below for information on how many paid holiday hours an employee is allotted, dependent upon the standard hours worked per week.

<u>Number of Hours Worked Per Week</u>	<u>Number of Holiday Hours Received</u>
30 – 40 hours worked per week	8 hours of Holiday Pay*
15 – 29 hours worked per week	4 hours of Holiday
Pay Per Diem and 14 hours and under worked per week	0 hours of Holiday Pay

*For a compressed workweek schedule (i.e. 10 hour workdays), please refer to the

Compressed Workweek Holiday Policy.

If an employee is scheduled to work on a holiday, please insert the correct amount of holiday hours. If an employee is not scheduled to work on a holiday, the supervisor will approve for the holiday hours to be taken off in the week before, during, or after the actual holiday. The day which the employee designates as the “floating Holiday” should be submitted to the supervisor two months in advance and is subject to supervisors’ approval to decide if they can accommodate the schedule.

Please note the employee must not exceed their standard number of hours worked per week. It is the supervisor’s responsibility to properly prepare the employee’s schedule so that the employee is given the correct amount of holiday hours while not exceeding their standard number of hours worked per week.

e. Paid Time Off (PTO) Leave

Regular full-time employees who work 40 hours per week and have 0-5 years of service at Briya will accrue the PTO leave at a rate of 7.69 hours per pay period. Employees who work less than 40 hours per week and have 0-5 years of service at Briya will accrue PTO at a pro-rated amount at 0.0962 per hour worked.

Regular full-time employees who work 40 hours per week and have 5-10 years of service at Briya will accrue the PTO leave at a rate of 8.62 hours per pay period. Employees who work less than 40 hours per week and have 5-10 years of service at Briya will accrue PTO at a pro-rated amount at 0.1077 per hour worked.

Regular full-time employees who work 40 hours per week and have over 10 years of service at Briya will accrue the PTO leave at a rate of 9.31 hours per pay period. Employees who work less than 40 hours per week and over 10 years of service at Briya will accrue PTO at a pro-rated amount at 0.1163 per hour worked.

Employees may accrue PTO leave from the date of employment, but may not use PTO leave for the first 90 days of employment or before it is earned.

Arrangements for PTO leave are made at the convenience of Briya and with the approval of the supervisor. Consideration will be given to the employee's preference for the time he or she desires; however, in determining the PTO schedule, Briya may rotate the preference among employees.

Regular, full-time employees may carry a total of 200 hours of PTO leave into the new calendar year for those who are within the first 5 years of service. Regular, full-time employees may carry a total of 224 hours of PTO leave into the new calendar year for those who are within 5-10 years of service. Regular, full-time employees may carry a total of 240 hours of PTO leave into the new calendar year for those with more than 10 years of service. Part-time employees may carry a prorated amount of hours into the new calendar year (see chart below). Accrued leave in excess of the stated number of hours will be forfeited. Upon termination of employment, regular employees will be compensated at a prorated amount (see chart below). Upon termination of employment, introductory employees will not be compensated for accrued PTO leave.

Years of Service	Annual PTO Accrual	Annual PTO Carry Over Limit	Max. PTO Pay Out % of Balances @ Termination
0-5 years	200 hours	200 hours Pro-Rated=(hours worked/80)*200	60%
5-10 years	224 hours	224 hours Pro-Rated=(hours worked/80)*224	64%
Over 10 years	242 hours	240 hours Pro-rated=(hours worked/80)*240	67%

Consequences of Exhausting PTO

Employees cannot request or take off more than accrued PTO. Employees that exhaust all accrued PTO will be subject to disciplinary action if they request to take more than accrued time off. The Human Resources Department must approve if additional time off is requested beyond accrued PTO; time taken off in excess of accrued PTO will be taken without pay.

Exempt Employees who will be missing four (4) or more hours of work in a single workday will be required to use paid time off (PTO).

District of Columbia Paid Sick Leave

Eligibility

Briya provides paid sick leave to all D.C. Employees pursuant to the D.C. Accrued Sick and Safe Leave Act. Nonetheless, since regular full-time Employees are already provided with PTO that exceeds the amount of time available under this policy, regular full-time Employees are not eligible to accrue, use or carryover additional time pursuant to this policy. However, to the extent regular full-time Employees request to use PTO for reasons covered by this policy, the provisions related to notice and documentation and enforcement and retaliation will apply.

Accrual

Employees begin to accrue paid sick leave pursuant to this policy from the date of hire. Employees accrue paid sick leave at a rate of 1 hour for every 37 hours worked up to a maximum of 7 days per calendar year.

Usage

Employees may begin using paid sick leave under this policy after the 90th day of employment. An Employee may use paid sick leave under this policy for the following reasons:

- An absence resulting from a physical or mental illness;
- Injury, or medical condition of the Employee;
- An absence resulting from obtaining professional medical diagnosis or care or preventive medical care for the Employee; or
- An absence for the purpose of caring for a family member who has any of the conditions or needs for diagnosis or care described in D.C. Code § 32–131.02(b)(1)-(2).

An Employee may also use paid leave for an absence if the Employee or the Employee's family member is a victim of stalking, domestic violence, or sexual

abuse and the absence is directly related to medical, social, or legal services pertaining to the stalking, domestic violence, or sexual abuse for the purposes of:

- Seeking medical attention for the Employee or the Employee's family member to treat or recover from physical or psychological injury or disability caused by the stalking, domestic violence, or sexual abuse;
- Obtaining services for the Employee or the Employee's family member from a victim services organization;
- Obtaining psychological or other counseling services for the Employee or the Employee's family member;
- Temporary or permanent relocation;
- Taking legal action, including preparing for or participating in any criminal or civil proceeding related to or resulting from the stalking, domestic violence, or sexual abuse;
- or
- Taking other actions that could be reasonably determined to enhance the physical, psychological, or economic health or safety of the Employee or the Employee's family member or the safety of those who work or associate with the Employee.

Notice and Documentation

If possible, Employees must provide at least 10 days prior notice of the planned use of paid sick leave under this policy. Where 10 days prior notice is not possible, the Employee must provide notice as soon as possible, ideally in writing. In the case of an emergency, Employees must notify Mary's Center of need to use paid sick leave prior to the start of their next shift or within 24 hours of the onset of the emergency, whichever is sooner. Employees are required to make a reasonable effort to schedule paid sick leave in a manner that does not unduly disrupt the Center's operations. If paid sick leave is requested in a non-emergency situation, the Employee must consult with the Center regarding the date and time of the paid leave to be taken. If an Employee has taken three or more consecutive days of paid leave, Mary's Center may request certification from the Employee.

Payment

Paid sick leave under this policy will be calculated based on the Employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. Accrued but unused paid sick leave under this policy will not be paid at separation.

Enforcement and Retaliation

Briya prohibits retaliation against any Employee who asserts their rights to receive paid sick leave under this policy. The Office of Wage-Hour of the DC Department of Employment Services can investigate possible violations. To request full text of the Act, to obtain a copy of the rules associated with this Act, or to file a complaint, contact the Office of Wage-Hour at (202) 671-1880, 4058 Minnesota Avenue, N.E., 4th Floor, Washington, D.C. 20019, or visit www.does.dc.gov. Employees with questions regarding this policy can contact Human Resources.

f. Short Term Disability Leave

See group disability insurance manual.

g. Educational Leave

Each year regular full-time employees may take up to three days of paid educational leave for professional development or the enrichment of job-related skills, after the 90 day probationary period. Part-time regular employees may take a proportionate amount. More time may be given to those employees whose professions require continuing education, as long as there is participant coverage. The leave must be approved by the supervisor. A description of the course or program must be attached to the request for leave form. Employees must also present a certificate of completion once the course is completed. Educational leave is not cumulative. Employees and term appointees may have costs covered subject to the availability of funds. Please refer to benefits summary sheet for specific amount of days employees receive per year, based on hours worked per week.

h. Bereavement

Regular full-time employees who have completed at least three months of continuous employment and who experience the death of an immediate family member or significant other may take up to 3 days of paid bereavement leave. This is also effective for regular part-time employees however the time will be pro-rated. Immediate family is defined as your spouse, child (or other persons for whom guardianship exists), parent (in law), brother or sister (in law), grandparent, grandchild, or your dependent residing in your household. Step-relatives and relatives by adoption are included on the same basis as blood relatives. Instance of bereavement will require documentation to show that there is a need for time off. Employees must submit this documentation within a week of their return.

i. Voting Leave

Briya believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee, whose work schedule does not provide him/her at least two (2) consecutive hours to vote while polls are open, will be granted up to two (2) paid hours off in order to vote. Briya reserves the right to select the hours that an employee is excused to vote. An employee should notify his or her supervisor of the need for voting leave as soon as possible. Documentation substantiating that an employee voted or attempted to vote may be requested.

Deployment of Member in the Armed Forces Leave

In compliance with Maryland law, Mary's Center will provide eligible Employees with one day of unpaid leave on the day that an immediate family member is leaving for or returning from active military duty outside the United States as a member of the armed forces ("Deployment Leave"). An "eligible" Employee is one who has worked

for Mary's Center for the last 12 months and has worked at least 1,250 hours during that time. An "immediate family member" means the Employee's spouse (including same-sex spouse), parent, stepparent, child, stepchild or sibling. Employees may, but are not required to, use paid leave during this one-day leave of absence. If the Employee also is FMLA-eligible, then the day of leave also may qualify as FMLA leave and will run concurrently with FMLA leave. The Center may require that an Employee submit proof of the need for Deployment Leave.

Emergency Responder Leave

If an Employee is a member of the civil air patrol, civil defense, volunteer fire department, or volunteer rescue squad they will be granted leave for participation in an activity if the activity is in response to an emergency declared by the Governor. Upon return from leave, Employees must submit written proof that their participation was required.

j. Inclement Weather

During severe weather conditions, a liberal leave policy will be in effect. An employee scheduled to work who cannot come may request that the absence be considered either annual or personal leave without prior authorization. If Briya is officially closed for the day, the absence will not be counted against the employee's leave and will be considered administrative leave with pay. Official closing days will be the same as those for the District Public Schools. If schools are delayed by two hours, start time for staff is 10:45 a.m. If schools are delayed by one hour, start time for staff is 9:45 a.m. Administration and/or teachers may be asked to come in earlier to respond to school needs such as calling or receiving students, staff meetings, or staff professional development sessions.

k. Leave of Absence

The supervisor may grant a leave of absence without pay to a regular employee, only for compelling reasons, for a maximum of 30 calendar days. A Leave of Absence will only be granted after the employee has exhausted any accrued and/or unused Long Term Illness (LTI) or Paid Time Off (PTO) hours (if appropriate). The leave may be extended only at the discretion of the Human Resources Director for an additional 30 days upon written request made by the employee to his/her immediate supervisor, prior to the expiration of the approved leave. If no request for extension is made, or if extension is denied the employee must return to work or risk dismissal from the job. LTI and PTO hours will not accrue during such leave of absence without pay. The employee is responsible for their portion of the Health Benefit costs during the first 30 days, and Briya will pay health insurance premium only for the first 30 days. If the employee remains on leave thereafter and wishes to continue the coverage, they must pay the entire premium. Briya cannot assure the employee that the job will be held open for more than 30 days.

VI. Employment Conditions

1. Performance Reviews

Briya conducts performance reviews annually with all employees. Performance Review tools are designed for each position based on the job responsibilities. New teachers have a performance review after the first 90-days of employment.

Employees who are not fulfilling the job responsibilities begin a process that may lead to dismissal. Concerns and areas for improvement are documented and discussed with teachers in performance reviews, observation forms, and administrative notes.

Employees are allotted a period of time to improve their performance. After the allotted time, the School Leadership/HR Department make a decision as to whether or not to terminate the employee.

2. Personnel Files

Employee personnel files are confidential and can be reviewed by the employee by making arrangements in advance. Employees must report to their supervisor, in writing, any changes in status that might relate to their employment such as, but not limited to, changes in name, address, telephone number, marital status, and dependents.

3. Reporting and Requesting Absences

Generally, when an employee is requesting specific leave, he or she must fill out the appropriate request for leave form at least two weeks in advance and wait to make plans until the request has been approved. For absence longer than a week, four weeks notice is requested for management purposes. When it is necessary to be absent from work for illness or other unanticipated causes, the employee (and/or employee's family member) must contact their supervisor and Human Resources as soon as possible. The procedure for reporting such absences must be repeated each day an employee is absent, unless hospitalized. Upon returning to work, the employee must fill out a request for leave form. An employee who fails to properly report and/or request for leave of absence may be subject to discipline, up to and including termination of employment.

4. Staff Meetings

All employees are expected to attend staff meetings unless excused by the School Leader.

5. TB Testing and Immunization Records

As a condition of employment, all new employees must complete a Tuberculosis (PPD) Skin Test and provide record of MMR (Measles, Mumps, Rubella) vaccination. In addition to this, an annual TB test is mandatory for all staff.

6. Appearance

Employees are required to dress in clothing which is neat, clean, in good repair and appropriate to a professional office. For additional information, please refer to the Dress Code Guidelines Policy.

7. Reimbursement

Any employee who makes expenditures on behalf of the organization at the request of, or with the approval of their immediate supervisor shall be reimbursed. Reimbursement forms are provided for this purpose and are to be submitted along with receipts. Use of a employee's personal car for Briya business is reimbursed at the rate allowed by the Internal Revenue Service.

8. Security System

Briya offices are secured by an alarm system mandated by the security company. Only insured persons with security keys may enter when the alarm system is on. Use of regular keys will trigger the alarm.

Identification Badges

All Briya Employees, contractors, interns, and volunteers will be assigned a badge on their first day. Everyone is required to wear an ID badge in plain view while on any Briya property.

Company Employees

As a vital part of our security system, a Briya identification badge with the Employee's name and photo will be issued on the first day of employment. The ID badge is also an electronic key to enter the building and other secured areas as needed.

If an identification badge is lost or stolen, Employees will be financially responsible for the cost of the replacement. Lost or stolen cards should be reported to Human Resources, as soon as possible. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action.

Upon termination, employees will be required to return ID badges to Human Resources.

Contractors and Temporary Staff

Contractors and temporary staff will be issued an ID badge without a photo. Access to additional secured areas will be addressed on a case by case basis. Temporary and contractor staff are required to return ID badges to Human Resources on the last day of the assignment.

9. Petty Cash

A small amount of cash will be kept by the Finance Department for small purchases (\$50 or less) related to Briya needs. **An original receipt** must accompany an approved petty cash voucher, or reimbursements will not be issued. Any request for petty cash in excess

of \$50 or reimbursement without a receipt must be approved by either Controller or Chief Financial Officer. If an advance of petty cash funds is issued to a staff member, an approved petty cash voucher with receipt must be turned in to Finance within two business days of the expenditure.

10. Accidents and Injuries

All injuries while in Briya, or while delivering services for Briya, must be reported to your supervisor and to Human Resources Department within 24 hours. An online report must be submitted as well.

11. Workplace Violence

Briya is committed to preventing workplace violence and to maintaining a safe work environment. All employees should be treated with courtesy and respect at all times.

Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are not permitted on the School's premises.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an employee's immediate supervisor. Briya will promptly investigate reports of threats of (or actual) violence and of suspicious individuals or activities.

12. Communications

Briya strives to keep its employees informed about the organization, its policies, rules, operations, plans, benefits, etc. Your immediate supervisor is your best source of information, and you are encouraged to tell your supervisor your views on matters that effect your work or interests. Additional sources of communication include emails from the School Director, the monthly staff newsletter, staff meetings, and bulletin boards or white boards at each site. All items posted on bulletin boards or white boards should first be cleared by the Communications Department. Minutes or notes are taken at each staff meeting and are circulated for your review. If you are absent during a staff meeting, you are expected to read the minutes of that meeting.

13. Changes in Personal Data

Please provide the Human Resources Department with your current telephone number, address and birthday, and the telephone number of a person close to you we can contact in case of an emergency. Notify your supervisor and the Human Resources Department when there is a change in your address, telephone number, or similar personal information. Any changes in marital or dependent status should also be reported to the Human Resources Department, as these factors may have an impact on your benefits status.

14. Lost and Found

All lost and found articles should be reported or turned in to the Human Resources Department.

15. Attendance and Punctuality

To maintain a productive work environment, Briya expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness result in a burden on other employees and on the Briya's overall operations. As such, excessive tardiness and poor attendance may lead to disciplinary action up to and including termination of employment.

Employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record.

An employee's unscheduled absence or lateness is subject to progressive discipline. An employee's absence/lateness is considered scheduled if covered by this policy and the employee provides proper and timely notification deemed satisfactory to the employee's Supervisor, designee or the Human Resources Department.

Definitions:

1. Notice: employees would have to refer to Supervisor for amount of time needed in advance for an absence to be considered scheduled. An employee's absence/lateness will be deemed unscheduled if employee fails to give advanced notice for an absence/lateness that could have been anticipated, or exceeds the permitted number of absences/lateness as provided by this policy or authorized by the Center.
2. Occurrence: 1 absence or several consecutive absences
3. Lateness: each department will determine the number of minutes allowed before an arrival is considered late.

Progressive discipline – unscheduled absences or tardies in a rolling twelve month period

1-3 unscheduled absences/lateness	Verbal warning for each absence/lateness
4-6 unscheduled absences/lateness	Written warning for each absence/lateness maintained in the employee's personnel file
7-9 unscheduled absences/lateness	Suspension to be determined by supervisor
10 or more unscheduled absences/lateness	Subject to termination

16. Corrective Action

Corrective action may be instituted if an employee violates any guideline set forth by Briya Public Charter School. If corrective action is taken, it is intended to be constructive and objective so as to motivate the employee toward proper conduct in the future. Corrective action may include, but is not limited to, employee counseling, verbal warning, written warning, suspension for a designated period of time or dismissal. Briya Public Charter School is not required to take any particular corrective steps in any particular order.

This policy is intended to provide employees with guidelines about corrective action. Briya Public Charter School retains full discretion to terminate at-will employees at any time.

17. Addressing Employee Concerns

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Briya demonstrates its commitment to employees by responding effectively to employee concerns. Depending on the nature of the problem, the following options are open to employees who wish to bring their concerns to the attention of management.

- Supervisor – The best method to address a concern is frank, open discussion with your immediate supervisor.
- Human Resources Generalist – If a problem cannot be, or is not, resolved with your supervisor, you may have direct access at any time to the Human Resources Generalist, who may facilitate attempts by your supervisor and you to find solutions to the problem.

If your concern involves allegations of practices or behavior that may violate the EEO Policy or the Policy Prohibiting Harassment and Discrimination, please follow the complaint resolution process below.

18. Complaint Resolution Process

A complaint may include grievances concerning items such as wages, rates of pay, hours of employment or other conditions of employment, or any application or interpretation of any of Briya's personnel policies or procedures, including discrimination against an employee, which has not been resolved satisfactorily in an informal manner between the employee and immediate supervisor. Prior to initiating the formal, written complaint, the employee should attempt to resolve the grievance informally with his or her supervisor. If such effort fails the grievance shall be processed pursuant to the following procedures:

1. Within ten working days from the occurrence of the matter on which a complaint is based, an employee may file a written grievance with her immediate supervisor on a form provided for that purpose. The supervisor must respond in writing within ten working days of receiving the written grievance.
2. If the employee is not satisfied with the written response of the supervisor, he or she has five working days from receipt of the supervisor's response to appeal the grievance to the School Leader. The School Leader must respond in writing within ten working days of receiving the written appeal.
3. If the employee is not satisfied with the response of the School Leader, he or she may, within ten working days of receipt of the School Leader's written response, file a written notice of appeal with the Staff liaison of the Board of Trustees (See contact information below) which shall state the reasons for the

appeal. The Board of Trustees shall appoint a review committee consisting of three members of the board. The review committee shall thoroughly review the appeal and submit its conclusions to the Chair of the Board and to the employee in writing. The decision of the review committee shall be final and binding.

In all steps of the complaint resolution process, failure of Briya to comply with the time limits specified will permit the employee to advance the grievance to the next step of the procedure, if any. Failure of the employee to comply with the time limits will end the grievance procedure with no further action required by Briya.

Trustee-Staff Liason – Doris Garay, (571) 455-9506; 2333 Ontario Road NW, Washington, D.C. 20009; dorisgaray2@gmail.com

19. Anti-Fraud & Whistleblower Policy

Fraud is defined as any unsafe, dishonest, or illegal act or the intentional, false representation or concealment of a material fact for the purpose of misleading another to act upon it to cause harm to Briya Public Charter School (Briya) or to Employees of Briya.

As stewards of the financial and other resources of Briya, each employee has the responsibility for preventing fraud and safeguarding those assets. It is the policy of Briya that each employee is responsible for the prevention, detection, and reporting of fraudulent or potentially fraudulent activities. Whistleblower protections are in place to maintain the confidentiality of the reporting employee and to guard against retaliation.

Fraud Prevention:

The prevention of fraud requires each employee to be alert and vigilant in the performance of his or her job responsibilities. Each employee is expected to:

- Act with honesty, integrity and the promotion of ethical behavior.
- Believe that fraud is possible and that you can identify it.
- Become familiar with Briya’s system of internal controls and the policies in place to ensure the safeguarding of assets and to understand your role, such as:
 - Signature authority limits, which relate to Requests for Proposals, contracts, purchase orders, invoices, expense reports, and any documents that obligate Briya’s resources – both financial and human
 - Technology and Equipment Use Policy
 - Copyrights, Royalties, Patents Policy
 - Transportation Expenses and Travel Expenses Policy
 - Consulting Policy
 - Other policies in the Employee Handbook
- Identify assets for which you have responsibility including budgets, intellectual property, office supplies, computers, petty cash, amounts collected as revenue, inventoried items etc.
- Ask yourself questions, with regard to the following:
 - If these assets were to be misused or misappropriated, how would I know?
 - What controls exist to prevent or detect inappropriate use or loss?

- What additional controls are necessary to safeguard these assets?
- Ensure adherence to the background check (i.e. criminal, financial, and professional) and other hiring policies and procedures of Briya and support the school's efforts to hire honest employees.
- Establish a positive control environment by ensuring that all employees are aware of your attention to potentially fraudulent activities and aware of their responsibilities to prevent fraud.
- Ensure that the following actions are taken:
 - Maintain a positive work environment, Report and account for all revenues generated and all expenditures incurred in the financial accounting system of Briya.
 - Make no false or artificial entries in the accounting records for any reason.
 - Make no payments in the name of Briya for any purpose other than that described by the documents supporting the payment.
 - Do not use Briya funds or assets for unlawful purpose.
 - Use good judgment when expending Briya funds for reimbursable travel costs, etc. to ensure value received for each expenditure.
 - Do not engage in false advertising, deceptive marketing practices or other misleading representations.
 - Do not establish any bank or investment accounts in the name of Briya without express permission from the Executor Director.
 - Record all transactions for accurate financial statement preparation.

Fraud Detection:

To detect fraud, each employee must be aware of actions constituting fraud, which may include, but are not limited to:

- Forgery or alteration of any document or account belonging to Briya
- Dishonest reporting, on timesheets, of Briya activities
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies or other assets for non-program use or for personal use
- Impropriety in the handling or reporting of money or financial transactions, including the handling of customer credit card information, check copies, etc.
- Fraudulent financial reporting, billing for services not performed or for goods not delivered
- Participation in private inurnment (using Briya's name or resources for personal gain)
- Disclosing confidential and proprietary information to outside parties, Accepting or seeking anything of material value (i.e. in excess of \$100) from contractors, vendors, or persons providing services/materials to Briya
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment without the appropriate permission
- Any similar or related inappropriate or dishonest conduct

If there is any question as to whether an action constitutes fraud, contact either the Executive Director (Christie McKay, cmckay@briya.org) or the Chair of the board.

Fraud Reporting:

In the event of an alleged incident of fraud, each employee is responsible for acting as a whistleblower by immediately bringing the information to the following confidential resources:

1. his/her immediate supervisor or
2. Executive Director or
3. the Chair or the Secretary or Treasurer of the Board.

Employees must exercise caution and sound judgment to avoid baseless allegations, which are those made with reckless disregard for their truth or falsity. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. In addition, Employees who are aware of fraud and fail to report it may face personal action up to and including dismissal.

The whistleblower should NOT contact the suspected individual in an effort to determine facts or demand restitution. The whistleblower should NOT discuss the case, facts, suspicions, or allegations with anyone, unless specifically asked to do so by the Executive Director. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

1. The party receiving the information will treat it as confidential, but will share it with the Executive Director, the Chair of the Board, or the Secretary or Treasurer of the Board to ensure prompt action. The following actions may then be taken by Briya's management as the situation warrants: Notification to the Board Chair, Treasurer and Finance Committee
2. Investigation by the Executive Director, the Board Chair, and the Secretary and Treasurer of the Board

Based upon the results of the investigation, the Briya may:

1. Contact legal counsel.
2. Undertake appropriate personnel action which may include restitution, suspension, or termination.
3. Implement/Enhance relevant control systems.
4. Conduct training of Briya staff as appropriate.

The member of Briya's management performing the investigation shall have full access to:

- All company records and premises
- All or any portion of the contents of files, desks, cabinets, and other storage spaces without prior knowledge or consent of any individual who may use any such items or facilities

Dishonest actions will not be tolerated and violators may be discharged and/or referred to the appropriate authorities. Restitution may be required. This policy will be applied, as appropriate, to all Employees regardless of position/title, length of service, or relationship to Briya.

Whistleblowers Protections:

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, an Employee's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

Briya will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as harassment, termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must file a written complaint with the Executive Director, the Board Chair, the Board Secretary or the Board Treasurer immediately. A proven complaint of retaliation shall result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including dismissal, against the retaliating person. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Contacts

Questions related to the interpretation of this policy should be directed to the Executive Director or the Board Chair.

VII. Termination

At Will Employment

Briya is an "at will" employer and reserves the right to terminate an employee at any time.

1. Resignation

When you decide to leave for any reason, your supervisor/manager and the Human Resources Generalist should be notified immediately. You should provide Briya with a written advance notice period, preferably of at least two weeks. If sufficient notice is not provided without justification, you will be ineligible for rehire at Briya. Staff may not be able to use any PTO time during the last two weeks of employment. Any absences during the last two weeks of employment will be unpaid. Any exceptions to this policy will be reviewed on an individual basis by the Human Resources Generalist. Any staff members who use leave during their last two weeks of employment could affect their ability to be rehired.

2. Exit Interview

Exit interviews are generally conducted by the Human Resources Generalist. The interview may address:

- Forms needed to receive 403(b) distributions;

- Eligibility for benefits continuation and conversion;
- Final payroll;
- Return of all Briya's property;
- Your continuing obligations not to disclose any confidential and/or proprietary information;
- Reimbursement to Briya for any amount owed by you to Briya for any reason; and
- Any other relevant issues for close out with you and Briya.

During the exit interview process, you will receive an out-processing form which details the actions to be completed prior to the last day of employment. Once this form has been completed you will return it to the Human Resources Department for final clearance.

3. Reorganization/Reduction in Force

Loss of a grant or contract, other financial factors, or a reorganization may cause positions to be eliminated. In such case, employees will be terminated in accordance with operational needs. Employees terminated due to a reorganization or reduction in force will be granted a two week notice or pay in lieu of prior notification.

Upon voluntary or involuntary termination of the employment relationship, regardless of the reason, the employee will be paid any wages earned but not yet paid, and a prorated amount of any accrued and unused Paid Time Off (PTO).

Employees who are fired, discharged, terminated, or laid off
In the District of Columbia, if Briya discharges or lays off an employee, the Center will pay the employee all wages due no later than the first work day after the discharge or lay off. If the employee that is discharged or laid off is responsible for any of the employer's monies, the employer is allowed four (4) days from the date of the discharge or layoff to verify the accuracy of the monies for which the employee was responsible before paying all wages due.

Employees who quit or resign
In the District of Columbia, when an employee voluntarily quits or resigns, Briya will pay the employee all wages due on the next regular payday or within seven (7) days from the date of quitting or resigning, whichever is earlier.

4. Unsatisfactory Performance

If an employee does not meet performance expectations, complete assignments in a timely and competent way, or maintain a satisfactory attendance record, his or her employment may be terminated. Inadequate performance may be documented through a regular personnel evaluation or through a special evaluation by the supervisor.

VIII. Health and Safety

Briya follows the rules and regulations for DC Public Charter Schools related to health, safety, and fire codes for buildings. All staff are trained in First Aid and CPR.

The school prohibits any behavior that could potentially harm other students or staff including carrying of firearms, smoking, drug use, and physical violence. Such serious violations of rules for conduct are subject to immediate suspension or expulsion following rules of due process. In the rare case that an adult or child's behavior would necessitate suspension or expulsion due to a significant threat to oneself or others, the school will work with the family to find ways to reinstate the student to the classroom following the suspension period and/or will help the family to obtain a placement more appropriate to the student's particular needs. Staff will refer the individual to appropriate services (i.e. counseling, drug rehabilitation) to receive help in resolving their problem.

Students are prohibited from engaging in behavior that endangers or threatens to endanger the safety of others, themselves, or that damages property, or hinders the orderly conduct of the school. The school follows the mandated CFSA handbooks for reporting child abuse and neglect cases. The school is a drug-free workplace and complies with all health and safety standards. The school has a zero tolerance policy for weapons and violence. Individuals who conduct theft in the school or during school-sponsored events will need to meet with a counselor, teacher, or director and may face dismissal.

1. Fire Drill Procedures

The school ensures fire evacuation routes throughout the building and maps are posted in every classroom. There are monthly fire drills throughout the school year. When the fire alarm rings, all students must leave the building quickly leaving all personal items behind. Parents in adjoining classrooms and staff in adjoining offices will help escort the children out of the building. Upon exiting the building, all persons will cross the street and meet at a designated location.

2. Emergency Response Plan

The school follows a School Emergency Response Plan, and staff are informed to activate the plan in the event of an emergency. The School Emergency Response Team includes: Christie McKay - School Leader/Executive Director, Lorie Preheim - Academic Dean, Lisa Luceno - Director of Early Childhood, Silvia Arias - Early Childhood Manager, Noelani Mussman - Director of Curriculum & Instruction (Early Childhood), Gladis Canizales - Early Childhood Coordinator, Judy Kittleson - Adult Education Coordinator, Jessica Rosenberg - Adult Education Coordinator, Paige Reuber - Adult Education Coordinator, Mirna Guardado – Registrar, Kirsten Karttunen - Site Manager, Kimberly Rivera - Site Manager, Wendy Guardado - Site Coordinator

3. Student Code of Conduct

All staff are authorized to enforce all rules. Disciplinary action is executed by school administrators with appropriate documentation.

IX. Privacy Policies

1. Phone Calls

For staff:

If someone is looking for a staff person and the person is not available:

- Take a message.

You can tell the caller if the person is at Briya or out of the office that day.

If the caller is asking for personal contact information, such as the home telephone, cell number or address, those are private information that cannot be shared.

In that case:

- Inform the caller that you cannot provide that information.
- Take the caller's number.

Call the staff person if she/he is at another location and pass on the message and the caller's telephone number.

For students:

Briya follows a very strict privacy policy because we are a school. We, as educational institution, are different. However, we have to keep in mind issues of domestic violence.

If someone comes to look for a student at school:

- Ask for the name
- Go to look for the student and ask if she/he is waiting for the person
- In case the student doesn't want to see the person, go back and explain that you cannot give the information requested
- If it escalates, call security and try not to have the person come in the school area

If needed, involve other staff, the main office and call the police

If someone calls looking for a student:

- Take the name
- Ask the student if she/he wants to talk to the person

If necessary, tell the person you cannot share that information at the moment

If someone calls inquiring if a certain person is a student at the school:

- Ask the name and where the caller is calling from
- If he/she is part of the staff, give the information

If it is someone else, please say "We are a school and cannot provide that information."

2. Student Files: Safeguarding Students' Privacy

All new personnel shall sign a Privacy Agreement Form before starting the new employment. Privacy policy and safeguarding of records are discussed during the orientation session at Briya with all new employees.

a. Students' folders

Students' data such as general demographic information, language diagnostic assessment, development diagnostic assessments, academic results, medical information including immunization, and Special Education intervention information are maintained and stored securely.

The Registrar maintains a folder for each student containing all personal information relevant to enrollment and academic progress and development. Adult students have the right to request to view their complete record that is maintained by the school, and will be granted access to do so.

Regarding Special Education Files for Briya Preschoolers: The parent or legal guardian of any Briya preschool student has the right, at any time, to request to view their child's complete record and will be granted access to view documents pertaining to their child only. The following persons are also authorized to view these files:

- The child's classroom teacher(s) and aide(s)
- Parent/legal guardian of this child
- Briya Special Education Coordinator
- Briya Special Education Teachers
- Briya Early Childhood Assessment Coordinator
- Briya Early Childhood Manager
- Briya Early Childhood Director
- Briya Curriculum Lead
- Briya Bilingual Literacy Coordinator
- Briya Registrar
- Briya Student Services Manager
- Briya Director of Development and Accountability
- Briya Academic Dean
- Briya Executive Director

Should it be deemed a necessary part of school requirements by a Briya Administrator that a person other than the parent/legal guardian or anyone named on the list above should view the child's Special Education file, that person is required to sign a record of access sheet.

b. Computer database

Students' data are also recorded in electronic databases on the computer. A firewall secures the computer system access by non-personnel. In addition, student files have restricted access and only administrators are allowed to view them.