



# Employee Handbook

## SY 2019–2020

Creative Minds International  
Public Charter School

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# Introduction

## Welcome to Creative Minds International Public Charter School

I hope that you will find your employment at Creative Minds International Public Charter School (“CMI” or “the school”) to be a professionally rewarding experience. I look forward to working with you to create a warm, positive school environment and exciting learning opportunities for our students. As a member of the CMI team, you will have multiple opportunities for professional development and growth within our unique program. We appreciate your individual talents and consider your contribution a great asset to our students and to your colleagues.

This handbook is designed to acquaint you with CMI and provide you with general information about working conditions, benefits, and policies affecting your employment. We could not begin to explain every CMI policy or rule or benefit in this handbook. These provisions can be considered as no more than general summaries of the benefits, work rules and policies they address. This handbook does not constitute a guarantee that your employment will continue for any specified period of time or end only under certain conditions. Nothing in the handbook constitutes an express or implied contract of employment or warranty of any benefits.

The information contained in this handbook applies to all employees of CMI. It is expected that all employees will review and follow the policies and procedures detailed within the handbook. Our objective is to provide you with a work environment that is constructive to your personal and professional growth.

I hope that you will support our goal of creating a culture of respect and collaboration, where each and every staff member feels valued, supported, and appreciated.

I wish you a happy and successful year!

Sincerely,

Chuck Jackson  
Interim Executive Director

# About Creative Minds International PCS

## Who We Are?

CMI offers the International Curriculum for early years, primary, and middle school.

We are the only public school in the District of Columbia that offers the International Primary Curriculum (IPC), a highly engaging, diverse curriculum with project and arts-based activities that foster creativity, self-motivation, social, and emotional development, and academic excellence.

We are one of four schools in the District of Columbia that utilize the International Early Years Curriculum (IEYC). The IEYC is a research-based curriculum recognizing global best practices in early childhood education and the developmental needs of two to five-year old children. It supports key areas of learning through holistic inquiry and play-based approaches that cover all curriculum areas including personal, social, and emotional development.

We are one of three schools in the District of Columbia that offers the International Middle Years Curriculum (IMYC). The IMYC is specifically designed around the critical needs of the adolescent brain. We stress the total development of each child: spiritual, moral, intellectual, social, emotional, and physical.

## Whom We Serve

Our program's unique combination of child-centered, international, and developmental approaches to education is based on extensive research into various aspects of schooling that have the greatest positive effects on academic achievement. We proudly immerse ourselves in our student's overall well-being. Our students are diverse-learners, creative, exploratory, inclusive, and eager. We seek team members who develop an understanding of students' lives to foster an international worldview and a creative disposition. We are DC-based with arms stretching worldwide.

## Mission Statement

CMI's mission is to offer students a rigorous education plan that provides them with the skills required for successful participation in a globalized society. We have carefully selected you as a staff member because we believe that you will provide the high-quality expertise in teaching and related services that will make our school the best educational program available to students. We believe that consistent, ethical and quality performance in all of our endeavors is the key to success and will result in loyal, mutually-beneficial relationships. As a member of our staff, dedication to providing the best service to our students and families is the number-one priority.

To fulfill this mission, we are committed to:

- Providing a high-quality educational experience to our students
- Being responsive to parental concerns and input
- Serving and supporting the school community
- Building partnerships
- Exceeding expectations for each and every one of our students

## Our Community Values

CMI values the International Primary Curriculum personal goals to build a respectful and nurturing community. By joining our community, teachers and administrators commit to live by and teach these values as defined by our students:

- **Cooperation:** We work together and support each other.
- **Integrity and compassion:** We are honest, and we help others.
- **Resilience:** We try again, even when it's hard.
- **Inquiry:** We ask questions to learn new things.
- **Adaptability:** We are okay with change.
- **Communication:** We share and let others share.
- **Thoughtfulness:** We think about what we say and do.
- **Respect and Inclusiveness:** We include all and treat others the way we want to be treated.

# At-Will Protections and Revisions to Handbook

## At-Will Employment Policy Statement

While we hope to have a long and mutually beneficial relationship with you, your employment with CMI is voluntarily on an “at-will” basis. This at-will employment relationship means that as an employee, you are free to terminate your employment at any time, with or without cause. Similarly, your employment is not for any specific period of time and CMI may terminate the employment relationship at any time, with or without cause, and with or without notice. Neither this handbook nor any other CMI document confers any contractual right, either express or implied, to remain in the school's employment; nor does it guarantee any fixed terms and conditions of your employment. No supervisor or other representative of the school (except the Executive Director or Chief Operating Officer, when done in writing) has the authority to enter into any contractual agreement for employment for any specified period. None of the information provided in our policies signifies a contractual agreement or should be interpreted to conflict with, eliminate, or modify in any way your employment-at-will status with the school.

## Revisions to Handbook

This employee handbook is intended to keep you informed of the terms and conditions of your employment, including CMI policies and procedures. In the preceding sections, we introduced you to CMI values, history, culture and goals. The remainder of the handbook will familiarize you with the privileges, benefits and responsibilities of being an employee at CMI. CMI reserves the right to revise, add, or delete from this handbook as it determines to be in its best interest. The policies can change at any time, for any reason, with or without warning. Nothing in this handbook is a contract or promise.

# Hiring

## Equal Employment Opportunity

CMI is committed to the principles of equal employment opportunity and complies with all applicable laws that prohibit discrimination and harassment in the workplace. CMI is an equal opportunity employer and makes all employment-related decisions without regard to race, color, religion, sex, age, national origin, pregnancy, disability, genetic information, political affiliation or belief, gender identity or expression, sexual orientation, marital status, personal appearance, family responsibilities, matriculation, veteran or military status, credit history or any other category protected by applicable law. We believe that each individual employed by us has the right to be free from discrimination and harassment in the terms and conditions of employment. No form of discrimination or harassment toward any employee, student, contractor, or other person in our workplace or at our work sites will be tolerated. This policy applies to recruitment, selection, training, utilization, promotion, benefits, termination, disciplinary actions, and all other personnel actions, terms, conditions, and privileges of employment. CMI adheres to a standard of selecting the best-qualified person for each position in the organization.

## Employment Authorization Verification

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment. If you are currently employed and have not complied with this requirement or if your status has changed, please inform your supervisor.

## Tuberculosis Tests (TB)

New staff must provide proof of a 'negative' result on a TB test or other equivalent examination (i.e. chest exam). Staff can obtain a TB test from a range of sources such as a personal medical doctor or any walk-in facility. CMI does not require a specific facility to conduct the TB test.

Note: State regulations require TB screening a minimum of every 2 years.

## Certifications and Highly Qualified Status

If your position at CMI requires you to be certified in a certain field of work, or highly qualified to teach a specific subject area, you should have the necessary qualifications prior to starting your employment with CMI. If you do not possess a certification or highly qualified status prior to starting with CMI, you will be asked to be on an education plan in order to obtain these qualifications. This plan must be signed and dated by you and your supervisor. All education plans must be followed and completed in the agreed time frame. Failure to do so may result in disciplinary action up to or including termination.

## Background Checks

All offers of employment at CMI are contingent upon clear results of a thorough background check. In accordance with school and state regulations, background checks will be conducted on all newly hired staff members and on employees who are rehired. CMI reserves the right to periodically conduct background checks on current employees. Certain positions also require drug and alcohol testing, TB testing, a motor vehicle license, and/or credit history checks upon hire and periodically where those are job-related, required by law and/or consistent with a business necessity.

## Employment of Relatives Policy

Members of your immediate family will be considered for employment on the basis of their qualifications. Your immediate family generally may not be hired, however, if it would:

- Create a direct supervisor-subordinate relationship with a family member
- Have the potential for creating an adverse effect on work performance
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must be considered when hiring, assigning, or promoting an employee. If a circumstance arises that results in a direct supervisory relationship between immediate family or close personal relatives including marriage, reduction in force, reorganization, or priority placement, one of the relatives may be reassigned to an appropriate vacancy. During the period that a direct supervisory relationship exists between immediate family members or close personal relatives, the supervisory relative will not be involved in any personnel action involving his or her relative. Typical first-level supervisory responsibilities will be referred to the next higher level in the supervisory chain.

For purposes of this policy, your immediate family includes your mother, father, husband, wife, registered domestic partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepchild, stepparent, grandchild or grandparent. This policy also applies to close personal relatives such as uncles, aunts, first cousins, nephews, nieces, or half-siblings as well as any person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship. Questions should be directed to Human Resources.

# Discrimination and Harassment

## Sexual Harassment and Other Unlawful Harassment

Consistent with its workplace policy of equal employment opportunity, CMI prohibits and will not condone any form of unlawful discrimination or harassment based upon a person's protected characteristic(s), including sex, race, religion, ethnicity, sexual orientation, gender identity and expression, age, national origin, disability, pregnancy, marital status, genetic information, veteran or military status, credit history or any other characteristic protected by applicable law.

### Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting the individual, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment for the employee.

Examples of conduct that may constitute sexual harassment may include:

(1) sexual-oriented verbal kidding, teasing, or jokes; (2) unwelcome sexual flirtations, advances, or propositions; (3) verbal abuse of a sexual nature; (4) graphic or verbal commentaries about an individual's body or appearance; (5) display or distribution of sexually suggestive material; (6) subtle pressure for sexual activity; and (7) inappropriate physical conduct or contact.

### Other Unlawful Harassment

Harassment is generally defined as unwelcome verbal or nonverbal conduct based on a person's protected characteristic including but not limited to sex, race, ethnicity, color, religion, national origin, age, sexual orientation, pregnancy, marital status, genetic information, disability, veteran or military status, credit history or other characteristic protected by law that denigrates or shows hostility or aversion toward the person because of the protected characteristic and which affects the person's working environment, employment opportunities or benefits, has the purpose or effect of

unreasonably interfering with the person's employment opportunities or benefits, or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Harassing conduct may include, for example, epithets, slurs or negative stereotyping; verbal abuse; threatening, intimidating or hostile acts; denigrating jokes; display or distribution of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

## Scope of the Policy

This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees but also extends to interaction with vendors and students. No employee should suffer sexual or any other harassment based on a protected characteristic by any vendor, volunteer, visitor or other third party. The school cannot always control the conduct of non-employees, but will attempt to remedy any such situations that arise. It is also the responsibility of every employee to respect the rights of students, other employees, applicants, volunteers, vendors, and visitors to CMI as required under CMI's code of conduct.

Any unwelcome sexual overtures or other forms of harassment by an employee, vendor, volunteer, visitor or other third party should be reported immediately to Human Resources or any other member of the administration with whom you feel comfortable. All managers and supervisors are required to report immediately any perceived occurrences of harassment and complaints of harassment which they receive from employees to Human Resources.

## Complaint Procedures

CMI requires reporting of all incidents of sexual or other harassment, regardless of the identity of the offender. Complaints of harassment or discrimination in violation of this policy must immediately be reported to Human Resources or any other member of the administration with whom the employee feels comfortable. The school will conduct a thorough and prompt investigation of all complaints and maintain the investigation as confidential to the fullest extent feasible. Complaints under this policy against the Executive Director will be investigated with the oversight of the Chair of the Board of Trustees

Upon completion of the investigation, CMI will take appropriate action up to and including termination, if necessary.

## Retaliation

The school will not tolerate any form of retaliation against any employee for in good faith making a complaint or assisting in a complaint investigation. An employee who believes that he or she is being retaliated against in violation of this policy should make a report immediately to Human Resources or any other member of the administration with whom they feel comfortable. Any employee found to have retaliated against any other employee for making a complaint or for assisting in an investigation will be subject to appropriate disciplinary action, up to and including termination.

Knowingly making false and malicious complaints of harassment or discrimination, as opposed to complaints that even if erroneous are made in good faith, may also lead to disciplinary action, up to and including termination.

# Reasonable Accommodation Requests

CMI complies with all federal and District of Columbia laws concerning the employment of persons with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) and the District of Columbia Commission on Human Rights. If you have a disability and require an accommodation, please advise Human Resources that you have a physical and/or mental impairment and please suggest to Human Resources ways in which the school can accommodate your disability so that you may perform the essential functions of your job. It is the school's policy to work with you, through an interactive process, to try to find a reasonable accommodation for your disability that enables you to perform the essential functions of your job, unless it would impose an undue hardship on the school.

So that we may best understand your disability and the accommodation that you may need, we may request medical documentation and information about your disability from your healthcare provider, as well as information about an accommodation, including the following information:

Verification that you have a physical and/or mental impairment

- Date of onset
- Expected duration of condition
- Course of treatment
- What specific medical restrictions exist, including the nature and duration
- What accommodation(s), if any, are requested or needed, including their nature and duration
- What essential functions of the job are impacted by the physical and/or medical impairment.

Your submission of this information will be kept confidential and will not be disclosed except on a need-to-know basis with medical personnel and supervisory management where necessary to structure the accommodation or to address direct threats to safety.

## Religious Accommodation

CMI is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their religious beliefs cause a deviation from the school's dress code, schedule, basic job duties, or other aspects of employment. CMI will consider the request but reserves the right to offer its own

accommodation to the extent permitted by law, or to deny the accommodation because it would impose an undue hardship on the school. Some, but not all, of the factors that CMI will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations, including other employees, when determining a reasonable accommodation. Reasonable accommodation may include requests for unpaid leave in observance of religious holidays.

## Pregnancy Accommodation

CMI will provide a reasonable accommodation to an employee whose ability to perform the functions of her position is limited by pregnancy, childbirth, a related medical condition, or nursing unless doing so would create an undue hardship in the operation of the school. A reasonable accommodation may include:

- More frequent or longer breaks
- Time off to recover from childbirth
- The acquisition or modification of equipment or seating
- The temporary transfer to a less strenuous or hazardous position
- Other job restructuring such as providing light duty or a modified work schedule
- Not being required to do heavy lifting
- Relocation of the employee's work area
- Private non-bathroom space for expressing breast milk.

CMI may require an employee to provide a certification from her healthcare provider regarding the medical advisability of a particular reasonable accommodation, to the same extent such a certification is required for other temporary disabilities. The certification shall include: (1) the date the reasonable accommodation became or will become medically advisable; (2) an explanatory statement as to the medical condition and the advisability of providing the reasonable accommodation in light of the condition; and (3) the probable duration that the reasonable accommodation will need to be provided.

CMI prohibits any employee from:

- Taking adverse action against an employee who requests or uses a reasonable accommodation,
- Denying employment opportunities to an employee or job applicant based upon her expressed need for a reasonable accommodation
- Requiring an employee to accept an accommodation
- Requiring an employee to take leave if a reasonable accommodation can be provided without imposing an undue hardship on CMI or other employees.

Employees should consult with Human Resources regarding any questions on this policy.

# Employee Categories

CMI employees are designated as either “academic” (generally teachers and support staff) or “administrative” staff and within that designation, either “exempt” or “non-exempt” from the overtime provisions of the FLSA and corollary state wage and hour laws. Generally, academic staff are on a ten-month work schedule. Administrative staff are generally on a twelve-month work schedule. Further employee classifications are outlined below:

**Exempt employees** are employed in executive, professional, certain administrative, or other positions that meet the tests set out by the Fair Labor Standards Act (FLSA) and are, therefore, exempt from the overtime provisions of the FLSA.

**Non-exempt employees** are employed in certain office administrative and other positions that are subject to the minimum wage and overtime provisions of the FLSA. Non-exempt employees are paid at an overtime rate of one and one-half times their hourly rate for hours worked in excess of 40 in any workweek. For a more detailed description of overtime provisions, please see the section on Overtime Pay.

**Full-Time 12-month Administrative employees** are scheduled to work at least 30 hours per week and are eligible for full-time benefits.

**Full-time 10-month Academic employees** are scheduled to work pursuant to the terms and conditions detailed in their signed offer letter. They are eligible for full-time benefits, with the exception of vacation leave.

**Part-time administrative or academic employees** are scheduled to work fewer than 30 hours per week and are not eligible for full-time benefits. They are scheduled to work pursuant to the terms and conditions detailed in their signed offer letter. They are not eligible for full-time benefits or pay during summer, winter, or spring breaks. Part-time employees are regularly scheduled to work fewer than 30 hours per week. All part-time employees are covered under government- mandated benefits (e.g. statutorily required sick leave, worker’s compensation, and unemployment insurance) but are ineligible to participate in and receive CMI benefits.

**Temporary:** Temporary employees are those engaged to work either part-time or full-time on the CMI payroll, but have been hired with the understanding that their employment will be terminated no later than upon their completion of a specific assignment. Temporary employees are not eligible for CMI benefits except as mandated by law.

**Independent contractors:** Consultants or independent contractors are not employees of the school. The distinction between employees and independent contractors is important because employees may be entitled to participate in the school's benefits programs, while independent contractors are not. In addition, CMI is not required to withhold income taxes, withhold and pay Social Security and Medicare taxes, or pay unemployment tax on payments made to an independent contractor.

# Wage and Hour Policies

## Working Hours

CMI is generally open from 7:30 am to 6:00 pm, Monday through Friday. Please consult the current school year calendar for more details regarding CMI's daily schedules.

Work schedules are generally from 8:00 am to 4:00 pm for Early Childhood, Elementary, and Middle School staff. This does not apply in the event your hours or schedule have been otherwise agreed upon per your offer letter or through other written arrangements. Work schedules for administrative employees are scheduled between the hours 7:30 am to 6:00 pm. Schedules may differ depending on specific job duties. If you have any questions regarding your work hours and work day requirements, contact your direct supervisor.

CMI expects every employee to report to work on time and present every day. Unapproved and/or unscheduled absenteeism and tardiness place a burden on both co-workers and the school and may result in disciplinary action up to and including termination.

## Recording Time

Employees are responsible for accurately recording the hours they work. CMI is required to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits.

If you are a nonexempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval. Overtime must be approved in advance by either your direct supervisor, the Chief Operating Officer, or the Executive Director. No other person may approve overtime requests for any non-exempt employee.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record another employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination.

All employees are required to sign-in before they start work and sign-out before they leave for the day. Each supervisor will review sign-in/out records for their direct reports. In addition, if corrections or changes are made to the time record, both you and your supervisor must approve the changes on the time record.

## Overtime Authorization for Nonexempt Employees

If you are a nonexempt employee, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your supervisor the Chief Operating Officer, or the Executive Director. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action.

At certain times the school may require you to work overtime. We will attempt to give as much notice as possible in that instance. However, advance notice may not always be possible. Overtime pay of one and one-half an employee's regular rate of pay or average pay rate (if you perform work at different pay rates during the relevant week) is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Exempt employees will not be paid for working beyond their regular scheduled hours.

## Pay Period

CMI employees are paid semi-monthly on the 15th and the last day of each month, over a 12-month period. When the payday is on a Saturday, Sunday or a holiday, employees will generally be paid on the business day immediately preceding the pay date.

CMI tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, notify Human Resources immediately so that the error can be corrected as quickly as possible. Errors should be reported in writing including the date of the paycheck and details of the suspected error. A copy of your pay stub and the relevant timesheet if applicable should be attached to the memo.

If we discover that you have been overpaid, we reserve the right to make appropriate payroll deductions for repayment of the overage in accordance with law.

## Paycheck Deductions

CMI is required by federal and District of Columbia laws to withhold certain deductions from your paycheck. This includes income and unemployment taxes, and FICA contributions (Social Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, flexible spending accounts, or other services. All deductions, and the amount of the deductions, are listed on a pay stub which can be viewed through an employee's ADP account. These deductions are totaled each year for an employee's Form W-2, Wage and Tax Statement.

It is the policy of CMI that exempt salaried employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, CMI may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

If you are an exempt employee and you believe that pay has been improperly deducted from your salary in violation of these rules, please report immediately using CMI's Complaint Policy. Your complaint will be investigated and, if we find that your pay was improperly docked, you will be reimbursed for any amounts that should not be withheld.

All employees should review their paycheck for errors. If a mistake has occurred, please report it to Human Resources immediately.

## Garnishment/Child Support

When an employee's wages are garnished by a court order, CMI is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. CMI will, however, honor federal and applicable state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

## Direct Deposit

We encourage all employees to enroll in direct deposit and provide an opportunity for new employees to set up direct deposit during on-boarding. If you have selected the direct deposit payroll service, a written explanation of your deductions will be given to you on paydays in lieu of a check. If an employee has requested payment by paper

check and is absent on the date of paycheck distribution, his or her check will be held until he or she returns, or it will be mailed to their home address if arranged in advance.

If an employee elects not to enroll in direct deposit, paychecks will be available for pick up on the scheduled pay day during regular school hours. If CMI is closed for a scheduled break or due to inclement weather, paychecks will be available for pick up the next scheduled school day.

## Leave and Time Off

CMI's leave and time-off policy is intended to assist employees in managing family, medical, or personal situations requiring time away from work. It is CMI's intent to provide a reasonable amount of time off to employees to accommodate such circumstances, and to comply with all state and federal laws. CMI is committed to providing staff critical professional development at the beginning of each school year. As such, attendance during professional development is required and time -off will not be approved during the first 3 weeks of school except for bona fide emergency situations or family/life events.

### Sick Leave

All full-time, part-time, and temporary employees are eligible to receive sick leave based on hours worked. All full-time staff are advanced a total of five days of sick leave at the start of their respective school years (July 1st for administrative staff and on or about mid-August for academic staff). Part-time and temporary employees will accrue up to seven (7) days of paid leave. Employees may use sick leave for the purpose of medical appointments, sick leave for the employee, or for a domestic partner or immediate family member.

To ensure that classes are adequately covered during staff absences, it is important that absences are reported in a timely manner. Employees are to notify their supervisor and submit an absence notice form at least one-week in advance for absences for previously scheduled appointments. In the case of emergencies or any other unscheduled absence preventing an employee from reporting to work for the day or any part of the day, employees are to complete and submit the absence notice form no later than 6:00 a.m. All employees are to submit a time-off request to cover the time that they will not be in for a scheduled work day or any part of the scheduled work day.

It is the employee's responsibility to keep their supervisor informed of when the employee will return to work. CMI may, at any time, require that an employee provide a medical certification from a doctor for absences exceeding three (3) days or at the request of Human Resources, the Executive Director, or the Chief Operating Officer. CMI reserves the right to request a medical certification for any sick leave request. Medical cost incurred due to this request is the sole responsibility of the employee.

Employees who abuse sick leave may be subject to disciplinary action. Unused sick leave is canceled upon termination of employment and CMI may elect to deduct sick leave taken but not earned from a terminated employee's last paycheck. No financial compensation will be provided for unused sick leave.

Sick leave will run concurrently with any leave approved under federal FMLA or DC FMLA leave in accordance with regulations.

An employee will not be paid for unused sick leave hours upon termination.

#### District of Columbia Sick and Safe Leave

For part-time eligible employees working in the District of Columbia, a portion of the paid leave benefits provided by the school are provided in accordance with the District of Columbia's Safe and Sick Leave Act (SSLA).

Eligible part-time employees will be provided with paid leave under SSLA in the amount of one (1) hour for each thirty- seven (37) hours worked by the employee, to a maximum of seven (7) days/year. This leave amount is encompassed within the leave generally provided to all employees as set forth in the preceding section and will run concurrently with paid leave benefits and with leave taken under the Family and Medical Leave Act (FMLA). In no event will an employee be entitled to paid leave benefits in excess of the amounts set forth in the preceding section, and in no event shall any employee be entitled to total paid and unpaid leave benefits in excess of that provided under the FMLA.

Eligible employees may take paid accrued leave under the Act for the following reasons:

1. The employee's own physical or mental illness, injury or medical condition;
2. The employee's need to obtain professional medical diagnosis or care or preventive medical care (i.e., doctor's appointments);
3. The employee's need to care for a family member for reasons covered by Numbers 1 and 2 above. "Family member" includes a spouse (defined to include a

registered domestic partner), child (including foster children and grandchildren, and children who live with the employee and for whom the employee permanently assumes and discharges parental responsibility), parent, spouse's parent, sibling, sibling's spouse, child's spouse, or one who shares a "committed relationship" with the employee (a familial relationship between two individuals characterized by mutual caring and the sharing of a mutual residence; does not require registration);

4. An absence because the employee or family member is a victim of stalking, domestic violence, or sexual abuse, if certain additional requirements are met.

Although paid leave benefits begin to accrue on an employee's first day, the employee will not become eligible to take paid leave under the Act until completion of a 90-day period of employment. Unused accrued leave may be carried over from year to year, but an employee may not take more than the maximum amount of leave provided by the statute in any one year. Departing employees are not entitled to pay at termination for unused accrued leave under the Act.

Employees may use such paid leave and raise concerns about such paid leave without the fear of reprisal or retaliation. Reprisal and/or retaliation against any such employee is strictly prohibited. Leave taken under this section is subject in all other respects to the requirements and limitations set forth in the preceding section.

## Personal Leave

All full-time employees are eligible to take up to three (3) paid personal days per year to be used for personal matters that cannot be scheduled outside of normal working hours. Personal days will not be approved before an eligible employee has been employed at CMI for at least three months. Personal days may be used at the employee's convenience with his or her supervisor's advance approval. Employees are asked to provide at least a two-week notice for the use of personal days or as far in advance as possible to ensure minimum disruption to the school's schedule. To ensure operational and instructional needs are met, CMI reserves the right to limit approval for personal leave for the school day before and after a holiday. Requests with less than two weeks' notice are subject to denial. If a request for personal leave has been denied, the employee must report to work as regularly scheduled.

Up to three (3) personal days can be carried over from one year to the next. Employees can accrue and bank a maximum of 6 personal days. Payment in lieu of personal time will not be approved. Upon termination unused personal days will be cancelled and not be paid. CMI may elect to deduct personal days taken but not earned from a terminated employee's last paycheck.

## Vacation Time

CMI strongly believes in the importance of vacation time for all staff to have a break from the pressures of their daily work. Full-time ten-month academic employees are not eligible for vacation leave as their vacations should be scheduled during CMI's winter, spring, or summer breaks. Part-time employees do not accrue vacation leave. Please consult the current school calendar for specific dates related to breaks and school closures.

In addition to the school's winter and spring breaks, full-time 12-month administrative employees are eligible for an additional ten days of paid vacation leave. Requests for vacation leave must be submitted at least two weeks in advance for approval. Before requesting leave, employees should take into account the nature of their work, position responsibilities, and peak demand times of their assigned department. While every effort is made to give an employee the vacation time of their choice, conflicts in scheduling of vacations may be resolved on the basis of length or timing of vacation, as well as notice of all requests made. Human Resources or the Chief Operating Officer will answer any questions related to this policy.

During CMI's winter and spring breaks, the school expects that administrative staff make themselves available, if required, to complete assigned projects and/or respond to requests in the event of emergencies unless alternative arrangements have been agreed in advance.

Administrative employees may carry over up to forty hours (40) of vacation leave into the succeeding school year. Any hours in excess of forty (40) from the previous year not taken by August 1st are forfeited. However, in rare, justifiable instances where an employee may need to request an exception to this policy such requests require approval by the Executive Director or Chief Operating Officer. Upon termination of employment, employees are compensated for any unused and earned vacation leave. CMI may elect to deduct vacation leave taken but not earned from a terminated employee's last paycheck.

## Holidays

CMI gives time off to all employees on the following holidays, generally as applicable. However, just full-time administrative and academic employees are eligible for holiday time off with pay:

- New Year's Day (January 1)

- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

Eligible employees will be paid for holiday time off. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

If a recognized holiday falls on a Saturday or Sunday, CMI will observe that holiday on the Friday before the holiday or on the Monday after the holiday. If you are eligible for paid holidays and on a holiday, you are on a paid absence, such as vacation or sick leave, you will get holiday pay instead of the paid time off pay you would have received.

During school closure days other than the above holidays, the school expects that administrative staff make themselves available, if required, to complete assigned projects and/or respond to requests in the event of emergencies unless alternative arrangements have been agreed in advance.

Part-time and temporary administrative and academic employees are not paid for holidays.

# Parental, Family, and Medical Leave

## Parental Leave Policy

CMI is dedicated to facilitating a healthy work-life balance for its employees. In furtherance of that goal, the school has implemented a Paid Parental Leave policy (“PPL”), the purpose of which is to enable an employee to care for and bond with a newborn, or a newly adopted or newly placed foster child.

During the first six (6) month period after the birth, adoption, or placement of a child/children, eligible employees will be entitled to eight (8) weeks of PPL as follows:

- Weeks 1 through 4 of leave will be paid at 100% of the employee’s normal salary, minus all usual deductions and withholdings; and
- Weeks 5 through 8 of leave will be paid at 50% of the employee’s normal salary, minus all usual deductions and withholding.

To be eligible for paid parental leave, the employee must:

- Have been employed with the school for at least 12 months immediately preceding the leave;
- Be a full-time employee; and
- Must meet one of these criteria:
  - Have given birth to a child;
  - Be a spouse, common-law spouse under DC law, or committed partner of a woman who has given birth to a child; or
  - Have adopted a child or had a foster child placed (in either case, the child must be age 17 or younger). The adoption of a child by a new spouse is excluded from this policy.

For purposes of this policy, “committed partner” is a person who:

- Shares the same permanent residence with the employee and has done so for at least twelve (12) months;
- Is not related to the employee by blood to a degree of closeness that would prohibit marriage under the laws of the District of Columbia or the laws of the state in which they reside; and
- Is financially interdependent with the employee, and the employee has provided the school with at least two of the following documents evidencing such financial interdependence:

- joint ownership of real property or a common leasehold interest in real property;
- common ownership of an automobile;
- joint bank account;
- a will that designates the other as primary beneficiary;
- a beneficiary designation form for a retirement plan or life insurance signed and completed to the effect that one committed partner is the beneficiary of the other; or
- if the committed partners reside in a state which provides for registration of committed partners, they have so registered and provided the school evidence of such registration.

If multiple births, adoptions, or placements occurs (e.g., the birth of twins or adoption of siblings) this does not increase the eight-week total amount of PPL granted for that event. In addition, in no case will an employee receive more than eight weeks of PPL in a rolling 24-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that 24-month time frame.

PPL will be paid on regularly scheduled pay dates, and all usual deductions and withholdings will be applied. Such deductions will include any pre authorized deduction for the employee's share of health - care premiums, unless the employee expressly makes arrangements with Human Resources to provide for another method of payment. The school will continue to pay the employer portion of the employee's health benefits (if any) during the leave period.

Employees must take PPL in one continuous period of leave and must use all PPL during the six- month period after the birth, adoption, or placement\_of a foster child. If the employee uses PPL for family leave under federal and/or DC FMLA, such leave will run concurrently. PPL does not carry over from one school year to another. Upon termination of employment for any reason, an employee will not be paid for any unused PPL for which he or she was eligible and did not use.

The employee must provide his or her supervisor and the Human Resources department with a notice of intent to take PPL at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

To the extent permitted by law, PPL runs concurrently with any available statutory leave, such as FMLA.

## DC Family and Medical Leave Act

Under the District of Columbia’s Family and Medical Leave Act (“DC FMLA”), an eligible employee may take up to sixteen (16) weeks of job-protected unpaid leave during a rolling twenty-four (24) month period for family leave and up to sixteen (16) weeks of job-protected unpaid leave during a rolling twenty-four (24) month period for medical leave.

### Family Leave

An eligible employee can take family leave for (a) the birth of a child, (b) the placement of a child for adoption or foster care, (c) the placement of a child with the employee for whom the employee permanently assumes parental responsibility or (d) for the care of a family member with a serious health condition. The entitlement to family leave expires 12 months after the birth or placement of the child with the employee.

For purposes of this policy, a “family member” includes: (1) a person to whom the employee is related by blood, legal custody or marriage (including same-sex marriage); (2) a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility; or (3) a person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship. A “child” includes a person under the age of 21, a person over the age of 21 who depends substantially on the employee due to a disability or a person under the age of 23 who is a full-time student at an accredited college or university. A “committed relationship” is a familial relationship between two people, established by certain factors, such as: mutual economic interdependence (e.g., joint bank accounts, shared leasing); domestic interdependence, including the public presentation of the relationship and the exclusivity of the relationship; the length of the relationship; and the intent of both people to stay committed in the relationship, as evidenced by things such as a will or life insurance.

If two family members are employed by the school, the school may limit the total number of family leave workweeks to which the family members are entitled during the 24-month period to 16 workweeks. The school may also limit the number of workweeks for which family members may take family leave simultaneously during the 24-month period to four workweeks.

When an employee’s covered family member has a serious health condition, leave may be taken intermittently or on a reduced schedule when medically necessary. With approval, family leave for the birth, adoption, foster care, or other placement of a child may be taken on a reduced leave schedule, during which time the 16 workweeks of family leave may be taken over a period not to exceed 24 consecutive workweeks.

## **Medical Leave**

If an employee becomes unable to perform the functions of his or her position because of a serious health condition, he or she will be entitled to medical leave for the time he or she cannot perform the functions, except that the leave must not exceed 16 workweeks during any 24- month period. This leave may be taken intermittently or on a reduced schedule basis for planned and/or unanticipated medical treatment or recovery when medically necessary.

If an employee takes intermittent leave because of his or her own health condition, the school may request that the employee temporarily transfer to an available alternative position which better accommodates the recurring leave and has equivalent pay and benefits.

### ***Eligible Employee***

To be eligible for DCFMLA leave, an employee must: (1) have worked for the school for at least one (1) calendar year without a break in employment (except for regular holiday, sick, or personal leave granted by the school), and (2) have worked at least 1,000 hours in the 12-month period immediately preceding the request for leave.

### ***Serious Health Condition***

A “serious health condition” means:

- a physical or mental illness, injury, or impairment that involves inpatient care in a hospital, hospice, or residential health care facility, or
- continuing treatment or supervision at home by a health care provider or other competent individual, including (1) a period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, (2) any period of incapacity due to pregnancy, or for prenatal care, (3) any period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) a period of incapacity which is permanent or long- term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery from the treatments) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

“Incapacity” means inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment of the serious health condition, or recovery from the serious health condition.

### ***Unpaid Leave***

DCFMLA is unpaid unless the employee elects to substitute available paid time off, including paid parental leave, if applicable. If the employee so elects, the paid time off will run concurrently with DCFMLA. The paid time off will count towards the employee’s leave entitlement and will not extend the job-protected leave time beyond 16 workweeks of family leave and 16 workweeks of medical leave.

### ***Request for Leave***

Employees must provide timely notice to Human Resources, either 30 days prior to the commencement of the leave or as soon as possible prior to the date on which the employee wishes the leave to begin if the leave was not foreseeable. If an emergency prevents the employee from notifying the school prior to the first day of leave, the employee must notify the school no later than two business days after the absence begins. In addition, employees must make a reasonable effort to schedule planned medical treatment in a manner that does not disrupt school operations. Employees must comply with the leave notification requirements.

### ***Medical Certification***

The school may require that a claim for family leave for the care of a family member with a serious health condition or medical leave for an eligible employee with a serious health condition be supported by a medical certification issued by the family member’s or employee’s health care provider. If requested, the employee must submit the requested certification to the employer within fifteen (15) days, unless it is not practicable for the employee to do so under the particular circumstances despite the employee’s diligent, good-faith efforts.

The medical certification should state the following:

- (a) The date on which the serious health condition began, or is expected to begin;
- (b) The probable duration of the condition;
- (c) The appropriate medical facts known to the health care provider that would entitle the eligible employee to leave under the DCFMLA; and
- (d) For medical leave, a statement that the employee cannot perform the essential functions of the employee’s position; or, for family leave, an estimate of the time that the employee is needed to care for the family member.

### ***Employment and Benefits Protection***

An employee who takes family or medical leave will not lose any employment benefit or seniority accrued before the date on which the family or medical leave commenced.

The school will continue the employee's health benefits (if any) during the leave period. The employee, however, is responsible for paying his or her portion of the health care premium during the leave period. If the employee's leave is unpaid, prior to commencing leave, the employee must arrange with Human Resources to ensure timely payment of the employee portion of any premiums. If an employee is unable or refuses to make the contribution to the group health plan, the employee will forfeit the health plan benefit until the employee is restored to employment and resumes payment to the plan.

### ***Reinstatement***

Generally, upon return from family or medical leave, an employee is restored to the position held by the employee when the family or medical leave commenced. If the position held by the employee when the family or medical leave commenced is no longer available, the employee is restored to a position equivalent to the position held by the employee when the family or medical leave commenced. The position will include equivalent employment benefits, pay, seniority, and other terms and conditions of employment. The school may deny reinstatement to key supervisors if the employee is among the highest paid 10% of employees. An employee is not entitled to any rights, employment benefit, or position of employment other than any rights, employment benefit, or position of employment to which the employee would have been entitled had the employee not taken the family or medical leave.

## **Federal Family and Medical Leave (FMLA)**

Employees who (1) have worked for the school for at least 1 year, and (2) have worked for at least 1,250 hours during the preceding 12-month period are entitled to 12 workweeks of unpaid family and medical leave within a 12-month period.

### **Family Leave**

Family leave may be used for the birth of a child of the employee, the placement of a child with the employee for adoption or foster care, or for the care of a spouse, parent or child with a serious health condition. Leave also may be taken for a qualifying exigency as defined under the FMLA, arising from a spouse's, child's or parent's covered active duty as a member of the Armed Forces. Leave to care for a family member with a serious health condition may be taken intermittently or on a reduced leave schedule where there is a medical need for leave, and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule.

If two family members are employed by the school, the school will limit the total number of family leave workweeks to which the family members are entitled during the 12-month period to 12 workweeks where the leave is taken because of the birth of a child of the employee, the placement of a child with the employee for adoption or foster care, the need to care for a child, or care of a parent with a serious health condition.

In the case of time taken to bond with a child, the entitlement to family leave expires 12 months after the birth or placement of the child with the employee. No such 12-month limitation exists for the care of a family member with a serious health condition.

Family leave is unpaid except that employees may elect, or the school can require an employee to substitute available paid time off (e.g., paid parental leave, accrued personal or sick days or vacation days) for family leave. If the employee elects to use accrued paid leave, it will count towards the employee's 12 workweeks of family leave entitlement.

## **Medical Leave**

If an employee becomes unable to perform the functions of his or her position because of a serious health condition (same definition as used in the DCFMLA policy), he or she will be entitled to medical leave for the time he or she cannot perform the functions. This leave may be taken intermittently or on a reduced leave schedule where there is a medical need for leave, and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. Supporting certification from a health care provider is required.

Medical leave is unpaid except that employees may elect, or the school may require the employee to substitute paid time off (e.g., sick leave or vacation) for any part of the unpaid medical leave. If the employee elects to use accrued paid leave, it will count towards the employee's 12 workweeks of medical leave entitlement.

The school may require a fitness for duty certification prior to an employee being returned to work from medical leave.

## **Military Emergency Leave**

Eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, son, daughter, or parent (the military member or member) is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty). A qualifying exigency is an event which arises out of the military member's covered active duty or call to covered active duty status provided that the school and employee agree that such leave will qualify as an exigency and agree to both the timing and duration of such leave.

An eligible employee may take FMLA leave for one or more of the following qualifying exigencies:

(1) activities arising out of short-notice deployment, (2) military events and related activities of the servicemember, (3) childcare and school activities relating to a child of the servicemember, (4) to make financial and legal arrangements to address the military member's absence while on covered active duty or call to covered active duty status, (5) counseling arising out of the covered active duty or call to covered active duty status of the military member, (6) rest and recuperation for a period of 15 calendar days beginning on the date the military member commences each instance of Rest and Recuperation leave, (7) post-deployment activities relating to the servicemember's return from active duty, and (8) care of a parent of the military member.

### **Military Caregiver Leave**

FMLA-eligible employees may take up to 26 workweeks of FMLA leave during a "single 12-month period" to care for a covered service member with a serious injury or illness. The "single 12-month period" begins on the first day the employee takes military caregiver leave and ends 12 months after that date.

To be eligible for military caregiver leave, an eligible employee must be the spouse, son, daughter, parent, or "next of kin" of a covered service member. A son or daughter means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age. A parent means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This definition does not include parents "in law." The "next of kin" of a covered service member is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter.

A covered service member includes a current member of the Regular Armed Forces, National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, or otherwise is in outpatient status or on the temporary disability retired list, for a serious injury or illness incurred in the line of active duty; and a veteran who has left military service (regular Armed Services, National Guard or Reserves), under conditions other than dishonorable, at any time during the five-year period prior to the first date the employee takes FMLA leave to care for the veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that the veteran incurred or aggravated in the line of active duty, and that manifested itself before or after the service member became a veteran.

A serious injury or illness is one that is incurred in the line of duty while on active duty, or that existed before the service member's active duty, but which was aggravated by service in the line of duty while on active duty, and that:

- may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating; or
- is a physical or mental condition for which the veteran received a U.S. Department of Veterans Affairs Service-Related Disability Rating of 50% or higher; or
- a physical or mental condition that substantially impairs the veteran's ability to secure or follow gainful employment; or
- an injury, including a psychological injury, for which the veteran has been enrolled in the VA's program of Comprehensive Assistance for Family Caregivers.

Military caregiver leave applies on a per-covered service member, per-injury basis such that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious injury or illness, except that no more than 26 workweeks of leave may be taken within any single 12-month period.

Entitlement to military caregiver leave is in addition to FMLA leave for other covered reasons. However, if an employee requires time off during a single 12-month period for leave as a caregiver for an injured service member and also for a different qualifying reason (for example, birth/adoption of a child, or the employee's own serious health condition), the maximum amount of time off for all types of FMLA leave during that 12-month period is 26 weeks.

In no event may an employee take more than 26 weeks of FMLA leave in a single 12-month period, regardless of the reason(s) for the leave. If spouses are both employed by the school and take military caregiver leave, they are limited to a maximum combined total of 26 weeks for all types of FMLA leave.

## Definitions

A *Child* for purposes of FMLA leave, means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA Leave is to commence. *Child* for purposes of Military Emergency Leave and Military Caregiver Leave, means a biological, adopted, or

foster child, stepchild, legal ward, or a child for whom the person stood in loco parentis, and who is of any age.

*Parent* for purposes of FMLA leave means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the person. This term does not include parents “in law.” For Military Emergency Leave taken to provide care to a parent of a military member, the parent must be incapable of self-care, as defined by the FMLA.

*Spouse* for purposes of FMLA means the other person with whom an individual entered into marriage as defined or recognized under State law for purposes of marriage in the State in which the marriage was entered into, or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State, including common law and same-sex marriages in states where such marriages are recognized.

For the purposes of this policy, a *serious health condition* means a physical or mental illness, injury, or impairment that involves: (a) inpatient care in a hospital, hospice, or residential health care facility; or (b) continuing treatment or supervision at home by a health care provider or other competent individual.

## **Notice Requirements**

When the need for either family leave or medical leave is foreseeable, the employee must provide his or her supervisor and the Human Resources department at least thirty (30) days advance notice of when the need for leave will commence.

If leave is not foreseeable, then the employee (or a representative of the employee) must provide the employee’s supervisor and the Human Resources department with notice as soon as practicable. Furthermore, until the school has approved the need for intermittent or a reduced schedule family or medical leave, the employee must comply with all standard call-in policies, absent unusual circumstances.

Intermittent or reduced scheduled leave may only be taken with prior approval of the school. For employees on reduced scheduled leave, the school may, in its discretion, temporarily transfer the employee to an alternative position which better accommodates the employee’s recurring leave and which has equivalent pay and benefits for the duration of the leave period. The employee should attempt to schedule intermittent leave to minimize the disruption to school operations.

## **Certification Requirements**

The school requires that any employee taking leave to care for a family member with a serious health condition or taking medical leave for his or her own serious health condition, must provide a certification from the treating health care provider evidencing the need for leave. This certification should state, at the very least, (1) the date on which the serious health condition commenced; (2) the probable duration of the condition; (3) the appropriate medical facts within the knowledge of the health care provider that would entitle the employee to take leave under this chapter; and (4) (a) for an employee's own medical leave, facts supporting the conclusion that the employee is unable to perform the functions of the employee's position, or, (b) if the employee is using family leave to care for a family member with a serious health condition, an estimate of the amount of time that the employee is needed to care for the family member.

Employees may obtain Certification Forms from the Human Resources department. This certification must be completed and returned within fifteen (15) days of the school's request for certification. Failure to provide requested certification within 15 calendar days, if such is practical, may result in the delay of further leave until it is provided. The school may require subsequent medical recertification at the expiration of the previous certification.

The school, at its expense may require an examination by a second health care provider designated by the school if it reasonably doubts the medical certification the employee initially provides for his or her own serious health condition. If the second health care provider's opinion conflicts with the original medical certification, the school or the employee, at the school's expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.

## **Reporting While on Leave**

If an employee takes leave because of his or her own serious health condition, or to care for a family member's serious health condition, the employee (or depending on his/her condition a relative) will have to contact Human Resources or their supervisor if additional leave is required and the employee's intention to return to work changes. In addition, the employee wishing to return to work before the expiration of their leave must notify their supervisor or Human Resources as soon as possible or within two business days if feasible, if the dates of leave change or initially were unknown.

## **Returning from Leave**

If an employee takes leave because of his or her own serious health condition (except if taking intermittent or reduced schedule leave), the employee will have to provide a

fitness-for-duty medical certification that address the employee's ability to perform the essential functions of his or her job with or without an accommodation. The employee must provide this fitness-for-duty certification at least 1 week prior to the scheduled return from leave, or as soon as practical. An employee's return to work may be delayed, or denied, if the employee fails to provide such a certification.

An employee who wishes to extend the leave period must request an extension to Human Resources at least five (5) working days before the employee's previously scheduled return date. Employees requesting an extension of leave must send a note from their doctor to the Human Resources Manager stating that this leave extension is necessary. Upon receipt of the request for an extension, Human Resources will initiate the interactive process under the Americans with Disabilities Act and the DC Human Rights Act. The granting of an extension does not extend an employee's right to reinstatement under the FMLA policy.

An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. Upon returning from family or medical leave most employees generally will be restored to their original or equivalent position with equivalent pay and benefits with no loss of seniority. Certain highly compensated employees or "key" employees may be denied restoration to their prior or equivalent position to avoid substantial and grievous economic injury to the school.

## **Medical and Other Benefits**

The school will pay its portion of health care premiums for any periods of approved FMLA leave and will maintain the employee's health benefits as if the employee continued to be actively employed. The school will deduct the employee's portion of the plan premium as a regular payroll deduction. If the employee is out on unpaid leave, he/she will be responsible for making arrangements with the HR department to pay his/her portion of the health insurance when he/she returns to work. Otherwise arrangements must be made to pay the insurance premium on a monthly basis.

Unless a longer grace period is provided, the school's obligation to maintain health insurance coverage will cease under the FMLA if an employee's premium payment is more than 30 days late. The school will provide written notice to the employee that the payment is late at least 15

days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter unless payment has been received by that date. Coverage for the employee will be terminated at the end of the 30-day grace period, where the required 15-day notice has been provided.

If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee will have to reimburse the school for the cost of the health benefits premiums paid by the school; unless otherwise prohibited by law.

A Notice to Employees of Rights Under FMLA (WHD Publication 1420) may be requested through the Human Resources department.

## Military Leave (USERRA)

CMI complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Documentation of the need for the leave is required to be submitted to Human Resources. An employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. You must notify your manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits and reinstatement upon return from military leave, please contact Human Resources.

## Jury Duty Leave

CMI will provide employees with time off to respond to a jury service summons, attend court for prospective jury service, or serve as a juror. Upon receiving a summons, employees should notify their supervisor and make any necessary scheduling arrangements. Employees may be required to provide verification from the court clerk supporting the need for leave.

Eligible full-time employees will receive their regular compensation during the first five days of jury service in the Superior Court of the District of Columbia, less any fee received from the court. An employee is not considered eligible for compensation for any day of jury service in which, if not for jury service, the employee would not:

- Have earned regular wages from the school; or
- Worked more than half of a shift that extends into another day.

Any additional or other time off under this policy will be without pay, except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

CMI will not retaliate against any employees who requests or takes leave in accordance with this policy.

## Voting Leave

CMI encourages all employees to exercise their right to vote. Employees whose work schedule prevents them from voting on Election Day will be allowed reasonable unpaid time off to vote.

Employees who wish to take time off to vote should notify their supervisor prior to Election Day. The time when employees may be absent to vote will be at the discretion of their supervisor.

## School Related Leave

CMI will provide eligible employees up to 24 hours of leave during any 12-month period to attend or participate in school-related events for their children. This leave is unpaid unless an employee chooses to use his/her unused sick/personal or annual leave as applicable. To qualify for this leave, employees must satisfy at least one of the following conditions:

- Be the mother or father of a child;
- Be a person who has legal custody of a child;
- Be a person who acts as a guardian of a child regardless of legal appointment;
- Be an aunt, uncle, or grandparent of a child; or
- Be a person who is married to someone listed in the prior four (4) categories.

School-related events are limited to activities sponsored by either a school or an associated organization such as a parent-teacher association. Examples of events for which leave may be taken include school concerts, plays or rehearsals, sporting games or practices for a school team, meets with teachers or counselors, or any similar type of activity. The event must involve the qualifying employee's child either as a direct participant or subject, but not as a spectator. Employees must provide ten (10) calendar days' notice prior to taking such leave unless, the need to attend such events cannot be reasonably foreseen.

Under certain circumstances the school may not be able to approve a request for this leave if it interferes with a critical time in the school's schedule.

## Bereavement Leave

CMI recognizes the importance of taking leave on the occasion of a death in the family. Employees are entitled to up to 3 days off with pay for the funeral of an immediate relative (mother, father, sister, brother, spouse, child, mother-in-law, father-in-law, grandparent, or grandchild). Employees are entitled to up to 1 day off with pay to attend the funeral of other family members (brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle or aunt)

Pay is based on the regular rate for an eight-hour day. Leave for bereavement must be entered into ADP. Authorized leave without pay is available for extended funeral matters. Personal leave time may also be taken when necessary. Employees taking bereavement leave must notify Human Resources of their intention to do so.

The school may request documentation to support absences for bereavement leave.

## Administrative Leave

Administrative leave is granted to all full-time employees to provide for full salary and benefits for absences due to attendance at professional development activities approved by the employee's supervisor and Human Resources.

## Unpaid Leave

In unusual circumstances, an employee may be eligible for, and request, an unpaid leave of absence for a short period of time temporarily releasing them from the duties of their job with CMI. Employees should request an unpaid leave of absence as far in advance as possible by consulting with Human Resources. Except as required under any applicable laws, the decision to permit an unpaid leave of absence rests wholly in the discretion of CMI.

Reinstatement to the same or a similar position is not guaranteed to an employee who takes an unpaid leave of absence, unless otherwise provided under applicable law.

In some cases, benefits may be suspended during an extended unpaid leave of absence. Employees should consult Human Resources regarding continuation of benefits while on extended unpaid leave.

# Benefits

CMI has established a variety of employee benefits programs. This portion of the Employee Handbook contains a general description of the benefits to which you may be entitled as an employee of CMI. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from Human Resources. To the extent that any of the information contained in this handbook is inconsistent with the official plan documents, the provisions of the official plan documents will govern in all cases.

CMI reserves the right, in its sole and absolute discretion, to amend, modify, or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. For more complete information regarding any of our benefits programs, please contact the Human Resources Department.

## Medical, Dental, and Prescription Drug Program

All full-time employees and their eligible dependents can participate in CMI's medical, prescription drug, and dental plans. Part-time employees who work less than 30 hours per week and temporary employees are excluded from participation in CMI's benefit plans. Coverage is effective on the first day of the month following the first day of employment and ends at midnight on the last day of the month in which your employment terminates. For more complete information regarding medical, dental, and prescription drug programs, please contact Human Resources.

## Long Term Disability, Short Term Disability, Life Insurance

Full-time employees, working more than 30 hours per week, are automatically enrolled in long and short-term disability plans and life insurance coverage immediately upon hire. You must complete the applicable forms and designate your beneficiary where appropriate. The costs of these plans are fully paid by CMI. Note: Employees must apply for Short Term Disability as the first paid benefit for all qualified disability leaves.

## Section 125 Plans (Flexible Spending Account)

CMI offers a pre-tax contribution medical or dependent plan for full-time employees. This employee benefit is known as a Section 125 plan. A Section 125 plan is a benefit plan that allows you to make contributions toward medical or dependent care expenses on a “before tax” basis. The funds, deducted from your semi-monthly paycheck, can be used to cover medical and dental co-pays or premium costs, vision care insurance, and eligible out-of-pocket medical expenses or dependent care expenses on a “before tax” rather than an “after tax” basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

You cannot make any changes to your pretax contributions until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of your spouse. A change in election due to a change in family status is effective the next pay period. The Dependent Care Flexible Spending Account and the Health Care Flexible Spending Account are separate. Money set aside for the Health Care Flexible Spending Account cannot be used to pay for dependent care expenses. Similarly, any money set aside for the Dependent Care Flexible Spending Account cannot be used to reimburse any health care expenses. Further, dependent care spending account balances not spent by the end of the plan year will be forfeited. Balances remaining in your Healthcare FSA over \$500 will be forfeited while any balance up to \$500 becomes a carryover into the next year, to be available for reimbursement for next year’s expenditures.

To participate in this plan or get more information about the plan, please contact Human Resources.

## 401K Match

For eligible employees who set up a 401K account, CMI will match up to 3% of their contribution. The matching contribution by CMI will mirror the employees’ contribution with a limit of 3%, which means that if the employee contributes at a lower percentage, CMI will subsequently match at the same lower percentage.

## Pretax Transportation Benefit Program

CMI provides full-time and part-time employees with the opportunity to contribute to SmartBenefits. SmartBenefits is a program where an eligible employee can contribute a set dollar amount of pre-tax funds, on a monthly basis, to their SmarTrip card for transportation purposes to and from work. A maximum monthly amount is set yearly by WMATA. Employees are able to sign up for this benefit at any time during their time at CMIPS.

## Dependent Care at CMI (Creative Clubs & After School)

All staff members are eligible to receive free after-care and one after-school club if their child is a current CMI student and the custodial parent remains an employee of CMI. The age restrictions apply for children to be accepted in any clubs.

## Workers' Compensation

Workers' compensation is an employee benefit program established by the law in the District of Columbia. CMI provides coverage for its employees in this program.

If an employee is injured on the job or contracts an occupational illness, that employee must report the details to his/her supervisor and Human Resources. The failure to promptly report a work-related illness or injury may result in the denial of benefits. An employee that is unable to return to work because of an injury or illness must provide Human Resources with a doctor's statement and must keep the supervisor informed of his or her absence.

Retaliation against any employee for claiming, attempting to claim or participating in a workers' compensation claim or proceeding will not be permitted. Any employee that violates this policy is subject to disciplinary action, up to and including termination.

## Pay and Benefits

If you qualify for Workers' Compensation benefits and are unable to perform your job duties, you will be reassigned from "active" to "inactive" status. Your wages for lost work time are covered exclusively by Workers' Compensation benefits in accordance with applicable law. In the District of Columbia, you will not be paid lost wages by the Workers' Compensation carrier for the first three days of disability caused by a work-related illness or injury. You may use accrued sick leave or vacation/personal leave for the initial three days of disability.

## Return to Work

Applicable with all state and federal laws and as business needs warrant, CMI may reinstate employees who return from a Workers' Compensation absence to their same or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment following an absence of 16 weeks or less. However, employees have no greater right to reinstatement or to other benefits and conditions of employment than if they had been working continuously.

Medical certification/authorization to return to work completed by the employee's physician must be submitted to Human Resources before an employee is permitted to return from a Workers' Compensation absence. If the employee does not provide the required medical certification supporting their ability to return to work, the employee is not permitted to resume work and may be terminated.

If you return to work with work restrictions, you must contact Human Resources who will collaborate with your supervisor/manager, to determine whether your work restrictions prevent you from performing the essential functions of your job and whether you can resume work duties with or without reasonable accommodation.

If you return to work on a reduced work schedule, you are returned to active status and the determination of benefits eligibility is based on the number of hours scheduled to work. If you return to work on a schedule of less than 30 hours per week, which does not qualify as FMLA leave, you may be reclassified as part-time and benefit eligibility is eliminated.

# Workplace Behavior

## Conflicts of Interest

All employees have a duty to further the school's aims and goals, and to work on behalf of its best interest. Employees should not place themselves in a position where their actions or personal interests may be in conflict with those of the school. Examples include: soliciting or profiting from the school or information related to the school, or other school assets for personal gain; acting on behalf of CMI for personal gain; limiting the best solution for a student for personal financial gain; and acting as a director, officer, employee or otherwise for any business or institution with which CMI has a competitive or significant business relationship without the written approval of the Executive Director or Chief Operating Officer.

Employees should report to their manager any situation or position (including outside employment by an employee or any member of an employee's immediate household) which may create a conflict of interest with CMI.

## Personal Appearance

Your personal appearance reflects pride in both yourself and the school. The CMI image is important. Therefore, all employees must maintain standards of dress and appearance appropriate to both the organization as a whole and your individual position's responsibilities. Dress, grooming, personal hygiene, and professional behavior standards contribute to the professional image we strive to present to our students, families and visitors. Therefore, while performing duties for the school, employees are expected to dress in attire appropriate to the school environment and to behave in a professional manner at all times to best represent CMI.

Listed below is an overview of acceptable business casual wear, as well as a list of some of the more common items that are not appropriate for our school. Obviously, this list is not intended to be all-inclusive. Rather, these items should help set the general parameters for proper business casual wear and allow you to make good judgments about items that are not specifically addressed.

**Slacks/pants** – Casual pants or cropped pants (below the knee) are acceptable, provided they are clean and wrinkle free. Inappropriate items include jeans, shorts and spandex.

**Shirts** – Casual shirts with collars, polo shirts, sweaters, and turtlenecks are acceptable. Blouses or shirts that are low cut or too revealing are not acceptable. Avoid shirts that are distracting or display inappropriate slogans and/or graphics.

**Dresses/skirts** – Casual dresses and skirts are acceptable. Dresses and blouses that are sleeveless are acceptable. Mini-skirts and spaghetti strap dresses are considered inappropriate. Casual dresses and skirts with modest hemlines are acceptable.

**Footwear** – Items such as loafers, boots, flats, sandals, and leather casual shoes are acceptable. Athletic shoes and flip flops are considered unacceptable.

All garments are to be clean, neat and pressed. Items that are ripped, torn are considered unacceptable.

The school will make every effort to accommodate an employee's sincerely held religious beliefs or national customs that affect the way they dress in the workplace. Each request will be considered on a case-by-case basis.

## Casual Summer Break / Professional Development Days

CMI has a casual dress policy for summer school, summer break and Professional Developments days. Jeans and shorts are acceptable, but employees should maintain a professional image at all times.

## Compliance

All CMI staff must use their best judgment when maintaining appropriate professional attire and appearance. Management reserves the right to determine appropriateness and employees who are improperly dressed may be counseled by their supervisor or in severe cases, may be sent home to change clothing. Employees will have such time charged to accrued leave or taken as leave without pay. Continued disregard of the business casual dress standards may be cause for further disciplinary and corrective action.

## Company Social Events

At times, social events will be hosted by CMI. These events may take place due to the hiring or promotion of an employee, or for other reasons. At times, the school may also host parties or social gatherings outside of working hours. These events may take place to celebrate holidays or school successes, or other reasons and your attendance at

these events is voluntary and does not constitute part of your work-related duties as an employee.

At all school social functions, employees are responsible for behaving in a professional manner and for complying with all school policies. Even at social functions, employees must remember that they are representing the school and need to ensure that they are upholding the school's positive reputation at all times.

## Non-Solicitation / Nondistribution Policy

CMI recognizes that employees may have interests in events and organizations outside the workplace. However, unless authorized by law employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, employees are strictly prohibited from posting solicitation, religious, and/or political literature in the school. Bulletin boards and newsletters are reserved for official CMI communications.

# Health and Safety

## Nonviolent Workplace Policy

The purpose of this policy statement is to formally acknowledge that workplace violence will not be tolerated. Employees are prohibited from engaging in any threatening or violent conduct, or any conduct that could lead to violence. Employees also may not possess any type of weapon while on working time or on CMI premises. Any employee who violates this policy or who commits an act of violence at work against a person or property will be immediately dismissed and, where appropriate, the matter will be referred for prosecution by the legal authorities. Workplace violence is conduct in the workplace against employers, students, employees or others in the workplace committed by persons who either have an employment-related connection with the establishment or are outsiders, involving: (1) physical acts against persons or employer property; (2) verbal threats or profanities, vicious statements which are meant to harm or cause a hostile environment; (3) written threats, profanities, vicious writings or notes, and other written conduct or intense distortion which is meant to threaten or create a hostile environment; or (4) visual acts which are threatening or intended to convey injury or hostility. Workplace violence can and must be prevented. To achieve that goal requires the combined efforts of all employees, anything less than total commitment to the elimination of workplace violence is unacceptable.

## Weapons in the Workplace

CMI prohibits the possession of firearms or any other lethal weapon on school property, in a vehicle being used on school business, in any school-owned or leased parking facility, or at a work-related function. This applies to all employees, visitors, students, and students' families on school property, even those who are licensed to carry weapons. The only exception to this is an employee or visitor who is required to possess weapons in order to fulfill his or her job duties, such as a member of the Metropolitan Police Department.

Some examples of prohibited weapons include, but are not limited to:

- Firearms (pistols, revolvers, shotguns, rifles and bb guns)
- Knives (switchblades, gravity knives or any knife with a blade longer than three inches)
- Metal knuckles
- Bows and arrows
- Tasers

We prohibit weapons in order to ensure the safety and security of all employees and persons visiting the school. Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact Human Resources.

## Workplace Bullying

CMI is committed to providing a safe and healthy work environment for all employees. As such, the school prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work functions, or while traveling on business.

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates, or humiliates an individual or a group of individuals.

Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect
- Verbal or physical.

Some examples of bullying include, but are not limited to:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticism (especially in public)
- Teasing and/or spreading rumors
- Trivializing of work or achievements
- Exclusion or isolation.

Bullying can have devastating results. If you witness bullying or suspect bullying is taking place, report it to your supervisor and/or to Human Resources immediately. All suspected incidents of bullying will be thoroughly investigated, and disciplinary measures will be taken accordingly.

## Criminal Activity/Arrests

Involvement in criminal activity, whether on or off the school's property, during employment may result in disciplinary action, including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, or

circumstances which adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job and ready to work when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

## Alcohol, Drug and Tobacco Free Workplace

Employees who work while under the influence of drugs and/or alcohol present a safety hazard to themselves, their co-workers, and students. Moreover, the presence of drugs, alcohol, e-cigarettes and tobacco in the workplace limits our ability to perform at the highest levels and provide the best possible service. Accordingly, CMI is committed to maintaining a drug, alcohol, e-cigarette and tobacco free environment.

The following conduct is prohibited on school property, including but not limited to school buildings, grounds, parking lots, and fields, along with off-site activities with staff or students, and may result in disciplinary actions up to and including termination:

- Possession, transfer, sale, distribution, use, or solicitation of illegal drugs on CMI property (including the parking lot and adjacent areas) or during working hours.
- Use of alcohol on CMI property (including adjacent areas) or during working hours, unless specifically authorized by the school management.
- Use of e-cigarettes or tobacco products on CMI property at any time.
- Reporting to work or being present at work while being intoxicated or impaired by alcohol and/or drugs. This does not include the authorized use of alcohol at CMI sponsored functions or activities.
- Reporting to work, or being present at work, with a detectable amount of any illegal drug or its metabolites in the employee's body.
- 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. Any employee who is taking prescription drugs that may affect the employee's ability to perform the job properly and safely should inform Human Resources before or immediately upon reporting to work. Abuse of prescribed drugs will not be tolerated and will be treated in the same fashion as use of illegal drugs.

Consistent with its fair employment policy, CMI maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. CMI will attempt to assist its employees through appropriate leaves of absence and other measures, consistent with CMI's policies and applicable federal, state, or local laws. However, any employee who appears at work during working hours in an intoxicated state may be subject to disciplinary action.

Violation of this policy may result in disciplinary action, up to and including termination

## General Safety Policy

It is the responsibility of every employee of the school to maintain a healthy and safe work environment. Please report all safety hazards and occupational illnesses or injuries to your supervisor immediately and complete an occupational illness or injury form as needed. Failure to follow the school's health and safety rules can result in disciplinary action, up to and including termination of employment.

## Severe Weather Policy

CMI generally follows the District of Columbia's Public School (DCPS) system in regard to school delays and closings. If the school is not going to open for the day, you may receive notification one or several ways including email, robo call, or text message. If there are any changes or modifications, CMI will notify you. When potentially dangerous weather develops during the day and a decision is made by the school to close or dismiss early, you will be compensated as if you had worked all of your regularly scheduled hours for that day. If the school is closed, you will be compensated for your entire workday.

## Emergency Action Plan

CMI recognizes that our employees drive our school. As our most critical resource, employees are safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. No duty, no matter what its perceived result, is more important than employees' and students' health and safety.

### General Guidelines in an Emergency

Stay calm and think through your actions. Know important emergency numbers, such as:

- Fire/Police/Ambulance 911
- Fire/Police/Ambulance 311
- Poison Control Center 800-222-1222
- Director of Operations Ext. 112
- Chief Operating Officer, Ext 117
- Executive Director Ext. 111

Be aware of your surroundings:

- Know where stairwell exits are located — there are 2 stairwell exits on each floor
- In the event of an emergency, use only stairs—do not take elevators
- Do not hesitate to call or alert others if you believe that an emergency is occurring.

## Fire or Other Emergency Evacuation:

- Employees and students are notified of a fire by either the fire alarm system or a school-wide paged announcement.
- Upon hearing the alarm, staff will immediately find their students and evacuate the building using the assigned stairwell exit as per our school emergency response plan. This is shared with staff at the beginning of the school year and practiced monthly as per PCSB guidelines—staff and students will not use the elevators or delay evacuation to gather personal belongings, finish a phone call or wait for friends.
- Upon exiting the building, everyone will report to the designated safe area (grassy area next to AFRH Chapel and across the street from the Main Hall doors) for a headcount confirmation by classroom teachers.
- If there is a need to evacuate the school building and shelter indoors, our designated indoor shelter is the basement of the AFRH Chapel adjacent to the school building.
- If an employee or known guest or visitor is missing, report this immediately to a member of the response team who will in turn report it to the proper school and civil authorities.
- All employees who are not members of a response team will stay together in the designated location so periodic updates on the situation can be communicated
  - When parents have been informed of the evacuation, they will be directed to Lot #5 and meet a member of the

CMI response team, who will arrange for their child to be walked from the AFRH Chapel to the car park for pick up.

### If You Discover a Fire:

- Alert other persons in the immediate hazard area
- Activate the nearest fire alarm, call 911, and call the receptionist to page an emergency announcement, if possible.

### To use a fire extinguisher, follow these instructions:

- Pull the safety pin

- Aim the nozzle at the base of the fire
- Squeeze the operating lever
- Sweep side-to-side, covering the base of the fire
- When using a fire extinguisher, always stay between the fire and an exit—never feel that using a fire extinguisher is required, and if the fire is too hot, too smoky, or you are frightened, evacuate immediately.

### **Medical Emergency:**

- Upon discovering a medical emergency, call 911
- Call the receptionist to page an emergency announcement, if possible
- Stay with the ill or injured person, being careful not to come into contact with any body fluids unless properly trained and protected
- If a school nurse is available, accompany the injured person to the nurse's office
- Send one person to alert Human Resources so they can notify family members of the ill or injured person
- Employees in the immediate vicinity of the emergency, but not involved in the emergency effort should leave the area.

### **Severe Weather:**

- In the event severe weather conditions occur at a time when you have not yet reported to work, you should report to work as usual unless otherwise notified, but only if you are able to do so safely
- Employees should immediately guide students to seek shelter in the main hallways or exit stairways away from all windows
- When the severe weather warning is cancelled, we will send Emergency Floor Leaders to each floor to advise that it is safe to return to classrooms and work areas, and then will make a general announcement over the paging system.

### **Workplace Violence:**

- Any employee who feels that he or she has been threatened should immediately report the incident to their supervisor. If their supervisor is not available, the incident should be reported to Human Resources
- Any employee who feels that a child's physical or emotional well-being has been threatened (by a member of the school community or anyone else) should immediately report the incident to their supervisor and Human Resources
- If you observe anyone exhibiting threatening behavior or making threatening statements, warn others in the area and immediately notify Human Resources—stay away from the person exhibiting the threatening behavior
- Depending upon the level of concern, 911 may be called immediately
- Never attempt to confront any person exhibiting threatening behavior

- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are strongly urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

A detailed health and safety plan that outlines policies procedures and steps to take in the event of emergency or possible emergency situations will be made available to staff. All staff are expected to be familiar with the contents of the CMI safety plan and keep the plan readily available to reference in case of emergency.

## Facility Access & Visitors

CMI cares about the safety and security of its students and employees. In an effort to maintain the maximum safety and security possible at a minimum inconvenience to you, we have guidelines in place regarding facility access and visitors.

All entry doors to the school are to remain locked all day with the exception of the main entry door to the school during designated drop-off and pick-up hours. The main entryway to the school is open Monday through Friday between 7:45 a.m. and 6 p.m.

All visitors must sign in at the front desk and will wear a visitor badge. Please do not allow visitors to roam the premises unattended or without a proper badge on display. Visitors are not to be left alone with, or in charge of, students without a school employee who has undergone a background check. Any suspicious adults on campus should be politely approached (e.g., “How can I help you?”) and directed to the front desk.

# Complaint Procedures

## Complaint / Improvement Policy

CMI is committed to providing a safe and productive work environment, free of threats to the health, safety, and well-being of our employees. These threats include, but are not limited to, harassment, discrimination, violations of health and safety rules, and violence.

Any employee who witnesses or is subject to inappropriate conduct in the workplace may complain to Human Resources or any other member of the CMI Administration with whom the employee feels comfortable. Any manager who receives the complaint, hears of, witnesses, or is subject to inappropriate conduct is required to immediately notify Human Resources. Inappropriate conduct includes any conduct prohibited by our policies about harassment, discrimination, discipline, workplace violence, health or safety, wages or hours, and drug or alcohol use. In addition, we encourage employees to come forward with any workplace complaint even if the subject of complaint is not explicitly covered by our written policies.

CMI will conduct a thorough and prompt investigation of all complaints and maintain the investigation as confidential to the fullest extent feasible.

We expect all employees to cooperate fully in the school's investigations by, for example, answering questions completely and honestly and giving the investigator all documents and other material that might be relevant. All complaints will be handled as confidentially as possible. When the investigation is complete, CMI will take corrective action as needed.

We will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to the Chief Operating Officer or Executive Director.

Complaints will be recorded and analyzed to ensure that our complaint management processes comply with this policy. Trends will be identified, and feedback will be provided to the relevant employees to improve responses to complaints if necessary.

Complaints under this policy against the Executive Director will be investigated with the oversight of the Chair of the Board. If the complaint is against the Executive Director, the complaint should be made to the Chair of the Board of Trustees. Please consult Human Resources for additional details.

## Retaliation

The school will not tolerate any form of retaliation against any employee for making a complaint in good faith or assisting in a complaint investigation. An employee who believes that he or she is being retaliated against in violation of this policy should make a report immediately to the Human Resources Manager or any other member of the administration with whom he/she feels comfortable. Any employee found to have retaliated against any other employee for making a complaint or for assisting in an investigation will be subject to appropriate disciplinary action, up to and including termination.

Knowingly making false and malicious complaints of harassment or discrimination, as opposed to complaints that even if erroneous are made in good faith, may also lead to disciplinary action, up to and including termination.

## Our Doors Are Open

We want to maintain a positive and pleasant environment for all of our employees. To help us meet this goal, our school has an open-door policy, by which employees are encouraged to report work-related concerns.

If something about your job is bothering you, or if you have a question, concern, idea, or problem related to your work, please discuss it with your immediate supervisor as soon as possible. If you don't feel comfortable bringing the matter to your supervisor, please feel free to raise the issue with any manager at the school.

We encourage you to come forward and make your concerns known to the school's management. We can't solve the problem if we don't know about it.

# General Policies

## Personnel and Medical Records

The school maintains a personnel and medical file for every employee. Medical records will be kept in a separate folder. Every effort will be made to keep your personnel and medical records confidential. Access is on a "need-to-know" basis only. This includes, but is not limited to, supervisors and others in management reviewing your personnel file for possible promotion, transfer, or layoff.

If an employee wishes to review his or her personnel or medical file, he or she may do so after giving the school reasonable notice. Inspection must occur in the presence of a school representative. All requests by an outside party for information contained in your personnel file will be directed to the Human Resources department, which is the only department authorized to give out such information.

## Online Fundraising

In an effort to consolidate school development efforts and maximize the potential of grants and donations to benefit of the entire school, CMI has adopted a policy restricting direct solicitation of funds by school employees. This means that employees will not solicit families, businesses, or the general public directly, whether in-person or by online channels (e.g. Donors Choose, Go Fund Me, or similar). Staff members who have ideas for innovative projects requiring additional funding are urged to bring these ideas to a supervisor for consideration.

## Voicemail, Email, and Internet Policy

This policy is intended to provide each employee of CMI with the guidelines associated with the use of the school's voicemail/email/Internet system (the "system"). This policy applies to all employees, contractors, vendors, partners, volunteers or associates, and any others accessing and/or using the school's system through onsite or remote terminals.

### General Provisions

- The system, and all data transmitted or received through the system, are the exclusive property of CMI. No individual should have any expectation of privacy

in any communication over this system. Any individual permitted to have access to the CMI system will be given a voicemail, email, and/or Internet address, and/or access code, and will have use of the system, consistent with this policy. The school reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system.

- Any individual who is given access to the system is hereby given notice that CMI may exercise this right periodically, without prior notice and without the prior consent of the employee.
- The school's interests in monitoring and intercepting data include but are not limited to: protection of CMI proprietary, and similar confidential information; managing the use of the school's computer system; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission, or storage of data on the CMI voicemail/email/Internet system.

Any employee who violates the policies in this handbook will be subject to disciplinary action, up to and including termination of employment. If necessary, the school will also advise law enforcement officials of any illegal conduct.

## Technology Acceptable Use Policy

### TECHNOLOGY ACCEPTABLE USE POLICY:

#### I. PURPOSE

The CMI network incorporates all electronic communication systems and equipment at CMI. This Network Acceptable Use Policy, hereinafter referred to as AUP, sets forth the standards by which all users may use the CMI network.

The CMI network is provided to support the teaching and learning of all CMI students, and the CMI mission in its entirety. Any other uses (other than permitted personal use as discussed below), including uses that jeopardize the integrity of the CMI network, the privacy or safety of other users, or that are otherwise illegal are prohibited.

By using or accessing the CMI network, users agree to comply with this AUP and other applicable CMI policies which may be implemented from time to time, as well as all

federal, state, and local laws and regulations. Only users are authorized to use and/or access the CMI network.

The term “user” refers to any faculty, staff, or student associated with CMI, as well as any other individual with access to computers or other network devices that have been approved by CMI Administration.

## **II. PRINCIPLES**

General requirements for acceptable use of the CMI network are based on the following principles:

1. Each User is expected to behave responsibly with respect to the CMI network and other Users at all times.
2. Each User is expected to respect the integrity and the security of the CMI network.
3. Each User is expected to behave in a manner consistent with CMI’s mission and comply with all applicable laws, regulations, and school policies.
4. Each User is expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.
5. Each User is expected to maintain the confidentiality and privacy of all student data by adhering to school guidelines on handling confidential student information.
6. Each User is expected to cooperate with CMI to investigate potential unauthorized and/or illegal use of the CMI network.
7. Each User is expected to respect the security and integrity of CMI computer systems and data.

## **III. PROHIBITIONS**

When using technology on the CMI campus, either personal electronic devices or technology provided by CMI for use, faculty and staff should be mindful of the following:

### **Network and Wireless Access:**

1. Use of the school’s networks and wireless network should be for academic purposes having educational value consistent with the mission of CMI.
2. All files and communications composed, sent, received, or stored on CMI networks are and remain the property of the school. They are not confidential, nor the private property of the User, regardless of content, and may be viewed

by CMI Administration at any time. The use of passwords does not guarantee privacy or security.

3. Access to certain websites is restricted. The User's browsing history can be reviewed by a CMI administrator at any time.
4. Inappropriate materials accessed or stored on CMI technology can and will be removed without prior notification to the User by a member of the CMI administrative team. This includes, but is not limited to: copyrighted material, threatening or obscene material, inappropriate music, images, or infected files.
5. CMI' technology should not be used for commercial activities, product advertisement, or political lobbying.

### **Faculty and Staff Access and Accounts:**

1. Individual CMI accounts (e.g., G Suite, PowerSchool, etc.) and the content created or accessed on those accounts are the responsibility of the user.
2. The user will take reasonable precautions to prevent others from being able to use their CMI accounts by keeping passwords confidential.

### **Expectations:**

1. Use of technology on campus should not disrupt the learning environment.
2. The school's technology equipment will be used appropriately; the User will not damage or dismantle technology equipment.
3. The User will not attempt to deliberately spread viruses or disrupt the school's wireless or computer networks by any other means.
4. Technology resources provided by the school will not be wasted, abused, or monopolized. The viewing of streamed content or excessive downloading of files by the user, may result in congestion on the CMI network, which slows it down for other users.

### **Copyright and Plagiarism:**

Copyrighted materials, trade secrets, proprietary information, or other protected and controlled material shall not be stored or transferred using the school's networks. Transmission of any material in violation of any U.S. or state regulation is prohibited.

All employees who are issued a CMI device, are expected to have a technology user agreement on file. For a copy of the Technology User Agreement, please contact IT Support.

## **Social Media Policy**

At CMI, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To

assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for CMI.

## **Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with CMI, as well as any other form of electronic communication.

The same principles and guidelines found in school policies apply to your activities online. Ultimately, you are solely responsible for what you post online. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any member of the CMI community, including staff members, administrators, students, or students' family members. Before creating online content, you may want to consider some of the risks and rewards that are involved.

## **Know and Follow the Rules**

Carefully read these guidelines, the school Ethics Code, Standards of Conduct, EEO Statement and other policies, and ensure your postings are consistent with these policies. Postings that include unlawful discriminatory remarks, harassment (as defined by our EEO policy), and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.

## **You Are Encouraged to Show Respect**

The school cannot force or mandate respectful and courteous activity by employees on social media during non- working time. However, everyone should be aware of the negative impact comments of this nature can have on the workplace and relationships with others. In addition, please keep in mind that you may be more likely to resolve work-related disputes by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment (as defined by our EEO policies). Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or CMI policy.

## **Honesty and Accuracy**

You should understand that honesty and accuracy are important when posting information or news, and that it is good practice to correct a mistake quickly. You may want to be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings often can be searched.

## **Posting Information**

When posting information:

- Maintain the confidentiality of the school's internal and sensitive information (e.g., records/reports, strategies/plans, finances, student and family data).
- Do not create a link from your blog, website, or other social networking site to the CMI website that identifies you as speaking on behalf of the school.
- Never represent yourself as a spokesperson for CMI. If the school is a subject of the content you are creating, do not represent yourself as speaking on CMI's behalf.
- Respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.
- Be aware of FERPA regulations regarding student records and directory information; refrain from posting any sensitive data including photos, videos, and other student information.
- When considering opening a social media account as a means of communication for classroom happenings, please discuss these plans with the Director of IT and Instructional Technology prior to account creation.

## **Using Social Media at Work**

Refrain from using social media while on your work time, unless it is work related as authorized by your manager or consistent with the school's policy.

## **Retaliation Is Prohibited**

The school prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## Media Contacts

Employees should not speak to the media on the school's behalf without contacting the Chief Operating Officer or the Executive Director. All media inquiries for official CMI responses should be directed to them.

## For More Information

If you have questions or need further guidance, please contact the Director of IT and Instructional Technology. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. Employees have the right to engage in or refrain from such activities.

## Telephone Policy

CMI provides access to school phones to employees to increase efficiency in doing their work and has specific policies on the use of cell phones and/or mobile devices at the school. Please adhere to the following guidelines:

School phones: Please limit use of school phones to school related calls. We recognize that periodically, personal phone calls must be made or received during business hours. Such calls should be held to a minimum so that they do not interfere with your work.

When you are away from your work area, make a habit of forwarding your calls to the appropriate extension.

While CMI permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, employees must not permit the use of such devices to interfere with their job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of employee productivity. As a result, employees should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, employees should use their device in a manner that is courteous to those around them. Outside of nonworking time, use of such devices should be kept at a minimum and limited to emergency use only. Employees with devices that have a camera and/or audio/video recording capability are restricted from using those functions on school property unless authorized in advance by management or used in a manner consistent with the rights of employees to engage in concerted activity under Section 7 of the National Labor Relations Act (NLRA).

Employees are expected to comply with CMI policies regarding the protection of the school's confidential information when using personal devices.

Employees may connect their personal devices to the school network or to school equipment (computers, printers, etc.) if a school-owned device is not available for issuing.

## Security

Every employee is responsible for helping to make CMI a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or other similar devices to your supervisor and the CMI Operations Manager immediately. You should refrain from discussing with nonemployees specifics regarding CMI security systems, alarms, passwords, etc.

We also request that you immediately advise the CMI Director of Operations and Compliance or Operations Manager of any known or potential security risks and/or suspicious conduct of employees, vendors, or visitors to the school. Safety and security are the responsibilities of every employee and we rely on you to help us keep our premises secure. CMI reserves the right to inspect all property and items brought onto school property.

## Computer Security and Copying of Software

Software programs purchased and provided by CMI are to be used only for creating, researching, and processing CMI-related materials. By using the school's hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable school policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of CMI or developed by CMI employees or contract personnel on behalf of the school is and shall be deemed CMI property. It is the policy of the school to respect all computer software rights and to adhere to the terms of all software licenses to which CMI is a party.

CMI users may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject users and/or the school to both civil and criminal penalties under the United States Copyright Act. Users may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, or other individuals not authorized to receive it by the Director of IT and Instructional Technology or the Chief Operating Officer. Users may use software on local area

networks or on multiple machines only in accordance with applicable license agreements entered into by the school.

## Third Party Disclosures

From time to time, the school may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the school and should refer any calls requesting CMI's position to the Executive Director or the Chief Operating Officer.

## Staff-Student Relationships

The relationship between a CMI employee and a student should be professional at all times. It is CMI's policy to prohibit any type of close personal relationship between a student and employee. An employee shall not engage in any conduct with a student which creates the appearance of impropriety or inappropriate conduct. CMI teachers and staff shall not entertain students, socialize with students, provide care to students outside of regular school hours, drive students in their personal vehicles or spend an excessive amount of time with students in such a manner as to create the impression to parents, students, coworkers or the public that an unprofessional relationship exists.

Staff members should not be “friends” or “followers” of students or otherwise communicate with students via social media and networking/affinity sites, such as Facebook, Instagram or Twitter, chat rooms, web bulletin boards, personal websites, web blog, journal or diary, instant messaging, texting, emails or other electronic communications, except for authorized educational-related purposes. This policy applies regardless of whether the student or the staff member initiated the inappropriate behavior and whether or not the student welcomes or reciprocates the attention.

It is the obligation of all staff members to report immediately conduct which they believe violates this policy, including student-initiated inappropriate behavior, to the Executive Director, Chief Operating Officer, Chief Academic Officer, Human Resources or any member of the administration with whom you feel comfortable. CMI will investigate promptly and thoroughly any complaint of inappropriate behavior. The investigation will be kept confidential to the extent possible. If it is determined that a staff member has engaged in inappropriate behavior, CMI will take corrective action to ensure that the behavior ends. Further, where CMI suspects a staff member is mentally or physically abusing a student, CMI will immediately report such knowledge or suspicion to either the Metropolitan Police Department of the District of Columbia or the Child and Family Services Agency.

## Mandated Reporting Policy

If a student reports that he or she has been inappropriately touched, assaulted, or harassed by a staff member in a sexual manner, staff should immediately report suspicions or acts child neglect or abuse to Human Resources. If the Human Resources Manager is not available, then the staff member should report to the Chief Operating Officer. If the Chief Operating Officer is not available, then the staff member should report to the Executive Director. At **no time** should the staff member go any further down the line of administration with this information than the school leaders

listed above. If the above leadership team members are all out of the building, then the staff member should ask the front desk to call them on their cell phones and explain the urgency of the situation without giving away any information about the child or the incident.

At no time should the staff member discuss the incident, or the name of the child, with any other staff member other than the ones listed above. The staff member should confirm at the end of the school day that the Child and Family Services Agency (CFSA) and/or the Metropolitan Police Department has been contacted. If that has not occurred, the staff member must immediately call the CFSA hotline at **(202) 671-7233** to make a report.

# Performance

## Performance

CMI is committed to providing you with feedback, both formal and informal, regarding your performance annually, at a minimum. Designated supervisors or managers are responsible for the evaluation of the staff members who report directly to them. You may specifically request that your supervisor or manager assist you in developing goals and objectives at any time or ask for feedback on your practice outside of the formal evaluation process.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed and is intended to support learning, reflection and continuous improvement for all staff at the school.

## Disciplinary Process

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. We encourage behavior that supports and fosters self-discipline and promotes our code of conduct.

Where deemed appropriate, disciplinary measures may be taken when people behave in a way that detracts from our ability to deliver a quality service to our students, contradicts our code of conduct or in any other way perceived to adversely affect our school, objectives or good reputation.

The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. We will look at how severe the problem is and how often it has happened when deciding which step to take. Discipline may include, among other things, the supervisor first speaking to the employee about his/her performance. This will serve as a verbal warning and should be documented by the supervisor. If the problem is not corrected, the employee may be given a written warning, giving him/her notice of and opportunity to correct deficiencies in performance and/or conduct. A final written warning may be provided if there is no correction in performance and/or conduct. The last and most serious step in the discipline procedure is a recommendation to terminate employment.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and CMI.

CMI reserves the right to alter the order described above, to skip disciplinary steps or to create new and/or additional disciplinary steps. You should remember that your employment at will is at the mutual consent of you and CMI. This means that you or CMI can terminate the employment relationship at will, at any time, with or without cause, and with or without advance notice.

# Professional Development

CMI strongly believes that professional development is important for all staff regardless of their experience level. Professional development takes many forms at CMI. Teachers and other staff members may engage in professional development both inside and outside of the school.

CMI may distribute information to staff on professional development opportunities and can assist staff in finding opportunities in line with their interests and goals. Staff members are also encouraged to secure their own funding for professional development through grants or other funding sources. Reasonable paid leave requests may be granted for staff to participate in outside professional development. CMI expects that staff who participate in outside professional development will find a way to share learning and experiences with others and should consult with their supervisor or manager on doing so.

CMI has scheduled several professional development days throughout the school year (please see school year calendar for exact dates). Academic staff members are required to participate in professional development sessions unless specific job duties or schedules dictate otherwise or approved by their supervisor. Administrative staff may be invited or required to participate in sessions depending on the topic. Staff members are encouraged to take an active role by sharing, leading activities, and/or presenting information to the staff.

CMI will host eight to ten (8-10) monthly staff professional development days each school year. Staff professional development days are dedicated times for staff meetings, planning time, and presentations by experts or colleagues; students do not attend school on these days. Attendance at staff development days is mandatory and requests for time off during these important learning opportunities is discouraged.

## Documenting Professional Development

The school maintains a professional development file for each staff member. Staff members should provide Human Resources with certificates of completion or other evidence of participation in professional development to be included in their files and notify Human Resources of the completion of any degrees, certificates, or relevant training.

The CMI teacher observation and evaluation process provides academic staff (teachers and student support staff) with ongoing professional development through discussions and feedback from supervisors. In addition, grade-level team meetings provide an opportunity to share practice, learn from peers and reflect on ways to improve and grow professionally. Supervisors may also attend grade-level team meetings to provide planning support and feedback.

# Code of Ethics and Standards of Conduct

CMI strives to maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment, and our employees are expected to adhere to high professional standards and personal integrity as representatives of our school. We expect that employees will not knowingly misrepresent the school, will not speak on behalf of the school unless specifically authorized to do so and will treat confidential school or student information with discretion.

CMI also strives to be a model of professionalism while nurturing a strong sense of community and maintains specific policies in an attempt to assist employees in adhering to certain standards of conduct. These policies are in place to preserve the school's reputation and prevent adverse consequences to all parties involved. The work rules and standards of conduct for CMI are important, and the school takes them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully when at school or conducting business on behalf of CMI. These rules apply to any and all interactions with students, parents and guardians, fellow employees, or anyone else associated with the workplace.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action:

- Theft or inappropriate removal or possession of property
- Engaging in discriminatory or harassing conduct or otherwise acting in violation of school policy
- Falsification of timekeeping records
- Working under the influence of alcohol and/or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation, or use of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of school, students, or property of the Armed Forces Retirement Home (AFRH)
- Insubordination or other disrespectful conduct

- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment or touching
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones or other school equipment
  
- Using school equipment for purposes other than business (e.g., playing games on computers or personal Internet usage)
- Unauthorized disclosure of confidential information or violation of personnel policies
- Unsatisfactory performance or conduct.

Violation of the Code of Ethics or the CMI Standards of Conduct or other stated school policy can result in disciplinary action, up to and including termination of employment. The degree of disciplinary action implemented will vary according to the severity of and the circumstances surrounding a situation or incident. Please see the Disciplinary Process for further details.

## Ending Employment

Ending the employment relationship is an inevitable part of personnel activity within any organization. Below are examples of some of the most common circumstances under which employment is terminated:

**Resignation** – voluntary employment termination initiated by an employee. If you decide to leave CMI for another position, we wish you well. Please notify the HR Manager and your Supervisor in writing about your plans. If you can, please give us a two-week notice. Failure to give the requested notice may result in your being ineligible for rehire.

**Not a good fit** – employment termination initiated by CMI because the employee's skill set is not the best fit for the position, or because the school is not the right fit for the employee.

**Termination** – involuntary employment termination initiated by CMI due to disciplinary or performance reasons.

The following are guidelines and policies regarding resignation and termination of employment:

- The school does not pay out any unused personal or sick days upon an employee's voluntary or involuntary termination of employment.
- Any outstanding financial obligations owed to the school will also be deducted from the employee's final check. If your final check does not sufficiently cover the money owed to the school, the employee will remain liable for the amount owed or school property in his/her possession. By signing the acknowledgement indicating that you have received and read this handbook, you authorize the school to make this deduction.
- Employees who separate from employment for any reason are not entitled to any severance payment.
- A meeting between the employee and a Human Resource department designee will take place prior to the last day of employment. A health insurance extension of benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations is available and is offered via mail to eligible employees. Parking cards, office keys, school equipment, and building passes must be returned at this time, along with all other school property and confidential information. Health insurance coverage expires on the last day of the month during which termination, reduction in work hours, loss of dependent status, or other qualifying events occur.
- If you leave CMIPCS in good standing, you may be considered for reemployment.
- Except as required by law or by a separate agreement, employee salary and benefits will end on the date of termination.
- Upon resigning from CMI, please continue to provide us with an accurate address for at least one year for tax purposes.

## Consolidated Omnibus Budget Reconciliation Act (COBRA)

If you, or your dependents, are enrolled in CMI's medical and/or dental plans, you will have the opportunity to continue medical benefits for a period of 18 or 36 months under certain conditions. The specific continuation coverage depends on the "qualifying event", as outlined in the provisions of COBRA. A qualifying event is when group medical coverage for you, and your covered dependents, would otherwise end due to your death or because:

- Your employment terminates for a reason other than gross misconduct

- Your employment status changes due to a reduction in hours
- Your child ceases to be a “dependent child” under the terms of the medical plan
- You become divorced or legally separated
- You become entitled to Medicare.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify Human Resources within 60 days to maintain the right to continue coverage. At that time, Human Resources will provide enrollment materials to the employee or covered dependent within 14 days of notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later. Election of continuation of coverage is established by completing and returning enrollment materials to Human Resources.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set forth by the provider. Failure to make timely payments will result in termination of coverage without notice.

COBRA continuation of coverage will end for any of the following reasons:

- CMI discontinues its insurance plan
- The premium payment is not made in a timely fashion
- The person who elected continuation of coverage becomes covered under another insurance plan or Medicare.

Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to 29 months. Continuation coverage will otherwise end after 36 months.

## Final Paycheck

In accordance with applicable law, your final paycheck will be adjusted to recover any balances owed to CMI prior to release. Your final paycheck will be processed in the normal payroll cycle unless applicable law requires earlier distribution. Outstanding reimbursement requests shall also be processed in the normal cycle.

## Post-Employment Reference Policy

CMI policy is to confirm dates of employment and job title only. With written authorization, the school will confirm compensation. Please forward any requests for employment verification to Human Resources.

# Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Employee Handbook and understand that it is my responsibility to read the Employee Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the Employee Handbook contains information about the employment policies and practices of CMI. I understand that the policies outlined in this Employee Handbook are management guidelines only, which require changes from time to time. I understand that CMI retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the school. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the Executive Director or the Chief Operating Officer in a written and signed document, CMI reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand nothing in this handbook is created to infringe on any available legal rights.

I understand that this Employee Handbook refers to current benefit plans maintained by CMI and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my supervisor or Human Resources.

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Date

Signature of Employee

Print Name

## Creative Minds Public Charter School Whistleblower Policy

### **General**

Creative Minds Public Charter School's (the organization) Code of Ethics and Conduct ("Code") required directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations

### **Reporting Responsibility**

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

### **No Retaliation**

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

### **Reporting Violations**

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance Officer directly.

### **Compliance Officer**

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization's Compliance Officer is the chair of the audit committee.

**Accounting and Auditing Matters**

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.