

KIPP DC:

Employee Handbook
2019-20

WELCOME!

Whether you are new to our team or you are a longtime member of the KIPP DC family, we are excited to welcome you to a new school year.

As a member of the KIPP DC team, you are integral to our continued success and achievement. We aspire to improve life outcomes for the next generation of Washingtonians, and we believe our students, alumni, and families deserve a model school system that plays an important role in DC and the national education community. To that end, this Employee Handbook has been developed to articulate our shared expectations for each other and to help answer questions you may have about employment with KIPP DC. The following policies, practices, and procedures are tools intended to build a supportive, consistent experience for all KIPP DC employees and students.

Along with our school leaders, executive team, and managers across the organization, we aspire to make KIPP DC one of the best places to work in the District of Columbia. Our vibrant and diverse community of educators makes KIPP DC a welcoming, safe, and inclusive space for our students, alumni, families, and colleagues. We are committed to building a team that is successful, ambitious, intentional, and full of joy – and we expect that all members of the KIPP DC team and family dedicate themselves to helping build this culture as we work together to build a brighter, more equitable future for the District of Columbia.

The importance of your contributions cannot be overstated, and we look forward to another rewarding school year!



Susan Schaeffler
Founder & CEO



Allison Fansler
President

INTRODUCTION

This Employee Handbook is designed to provide you with information about KIPP DC's employment policies and practices. These policies and practices reflect KIPP DC's values and goals, which include a commitment to the communities we serve, an emphasis on equity, and a recognition of legal mandates.

KIPP DC's handbook will be updated periodically to reflect changes in KIPP DC policy and the law. Thus, KIPP DC reserves the right to interpret, alter, eliminate, or otherwise modify any of the provisions of this Employee Handbook at any time without notice. Please note, however, that oral statements or representations cannot change the provisions of this Employee Handbook. This iteration of the Employee Handbook supersedes and replaces any and all previous versions and any previous inconsistent oral or written policy statements.

Employment at KIPP DC is at-will. This means that employees may resign at any time, and may be terminated at any time, without notice or cause. This also means that KIPP DC may change the terms of the employment relationship, including an employee's hours, salary, title, job duties, or place of work, without notice or cause. Nothing in this Employee Handbook limits an employee's or KIPP DC's right to terminate employment without notice or cause. No KIPP DC representative is authorized to enter into a contrary agreement—express or implied—except KIPP DC's Chief Executive Officer, President or their designees. Any such contrary agreement must be in writing and signed by the employee and KIPP DC's Chief Executive Officer, President or their designees.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers, nor is this Employee Handbook intended to create a contract guaranteeing employment for any specific time period.

CONTENTS

Who We Are.....	1
Benefits and Leave	2
Benefits Overview	2
Benefit Enrollment Periods.....	2
Health, Flexible Spending Accounts, & Retirement Plans	2
Medical, Dental, Vision, and Prescription Drug Program	2
Consolidated Omnibus Budget Reconciliation Act (COBRA).....	3
Long Term Disability, Life Insurance, And Accidental Death & Dismemberment	3
Flexible Spending Accounts (FSA) - Medical and Dependent Care (Section 125 Plans)	4
Transportation Benefit Program (SmartBenefits).....	4
403(b) Qualified Retirement Plan	5
Employee Assistance Program.....	5
Time Off and Other Leave Policies.....	6
Holidays.....	6
School Breaks For Staff	6
Vacation Days.....	6
Paid Sick Leave	7
Essential Work Days.....	8
Bereavement Leave	9
Jury Duty/Witness Leave.....	9
Military Leave.....	9
Paid Parental Leave.....	10
School Visitation Leave	12
Unpaid Leave.....	12
Workers' Compensation	12
Family and Medical Leave (FMLA)	13
Wage and Hour Policies and Procedures.....	17
Recording Your Time.....	17
Overtime (non-exempt employees).....	17

Time and Effort Reporting Policy – Federal Funds.....	18
Employee Paycheck Deductions (Exempt Employees)	18
Garnishment and Child Support	19
Direct Deposit	19
Payday	19
Employee Referrals	20
Performance Awards	20
Reimbursements.....	20
Travel Reimbursements	21
Public Transportation.....	22
Egencia Guidelines	22
Saturday School/Extracurricular Pay	23
Coaching Stipend	23
Equal Employment Opportunity and Prohibitions on Discrimination and Harassment.....	24
Policy on Workplace Accommodations	24
Accommodations for Individuals with Disabilities.....	24
Accommodations for Religious Beliefs.....	24
Accommodations for Nursing Mothers	24
Policy Prohibiting Discrimination	25
Policy Prohibiting Harassment	25
Policy Prohibiting Sexual Harassment and Unwelcome Sexual Conduct.....	26
Policy Prohibiting Sexual Abuse	27
Complaint Procedure and Open Door Policy	27
Whistleblower Policy and Procedures	28
General.....	28
Reporting Responsibility	28
Reporting Concerns.....	29
Handling of Reported Violations.....	29
Confidentiality.....	30
Workplace Expectations	31
Standards of Conduct.....	31
Employee Interactions with Students.....	32

Student Supervision	32
Appropriate Staff-Student Boundaries	33
Duty to Report	36
Failure to follow this Policy	36
Transportation of Students	36
Overview	36
Non-Field Trip Transportation	36
Field Trip Transportation	37
Medical Emergencies	37
Other Exigencies	37
Employee Fraternization Policy	38
Attendance and Punctuality	38
Required Trainings	39
Mandated Reporting.....	39
Background Checks and Duty to Report Criminal Proceedings	41
School-Based Employees	41
All Other Employees.....	41
References	42
Duty to Report Charges, Convictions, and Pleas.....	42
Immigration Reform and Control Act and E-Verify.....	42
Certifications and Highly Qualified Status	43
Confidential Business Information.....	43
Conflicts of Interest Policy	43
Corporate Credit Card.....	44
Employee Lifting Requirement	44
Employee Acceptable Use Policy	45
Media Release.....	47
Non-Solicitation	47
Personal Property	47
Personal Telephone Calls.....	47
Professional Attire	47
Media Inquiries	48

Social Media Guidelines.....	48
Internet Access.....	48
Use of Social Media.....	48
Separating from Employment.....	49
Voluntary Termination.....	49
Involuntary Termination	49
Employment Verification Policy.....	50
Safety at KIPP DC.....	51
Alcohol, Drug and Tobacco Free Workplace.....	51
Staff Visitors	52
Children of Employees at Work	52
Fire Drills	53
Emergencies.....	53
School Closings.....	54
Student Safety.....	54
Pet Policy.....	55
Weapons Prohibited	55
Workplace Searches.....	55
Workplace Violence	56
Receipt of KIPP DC Employee Handbook and Employment-at-Will Statement.....	57

WHO WE ARE

KIPP DC strives to cultivate an environment focused on mutual respect, hard work, dedication, and a desire to help our colleagues and students through all obstacles and challenges. We are committed to building a diverse and inclusive team that is successful, ambitious, intentional, and full of joy – and we expect that all members of the KIPP DC team and family dedicate themselves to helping build this culture as we work together to build a brighter, more equitable future for the District of Columbia.

CATEGORIES OF EMPLOYMENT

Full-Time Employees: Regularly work an average of 30 hours or more per week and are not on temporary appointments. All full-time employees qualify for KIPP DC benefits.

Part-Time Employees: Regularly work less than an average of 30 hours each week and are not on temporary appointments. Part-time employees qualify for certain KIPP DC benefits, including all benefits required by law, as described below.

Temporary Employees: Employees assigned to positions on a temporary basis, not to exceed six months in length. No individual may be employed as a temporary employee for longer than six months in any 12-month period. Temporary employees are not eligible for KIPP DC benefits except as required by law.

Note: In addition to the preceding categories, KIPP DC employees are also categorized as "exempt" or "non-exempt", in accordance with the Fair Labor Standards Act (FLSA). These categories are summarized below. More information about the FLSA is available via the Department of Labor website at: <https://www.dol.gov/>.

Exempt Employees: Pursuant to applicable federal and state laws, exempt employees are employees who are paid on a salaried basis and are typically individuals who hold certain administrative, professional, or executive roles that meet specific criteria established by applicable wage and hour laws. Exempt employees are not entitled to the overtime pay provisions of the FLSA, and are not subject to certain deductions to their salary under federal and state laws.

Non-Exempt Employees: Pursuant to federal and state laws, non-exempt employees are employees whose job duties and responsibilities do not exempt them from coverage under the FLSA overtime pay provisions. Non-exempt employees must receive overtime pay compensation for all overtime hours worked. All employees who are not classified as “exempt” are classified as “non-exempt”. For additional information on overtime, please refer to the Overtime section of this Employee Handbook.

Your offer letter sets forth your employment classifications.

This Employee Handbook does not constitute a contract or agreement of employment nor guarantee any fixed terms and conditions of employment, either express or implied. KIPP DC reserves the right to alter, eliminate, or otherwise change any policy, without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee and the Chief Executive Officer, President or their designees.

BENEFITS AND LEAVE

BENEFITS OVERVIEW

KIPP DC has developed a comprehensive set of employee benefits designed to supplement our employees' regular wages and meet the diverse needs of our staff. Our comprehensive benefit programs include medical, dental, and vision plans; life insurance coverage for you and your dependents; flexible spending, SmartBenefits, Short and Long Term disability, discounted gym memberships, retirement plans, and other partnerships that provide discounts.

The Employee Handbook is intended to provide eligible employees with a brief overview of current benefit options. Employees should refer to the official benefit plan documents and summary plan descriptions for additional details. Benefits payable under the plans, if any, will be determined under the terms and language of the official plan document for the relevant plan. Consequently, if there is any inconsistency between this summary or any other descriptions of the plan, and the official documents, the official plan document will govern.

KIPP DC reserves the right to modify its benefits at any time, with or without notice to employees. Employees may contact Human Resources at HR@kipfdc.org with specific questions.

BENEFIT ENROLLMENT PERIODS

As a general matter, eligible employees may enroll in benefits at any point within the first 30 days of their employment. After that, unless an employee has experienced a qualifying event (e.g., birth of a child or change in spouse's employment status), an employee must wait until the next open enrollment period to make adjustments to their benefits. Open Enrollment typically runs from late May to early June annually.

HEALTH, FLEXIBLE SPENDING ACCOUNTS, & RETIREMENT PLANS

MEDICAL, DENTAL, VISION, AND PRESCRIPTION DRUG PROGRAM

Full-time employees (employees who work an average of 30 hours or more per week and who are not on temporary appointments) may enroll in medical, dental, vision, and prescription drug plans on their date of hire. These plans fall into the following categories: (1) Single (i.e., employee-only), (2) Employee Plus Spouse/Domestic Partner, (3) Employee Plus Child(ren), or (4) Family. Information and enrollment forms may be obtained from your Human Resources point of contact.

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Each year, KIPP DC negotiates to determine the cost of benefits to KIPP DC and employees. Detailed information regarding medical, dental, vision, and prescription drug plans and their associated costs will be made available to eligible employees in May of each year.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and beneficiaries the opportunity to continue health insurance coverage under KIPP DC's health plan when a qualifying event would normally result in the loss of eligibility for health insurance coverage. Under COBRA, eligible employees or beneficiaries pay the full cost of coverage after a qualifying event at KIPP DC's group rates plus an administration fee for continuation coverage. Some common qualifying events are resignation; termination of employment; death of an employee; a reduction in an employee's hours; leave of absence; divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

To be eligible for COBRA in the event of a divorce or legal separation, or if your dependents become ineligible for benefits, you, your spouse, and/or your dependents must notify Human Resources or KIPP DC's COBRA Administrator as soon as possible after the qualifying event occurs, and no later than 60 days after the qualifying event occurs. You must provide this notice in writing to Human Resources or KIPP DC's COBRA Administrator. In order to protect your rights, you should keep Human Resources and KIPP DC's COBRA Administrator informed of any changes in the address of you, your spouse, and/or your dependents.

Once informed of a qualifying event, KIPP DC's COBRA administrator will provide eligible employees with a written notice describing their rights under COBRA. This notice contains important information about eligible employees' and their beneficiaries' rights and responsibilities. **Failure to timely notify KIPP DC of your qualifying event or to comply with the notice you receive from KIPP's COBRA administrator may result in a loss of insurance coverage.** Please contact Human Resources at HR@kipppdc.org if you have any questions about your rights under COBRA. KIPP DC's COBRA Administrator, Infinisource, may be reached at (800) 594-6957.

LONG TERM DISABILITY, LIFE INSURANCE, AND ACCIDENTAL DEATH & DISMEMBERMENT

Full-time employees (employees who regularly work an average of 30 hours or more per week and who are not on temporary appointments) are automatically enrolled in long term disability insurance, life insurance, and accidental death and dismemberment (AD&D) insurance upon hire. You must complete the applicable forms and designate your beneficiary where appropriate. The costs of these plans are fully paid by KIPP DC. KIPP DC also offers supplemental voluntary life insurance plans for eligible employees and their dependents. These are voluntary plans; not paid for by KIPP DC. The employee who elects one of these plans is responsible for all costs.

FLEXIBLE SPENDING ACCOUNTS (FSA) - MEDICAL AND DEPENDENT CARE (SECTION 125 PLANS)

KIPP DC allows full-time employees (employees who regularly work an average of 30 hours or more per week and who are not on temporary appointments) to make pre-tax contributions to Medical and Dependent Care plans. These employee benefits are known as Section 125 plans.

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. To participate in this plan, complete an election form and return it to Human Resources.

You cannot make any changes to your pre-tax contributions to either a Medical or Dependent Care FSA 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.

Contributions made to an employee’s Dependent Care FSA are made on a “use it or lose it” basis. This means any funds withdrawn from your pay and deposited into a Dependent Care FSA will be lost if not used before the end of the plan year (before June 30th).

Contributions made to a Medical FSA may be lost if not used within the plan year (before June 30th), with a limited exception. The Medical FSA includes a carryover provision that allows employees to roll over up to \$500 of unused funds into the next plan year. Any unused amount over \$500 will be forfeited.

All contributions for both Medical and Dependent Care FSAs must also be used prior to your separating from employment with KIPP DC. Claims may not be submitted for services rendered after an employee’s last day of employment. Separated employees have thirty days from their last of employment to submit claims for expenses incurred before the employee’s last day of employment.

TRANSPORTATION BENEFIT PROGRAM (SMARTBENEFITS)

KIPP DC provides full-time, part-time and temporary employees with the opportunity to contribute to SmartBenefits. SmartBenefits is a program where an eligible employee can contribute a set amount of pre-tax funds, on a monthly basis, to their SmarTrip card for the purpose of commuting to and from work. SmarTrip cards may be used to pay for work-related transit and parking at Metro facilities. A maximum monthly pre-tax contribution limit is set yearly by WMATA. KIPP DC employees are able to sign up for this benefit at any point during their time at KIPP DC.

Please see Human Resources for enrollment forms. KIPP DC complies with all regulations set forth by the District of Columbia Commuter Benefits Law.

403(b) QUALIFIED RETIREMENT PLAN

KIPP DC provides regular employees working more than 20 hours per week with a 403(b) Qualified Retirement Plan. Eligibility rules and employer contribution amounts are determined by KIPP DC on an annual basis. To obtain a copy of the Summary Plan Description, contact Human Resources at HR@kipppdc.org.

Eligible new hires are automatically enrolled in the Retirement Plan approximately 45 days after their first paycheck. By default, 3% of an employee's pre-tax earnings will be deposited into his/her retirement account, but an employee may increase or decrease his/her contribution amount.

KIPP DC also offers an employer contribution and employer match to eligible employees. Regardless of whether an eligible employee elects to continue with his/her default retirement contributions, KIPP DC automatically contributes an amount equal to 3% of an eligible employee's salary to his/her retirement account. In addition KIPP DC offers an employer match, meaning KIPP DC will match dollar-for-dollar an employee's contribution to his/her retirement plan, up to 3% of the employee's salary.

All 403(b) retirement accounts are subject to auto-escalation. This means that every year an additional 1% of an employee's salary is deducted from his/her pay and contributed to his/her retirement account, until the employee reaches a 10% employee contribution level. Employee contributions and auto-escalation may be changed at any time during the year. Employees are always 100% vested in the contributions they make to their retirement account. Employees are 100% vested in the full value of their retirement accounts (including any employer contributions) after three years of service. Please contact a Human Resources representative for specific questions about your retirement contributions.

EMPLOYEE ASSISTANCE PROGRAM

All employees have access to a free and confidential Employee Assistance Program (EAP). The EAP provides a variety of services to help employees address a range of personal, family, and work-related concerns, such as workplace stress, substance abuse, and divorce. The EAP's services include a limited number of mental health counseling sessions and referrals for additional services, child care and elder care referrals, legal consultation, financial consultation, and other areas that affect overall health, well-being and life management. The EAP may be contacted at 1-855-775-4357. When you call, please notify the EAP service that you are a KIPP DC employee.

TIME OFF AND OTHER LEAVE POLICIES

HOLIDAYS

KIPP DC normally observes the following holidays for all employees throughout the year:

Independence Day	Labor Day
Day before Thanksgiving	Thanksgiving Day
Day after Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve
New Year's Day	Martin Luther King Jr. Day
Emancipation Day	Memorial Day

Additional holidays are determined by your role and work location. Please refer to the calendar that is applicable to your role and work location for your complete time off schedule. Whether an employee is paid on the above-mentioned holidays depends on the employee's job classification. If you have questions about whether you qualify for pay on holidays, please contact Human Resources at HR@kipfdc.org.

SCHOOL BREAKS FOR STAFF

In addition to the above-mentioned holidays, school-based employees receive several breaks in conjunction with student days off from school. Please refer to your specific calendar for information on school breaks that apply to staff. These calendars vary by job function and work location. If you have any questions about which calendar is associated with your role at KIPP DC, please contact your School Leader or Supervisor.

VACATION DAYS

In addition to the above-mentioned holidays, unless otherwise noted in your employment offer letter, Headquarters-based staff receive fifteen vacation days per year. Vacation days may only be used in half-day or full-day increments. Employees should submit their requests to take leave for vacation as early as possible, but typically no less than five days prior to the start of their leave.

Note: Staff members who begin their employment with KIPP DC after the start of the fiscal year will receive a prorated number of vacation days during their first year. If you have questions about your prorated entitlement, please reach out to Human Resources at HR@kipfdc.org.

KIPP DC employees are not permitted to carry over unused vacation leave from one fiscal year to the next. KIPP DC does not compensate employees for unused vacation leave upon separation from employment with KIPP DC.

PAID SICK LEAVE

Overview

KIPP DC complies with federal and DC sick leave laws. Full-time employees are allotted and may use a total of ten paid sick leave days per fiscal year. Full time employees beginning their employment with KIPP DC on or after January 1st are allotted and may use seven paid sick leave days for the remainder of the fiscal year (full-time employees who begin their employment at any point prior to January 1 in the fiscal year will receive the full ten paid sick leave days). Part-time and temporary employees accrue paid sick leave at the rate of one hour per 37 hours worked, not to exceed seven days per year. Paid sick leave can only be used in half-day or full-day increments. Employees may begin taking sick leave 15 days after their first day of employment with KIPP DC.

Permissible Uses of Paid Sick Leave

In compliance with the DC Accrued Sick and Safe Leave Act of 2008 (Sick and Safe Leave Act) and amendments thereto, eligible KIPP DC employees may use paid leave for unscheduled absences due to the employee's, or a family member's, physical or mental illness or to seek medical attention, legal assistance, counseling or other assistance from stalking, domestic violence or sexual abuse, as required by law. Under the Sick and Safe Leave Act, a family member includes an employee's spouse/domestic partner, children, parents, siblings, and certain others with whom the employee shares a close relationship or residence. For more information regarding the Sick and Safe Leave Act, including the definition of family member, visit the DC Department of Employment Services website at <https://does.dc.gov/publication/accrued-sick-and-safe-leave-act-2008>. KIPP DC supervisors may not deny requests for leave when the leave is being used consistent with the Sick and Safe Leave Act.

In addition, school-based employees may use two of their ten available sick leave days in extenuating circumstances not covered above (e.g., to attend a close relative's wedding). School-based employees seeking to take leave in accordance with this provision must receive approval in advance of the leave from their supervisor.

Sick Leave Request Procedure

Generally speaking, a covered employee who needs to use his/her available sick leave:

- **For foreseeable reasons (e.g., for a planned doctor's visit)** should contact his/her School Leader or immediate Supervisor orally or in writing as soon as he/she is aware of the need to take leave, but no less than five days prior to taking leave, and provide a reason for the absence and the expected duration of the leave.
- **For unforeseeable reasons (e.g., to recover from a minor illness)** must provide his/her Supervisor with a request for leave as soon as possible, preferably prior to the start of the school/work day during which the leave is requested.

- **In the case of emergency (e.g., following a car accident)** must notify his/her Supervisor of the request as soon as practicable, preferably prior to the start of the next school/work day or within 24 hours of the onset of the emergency, whichever occurs sooner.

Failure to adhere to the above notice rules may result in the denial of a request to use sick leave. This means, an employee's time off work may be unpaid and that the employee's use of leave is not excused.

A covered employee may be required to provide reasonable certification of the need to take leave upon the employee's return to work or within one school/work day thereafter, if the employee used three or more consecutive workdays for such leave, or took leave on an Essential Work Day, as described below. Certification may include a police report, court order, or doctor's note. Information provided will be kept confidential to the full extent permitted by law.

If an employee's absence is covered by the Federal or DC Family and Medical Leave Acts, the employee should follow procedures outlined in the Guide to Family and Medical Leave (available on the HR Portal).

Reinstatement of Sick Leave

Following termination, if an employee is rehired by KIPP DC as a full-time or part-time employee within one year of separation, any previously earned but unused sick leave will be reinstated. **KIPP DC does not compensate employees for unused sick leave upon separation of employment.**

Retaliation Prohibition

KIPP DC prohibits retaliation against any covered KIPP DC employee for requesting or using sick leave in accordance with this policy and the Sick and Safe Leave Act.

ESSENTIAL WORK DAYS

In response to feedback from staff members about ensuring safe student supervision, appropriate support for staff, and successful school operations, we are asking that school staff be present at work during certain key dates during the year.

For the 2019-20 school year, the Essential Work Days will be:

- November 22 and December 2, 2019
- December 20, 2019 and January 6, 2020
- April 10 and 20, 2020
- The workday immediately preceding the two-week PARCC testing window, and each day of the two-week PARCC testing window. These exact dates are still to be determined but are anticipated to be between April 27 and May 15, 2020.

Please consult your School Leader or Supervisor if think you may need to request leave during these periods, so you can discuss your options.

BEREAVEMENT LEAVE

All full-time and part-time employees may receive up to ten paid bereavement days for the death of an employee's spouse, domestic partner, or children (i.e. biological or adopted child, minor legal ward, or stepchild). All full-time and part-time employees may receive up to four paid bereavement days for the death of a parent, legal guardian, sibling, or grandchild. All full-time and part-time employees may receive up to two paid bereavement days for the death of an aunt, uncle, or grandparent.

Requests for bereavement leave should be made to your immediate supervisor as soon as possible. KIPP DC reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service, or related event, as a condition of the bereavement pay.

JURY DUTY/WITNESS LEAVE

Full-time employees summoned for jury duty or subpoenaed to testify as a witness (in a matter that is not connected to your employment with KIPP DC), will be granted the necessary time off upon furnishing proof of such notice to serve. Full-time employees will be paid their regular salary for up to ten business days of jury or witness duty. Should you have to serve on a jury or as a witness for more than ten business days, you will be permitted to remain off of work until your service concludes, and you may use any available sick or vacation leave for any unpaid time. After sick leave and vacation have been exhausted, any additional days of jury or witness leave would be unpaid.

Temporary and part-time employees will not be paid for jury or witness duty, but they may use their available sick or vacation leave during these periods of time. After sick leave and vacation have been exhausted, any additional days of jury or witness leave will be unpaid.

In compliance with the Sick and Safe Leave Act, employees may use unscheduled paid leave to participate in a civil or criminal legal proceeding related to or resulting from domestic violence or sexual abuse of the employee or the employee's family member. When an employee needs to appear in court for these reasons, the employee must inform an immediate supervisor in the same manner as described above in the Sick Leave section.

Should jury or witness leave not require the full workday or workweek, you must return to your duties at KIPP DC at the conclusion of the jury service or witness duty.

Employees may be required to provide verification of jury duty or witness notice and dates served.

MILITARY LEAVE

Full-time employees who are absent from work due to service in the uniformed services, including but not limited to, service in the armed forces of the United States or the armed forces reserves, the national guard, or another commissioned corps of public service, will be granted an unpaid leave of

absence in accordance with federal and state laws governing such leaves, such as the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Unless otherwise provided by state law, employees on such leaves of absence are generally entitled to certain reemployment rights and benefits if they meet the following requirements:

- **Advance Notice** – The employee must personally, or through an officer of the service, give written or oral notice before the need for military leave begins, unless precluded by military necessity or circumstances which make notice unreasonable or impossible;
- **Duration of Leave** – The employee’s cumulative period of service in the uniformed services while in KIPP DC’s employment may not exceed five years, unless additional service is required to complete an initial period of obligated service, the employee is unable to obtain orders of release through no fault of his/her own, the employee is able to certify in writing by the Secretary of Defense that additional training is required, or additional service is required during a national emergency or war; and
- **Timely Reemployment Application** – The employee must return to work or submit an application for reemployment within the required time frame depending on the length of the employee’s service.

An employee should contact Human Resources at HR@kipfdc.org for more details regarding military leave (e.g., what type of service qualifies for this leave entitlement, what constitutes timely reemployment, under what circumstances an employee’s application for reemployment may be denied, an employee’s rights and obligations related to employment benefits while on leave and upon returning from leave, etc.).

PAID PARENTAL LEAVE

Paid Parental Leave + Transition Support

As described in the FMLA section of this Employee Handbook, eligible KIPP DC employees are entitled to take unpaid leave following the birth, adoption, fostering or assumption of legal guardianship of a child. To support new parents and legal guardians during this leave, KIPP DC is pleased to offer paid leave and transition support during this period. In addition, employees who give birth should consult their short- and long-term disability insurance provider (if any) to determine whether they are eligible for compensation.

Eligibility

The policies set forth below pertain to KIPP DC employees who have been employed for a total of 12 months or more, and who have worked at least 1,000 hours during the 12-month period immediately preceding the beginning of their leave. Please see the FMLA section of this handbook and KIPP DC’s Guide to Family and Medical Leave Supplement for more information about the reasons for which an eligible employee may take family or medical leave pursuant to the Federal and DC FMLA.

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Leave Approval Process

To receive paid parental leave, eligible employees must provide notice to their manager and a member of KIPP DC's Human Resources team explaining the reason for the absence and expected duration of leave.

If the leave is foreseeable, employees must provide notice as early as possible before the start of the leave, and at least ten days in advance of the leave. If the leave is not foreseeable, the employee must provide oral or written notice prior to the start of the work period for which the paid leave is being used.

In addition, employees will be required to provide proof of the qualifying birth, adoption, fostering or assumption of legal guardianship of a child in the form of medical documentation or related legal documentation.

Paid Leave for Childbirth-Related Medical Recovery

An eligible KIPP DC employee who has given birth to a child may take up to five weeks of paid leave immediately following the birth of their child to address the employee's own medical needs. This paid leave is available to an eligible employee once in a twelve-month period and must be taken in a consecutive five-week period. This leave runs concurrent with leave taken pursuant to the Federal Family and Medical Leave Act.

Paid Leave for Caregiving

In addition to the provisions set forth above, eligible KIPP DC employees may take up to three weeks of paid leave following the birth or adoption of their child to care for their child. These three weeks of caregiving leave are available to eligible employees once in a twelve-month period and must be taken within sixteen weeks after the birth or adoption of their child but does not need to be taken consecutively. This leave runs concurrent with leave taken pursuant to the Federal Family and Medical Leave Act.

Additional Paid Leave for Adoption, Foster Care, and Legal Guardianship

In addition to the provisions set forth above, eligible KIPP DC employees who adopt a child, serve as foster parents, or become legal guardians may take one week (five days) of paid leave. This one week of paid leave is available once in twelve month period, and must be taken within the first sixteen weeks after the placement of the child for adoption or foster care, or the legal assumption of parental responsibility for the child. This leave runs concurrent with leave taken pursuant to the Federal Family and Medical Leave Act.

Transition Support

In addition to the provisions set forth above, all eligible KIPP DC employees who work full-time may elect to work ten days of a reduced schedule for full pay. Classroom-based instructional staff may work from 8:00 am to 4:00 pm. All other staff may work 80% of their regular schedule each day, with the specific schedule to be approved by the staff member's direct manager. This reduced schedule is

available to eligible employees once in a twelve-month period, must be taken consecutively, and must be taken and conclude within sixteen weeks following the birth, adoption, or assumption of guardianship of their child.

SCHOOL VISITATION LEAVE

Employees who are parents, guardians, or acting in place of the parents of a school-aged child are allowed up to 24 hours of School Visitation Leave, without pay, during any 12-month period to attend their child's school conference, classroom activity, or other school-related event, where the child is a participant or the subject of the event, not a spectator. The leave can be unpaid or you may use any paid sick or vacation time you have to cover your absence. Employees must provide a written request to their School Leader or Supervisor to use unpaid School Visitation Leave at least ten calendar days prior to the event, unless the need to attend the school-related event cannot be reasonably foreseen. KIPP DC reserves the right to deny the use of School Visitation Leave if granting the leave would disrupt the school day or if it is unusually difficult to cover the staff member's job duties during the planned leave.

UNPAID LEAVE

Consistent with all applicable federal and state laws, employees may be granted unpaid leave in appropriate circumstances. Please contact your School Leader, Supervisor, or Human Resources for more information.

WORKERS' COMPENSATION

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to an employee. If an employee becomes injured on the job, the employee should report the incident immediately to his/her immediate Supervisor or School Leader, who will coordinate with Human Resources to ensure the employee's workers' compensation claim is processed.

All participation in off-duty KIPP DC recreational activities (social events, picnics, softball leagues, etc.) is at the sole discretion of the employee and is not considered work-related. Neither KIPP DC nor its insurer will be liable for the payment of worker's compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of, required by, or an expected part of the employee's work-related duties.

FAMILY AND MEDICAL LEAVE (FMLA)

KIPP DC provides eligible employees unpaid, job-protected leave for certain family and medical reasons in accordance with the federal Family and Medical Leave Act of 1993, as amended (“Federal FMLA”), the District of Columbia Family and Medical Leave Act (“DC FMLA”), and other applicable law. Time off work for an FMLA-qualifying reason may be unpaid or employees may use available paid leave (e.g., sick leave, vacation leave, or paid parental leave) to continue receiving income during their period of FMLA leave.

This handbook does not cover every aspect of the DC or Federal FMLA. For more information, contact Human Resources and consult the Guide to Family and Medical Leave (available on the HR Portal).

FAMILY AND MEDICAL LEAVE OVERVIEW

Purposes of Leave

Eligible employees may take unpaid family or medical leave pursuant to the DC FMLA and Federal FMLA under the following circumstances:

- The birth and care of a child (but only during the first 12 months after birth);
- The adoption of a child or placement of a foster child (but only during the first 12 months after the adoption or placement);
- To care for an employee’s family member with a serious health condition;
- To address a serious health condition that makes the employee unable to perform the essential functions of the employee’s job;
- A military exigency or to care for an injured service member.

Duration of Leave

The Federal FMLA provides up to 12 weeks of leave during a 12-month period for family or medical leave or due to military exigency associated with a family member being called to military service. In addition, an eligible employee may also take up to 26 weeks of leave during a 12-month period to care for an injured service member or veteran. The DC FMLA provides employees 16 weeks of family leave to care for a family member and up to 16 weeks of medical leave for an employee’s own serious health condition over a 24-month period.

Spouses who are both employed by KIPP DC may be limited in their use of leave in some circumstances and should consult Human Resources at HR@kipppdc.org with questions. Federal FMLA and DC FMLA run concurrently and cannot be used consecutively if leave is covered under both laws.

Eligible Employees

An employee is eligible for Federal FMLA leave if he or she (i) has been employed by KIPP DC for 12 months (which need not be consecutive, and includes periods of paid and unpaid leave), and (ii) has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

An employee is eligible for DC FMLA leave if he or she (i) has been employed by KIPP DC for at least one year without a break in service except for regular holiday, sick or personal leave and (ii) has worked at least 1,000 hours during the 12-month period immediately preceding the request for FMLA leave.

Eligible Family Members

The DC FMLA and Federal FMLA collectively define a family member to mean:

- A spouse (i.e., husband or wife).
- 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 son or daughter (biological, adopted, foster, stepchild, legal ward, or a child of a person standing in loco parentis) who is either under the age of 18, or over the age of 18 and disabled within the meaning of the Americans with Disabilities Act.
- A parent (including a person who has acted in loco parentis, such as a stepparent or grandparent).

KIPP DC may require reasonable documentation to confirm a family relationship.

Qualifying Serious Health Conditions

The DC FMLA and Federal FMLA collectively define a **serious health condition** to mean an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with the inpatient care.
- Continuing treatment by a health care provider.

Certification

Upon being notified that an employee wishes to take leave for an FMLA-qualifying reason, Human Resources will ask the employee to submit a medical certification regarding the employee's own serious health condition or the serious health condition of a family member. Where an employee is requesting leave due to a military exigency, he/she will be asked to provide proof of the service member's military status. Certification should be provided in advance of taking leave whenever possible. When this is not possible, the employee is expected to provide the certification to Human Resources within 15 calendar days of receiving a request for certification from Human Resources. Consistent with other applicable

leave policies, an employee's failure to provide medical certification may result in disciplinary action or in his/her time off work being considered unexcused.

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

Leave Request Procedure

Requests for FMLA leave must be approved in advance by Human Resources, except during emergency situations where providing notice is not possible. If the need for leave is foreseeable, an employee must provide KIPP DC with at least 30 days' notice before the leave is to begin. If the need is not foreseeable, and 30 days' notice is not possible, notice must be given, at least orally, as soon as practical. When an employee requests leave under this policy, employees should complete an FMLA application in full and submit a medical certification completed a health care provider or proof of a service member's military service. **In addition, an employee should notify his/her supervisor that he/she has submitted a request for a leave of absence and provide his/her manager with the anticipated dates of leave.**

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

When planning medical treatment, an employee should make a reasonable effort to schedule leave so as not to unduly disrupt KIPP DC's operations. Employees are expected to consult their Supervisor or School Leader prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the employee and KIPP DC.

Intermittent Leave or Reduced Schedule Leave

KIPP DC employees may not take intermittent or reduced leave schedule for the birth or adoption of a child or the placement of a child in foster care, absent an express, written agreement with Human Resources. Leave taken for a serious health condition of an employee or family member may be taken intermittently or on a reduced schedule where a health care provider determines that doing so is medically necessary, and the employee provides required medical certification. If an employee takes intermittent leave or a reduced work schedule, KIPP DC may temporarily transfer that employee to another position with equivalent pay and benefits to better accommodate the leave.

Compensation during Leave

All FMLA leave is unpaid, but eligible employees may substitute KIPP DC paid leave, including any available sick leave, vacation leave, or parental leave, or apply for short- and/or long-term disability benefits. When all forms of paid leave have been exhausted or are unavailable, employees may continue the balance of their leave under this policy on an unpaid basis.

The length of an employee's family or medical leave shall not be extended by his or her use of available paid leave. Time spent on FMLA leave shall not constitute a break in service for purposes of longevity, seniority or any employee benefit plan.

Group Health Insurance Benefits

KIPP DC will maintain group health and dental insurance coverage, for eligible employees, during an FMLA leave period under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. Employees will continue to be responsible for premium co-payments (if any) for themselves and their dependents under KIPP DC's group health insurance plans.

Employees who do not return to work at the end of their family and/or medical leave will be required to reimburse KIPP DC for all premiums paid on their behalf.

Returning to Work

Before returning to work from medical leave, an employee must provide satisfactory medical certification of his/her fitness to return to work.

Upon returning from protected leave, eligible employees will generally be returned to the same position held prior to the leave, or one that is equivalent in pay, benefits and the terms and conditions of employment. Being on FMLA leave does not provide employees to any further right to employment than if they had not been on leave. Even though an employee is on leave, an employee may be terminated if the employee would have been terminated even if he or she had not been on leave. KIPP DC reserves the right to deny job restoration to a "key employee" as defined by the U.S. Department of Labor regulations.

Acceptance of other employment during a period of FMLA leave will be considered a resignation from KIPP DC.

Employees who do not return to work upon the expiration of their approved family or medical leave, without justification, may be terminated for job abandonment.

Instructional Employees

The FMLA contains special rules applying to instructional employees, which are defined as employees whose principal function is to teach and instruct students in class, small group, or individual settings. Such rules apply to the use of intermittent leave and to leave taken at the end of an academic term.

Retaliation Prohibition

KIPP DC prohibits retaliation against any covered KIPP DC employee for requesting or using leave in accordance with this policy and the Federal or DC Family and Medical Leave Acts.

WAGE AND HOUR POLICIES AND PROCEDURES

KIPP DC complies with all applicable federal and DC laws regarding wage payment.

RECORDING YOUR TIME

Currently, KIPP DC student hours at all schools are 8:00 am – 4:00 pm. Hours worked at KIPP DC may vary by school level and location. School staff should consult their employment offer letter and School leader for their expected arrival and departure times. Weekly staff hours are announced at the beginning of the school year, and staff will be notified if these hours change. Headquarters' operating hours are from 9:00 am – 6:00 pm.

Non-exempt employees must record their hours, on a daily basis, on electronic timesheets. All hours must be submitted for approval. **Non-exempt employees must also record vacation, sick, bereavement, jury, and/or holiday leave on their timesheets.**

No one has the authority to direct an employee to fill out a timesheet that does not accurately report time worked and leave taken. If anyone instructs an employee not to record all time worked or to otherwise fill out timesheets inaccurately, the employee is required to notify his/her Supervisor or Human Resources immediately. If an employee makes a mistake in reporting time, the employee should immediately report the correct hours and how the mistake happened to his/her Supervisor or Human Resources.

OVERTIME (NON-EXEMPT EMPLOYEES)

This section is only applicable to employees who are considered non-exempt under the Fair Labor Standards Act (FLSA). Your initial offer of employment should have notified you as to whether your role is classified as non-exempt or exempt under the FLSA. If you have questions about your status under the FLSA, you may contact Human Resources at HR@kipfdc.org.

There may be times when an employee will need to work overtime so that we may meet the needs of our students. Although employees will be given advance notice of the need to work overtime whenever feasible, providing advance notice is not always possible. Barring exigent circumstances, an employee will be expected to work overtime when directed to do so by his/her supervisor. Additionally, an employee is required to obtain his/her direct supervisor's approval before working overtime.

Overtime pay is based on actual hours worked. Time off on holidays, sick leave or any leave of absence will not be considered hours worked for purposes of overtime calculations. Overtime is normally paid at the rate of 1.5 times an employee's regular rate of pay for hours worked over 40 in any workweek. In calculating hours worked, for purposes of overtime pay, paid break periods are considered part of the

workday, but lunch periods are not. KIPP DC's workweek runs from Sunday at 12:01 am through midnight Saturday. Exempt employees do not receive overtime pay.

An employee who fails to gain prior approval from his/her Supervisor before working overtime, or who fails to report overtime on the employee's timesheets and obtain a Supervisor's signature may be subject to disciplinary action.

TIME AND EFFORT REPORTING POLICY – FEDERAL FUNDS

As a recipient of federal funding, KIPP DC is required to comply with federal requirements to confirm time and effort spent on federally funded grant initiatives. Individuals who hold positions at KIPP DC that are federally funded are responsible for responding to requests for documentation and certification by the Grants and Finance teams. KIPP DC requires all individuals whose positions are funded with federal dollars to comply with time and effort reporting policies. KIPP DC's financial policy contains a detailed outline of KIPP DC's time and effort reporting policies and procedures.

EMPLOYEE PAYCHECK DEDUCTIONS (EXEMPT EMPLOYEES)

KIPP DC is required by law to make certain deductions from an exempt employee's paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which an exempt employee lives, and the benefits that are chosen, there may be additional deductions. All deductions, and the amount of the deductions, are listed on a pay stub, which can be viewed through an employee's Workday account. These deductions are totaled each year for an employee's Form W-2, Wage and Tax Statement.

KIPP DC may make deductions from exempt employees' salaries in a way that is permitted under federal and DC wage and hour law. Thus, exempt employees may be subject to the following salary deductions, except where prohibited by law:

- Absences of one or more full days for personal reasons, other than sickness or disability;
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences;
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted;
- Suspensions of one or more full days for violations of safety rules of major significance;
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence;
- During the first or last week of employment if the employee does not work a full week;
- Any unpaid leave taken under the Family and Medical Leave Act, including intermittent or partial day leave;
- Negative vacation leave balances, in whole-day increments only.

If an employee believes that an improper deduction from pay has occurred, he/she should notify his/her School Leader, Supervisor or Human Resources within 24 hours of learning of the deduction. KIPP DC will make every effort to investigate the complaint promptly, review the results, and make a good faith determination as to whether the deduction was proper. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as determined under federal or DC law.

GARNISHMENT AND CHILD SUPPORT

A wage garnishment or wage attachment is an order from a court or government agency that is sent to an employer requiring an employer to withhold a certain amount of money from an employee's paycheck and send this money directly to the creditor. Thus, when an employee's wages are garnished by a court order or government agency, KIPP DC is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck.

All court orders for child support include an automatic wage withholding order. KIPP DC may be held liable for failing to comply with a child support order. Thus, KIPP DC is legally bound to withhold the amount indicated in a child support order from an employee's paycheck.

In either case, KIPP DC will honor applicable federal and DC laws that impose limits on the amount of an employee's income that may be subject to garnishment or wage withholding.

DIRECT DEPOSIT

All full- and part-time employees have the option to receive their pay in a payroll check or by having their pay deposited into their bank account through our direct deposit program. If an employee chooses to have their paycheck directly deposited into their specified accounts, the employee is able to view paystubs through their Employee Self Service account at www.workday.com. In order to directly deposit funds in an employee's account, KIPP DC must have advance written consent. Please contact Human Resources to receive the necessary form and for more information.

If you are planning on updating or changing your bank account, please alert Human Resources prior to making these changes. Changing banks close to a pay period may result in payroll errors.

PAYDAY

Most KIPP DC employees are paid semi-monthly on the 15th and the 30th of each month, over a 12 month period. **When the payday is on a holiday, employees typically will be paid on the first business day after the holiday.**

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

EMPLOYEE REFERRALS

KIPP DC's Referral Bonus Program is intended to incentivize KIPP DC employees and others to encourage friends and colleagues in their personal networks who are experienced and committed teachers or student support staff to work for KIPP DC. The following conditions must be met for a referrer to receive a bonus:

- A referrer must be an active full- or part-time KIPP DC employee at the time of payment. Employees for whom staff recruitment is a regular job responsibility are not eligible to receive referral bonuses. Such employees include KIPP DC School Leadership Teams; Headquarters employees who are Director level and above; and all employees with a talent focus (e.g., Human Resources, Capital Teaching Residency, Recruitment).
- A referrer must submit an official referral form before the candidate applies for employment.
- Candidates must be actively employed in a full-time capacity by KIPP DC in an eligible role for 90 days prior to the payment date.

If you have any questions about this program, please contact the recruitment team at careers@kipfdc.org.

PERFORMANCE AWARDS

KIPP DC may award and/or recognize an employee for their positive work performance through monetary awards and other incentives.

REIMBURSEMENTS

All KIPP DC employees should direct purchase requests through the designated campus Business Manager. KIPP DC will reimburse employees for reasonable pre-approved business travel and lodging expenses and for certain other work-related expenses. All requests for reimbursements must be approved by your immediate Supervisor or designated School Leader before the items are purchased in order to guarantee full or partial reimbursements. KIPP DC does not reimburse the sales tax paid for retail items because we are a tax exempt organization.

All reimbursement forms must be signed by the employee and by the employee's School Leader or Supervisor. Once approved, the reimbursement form and receipts should be submitted electronically per the instructions on the form. Reimbursements are direct deposited into a designated account. If banking information is not on file with Human Resources, a check is mailed to the Headquarters office for an employee to pick up. Accurate and legible receipts must be submitted in order for reimbursements to be processed. For more information on reimbursements, please contact the Accounting department: accountspayable@kipfdc.org.

TRAVEL REIMBURSEMENTS

Below are some guidelines regarding reimbursement for travel on behalf of KIPP DC. Please consult the complete Travel Reimbursement Policy or the Finance Team at accountspayable@kipfdc.org with questions.

General Travel Expense Guidelines

When KIPP DC employees are planning to travel on behalf of KIPP DC individuals are expected to be frugal in their purchases. The following policies apply:

- All travel and associated expenses must be discussed with and approved by an employee's manager.
- Employees will be reimbursed only for travel and expenses that exceed their commuting costs to their primary campus or headquarters.
- Travel and Expense Reimbursement reports must be filed in a timely fashion and before the end of the fiscal year on June 30th.

Personal Cars

- In cases where reimbursement has been approved by your manager, KIPP DC uses the IRS Standard Mileage Rate (currently \$0.58 for 2019). The standard mileage rate is based on an annual study of the fixed and variable costs of operating an automobile.
 - Tolls will be reimbursed with appropriate receipt.
- Out-of-state (outside of DMV) travel is eligible for reimbursement when:
 - Equal to or less expensive than other travel options, including car rentals, trains, or flights.
 - Approved in advance of trip by your manager.
- Reimbursement requests for mileage should include a route map that shows mileage for the trip from an online mapping site. This map replaces a receipt and is required.
- As a reminder, employees may choose to include mileages as a deduction on individual taxes if they are not seeking reimbursement for travel by KIPP DC.

Car Services - Uber, Lyft, Cab/Taxis

- When requesting any car service, staff members should only request the least expensive option.
- Black cars, Uber Black, Uber SUV and similar services should be avoided at all times, as each service includes additional fees on top of the ride cost.
- Car service should be used in instances in which you are traveling for work and locations are not metro-accessible.
- In instances where you are traveling for a work event and are carrying large bulk items for work purposes, a car service can be used.
- Share rides or carpool with others when possible.
- When traveling remotely for work (out-of-state), you can use a car service:

- To and from the airport, when it is the most cost-effective and/or efficient option
 - To and from professional work-related events
- Travel will not be reimbursed for activities not directly related to work.
- Car service used for your morning or evening commute to any KIPP DC locations will not be reimbursed.

Parking Guidelines

- Parking will be reimbursed at the rate on the parking receipt.
- Parking Passes – Headquarters-based employees
 - If you regularly park at headquarters a minimum of eight (8) times within a month, you are eligible for a parking pass provided by KIPP DC. If use decreases below this threshold, please turn in your pass and get reimbursed for any parking fees while at headquarters.
- Parking Vouchers – headquarters visitors
 - School-based headquarters staff will be able to get parking vouchers from the Headquarters Office Coordinator for the parking lot located off of New Hampshire Ave.
- Street Parking vs. Garage
 - When possible and safe to do so, please use street parking when it is less than the cost of a garage.
 - For HDQ meetings less than 2 hours we encourage the use of street parking to minimize parking fees.
- b. Parking fees may be reimbursed for the following:
 - Off-site professional development or work-related events and meetings
 - Travel to agencies
 - House visits

PUBLIC TRANSPORTATION

If traveling to a school or event for work purposes, staff members should use public transportation when available and appropriate.

EGENCIA GUIDELINES

Egencia provides a convenient and cost-effective system for booking travel accommodations. Through Egencia, approval routes, predetermined spending parameters and central billing are used to monitor and streamline the booking process.

All KIPP DC travel must be booked through Egencia, including flights, trains, hotels, and rental cars. Please review the full Travel Reimbursement Policy before booking travel through Egencia.

All travel should be discussed and approved with the manager before booking on Egencia. Travel booked outside of policy guidelines will be flagged for manager approval within Egencia before travel accommodations are confirmed.

SATURDAY SCHOOL/EXTRACURRICULAR PAY

If a staff member teaches Saturday School or coordinates an Extracurricular Activity for a semester, or acts as an administrator for Saturday School, they will receive additional Saturday School/Extracurricular pay. Staff will only be paid for working at Saturday School if it is arranged with the Saturday School Coordinator, and their School Leader, prior to the beginning of the semester. Staff members must teach or coordinate the extracurricular activity for the entire semester to receive their agreed upon sum.

COACHING STIPEND

Staff members who coach a sport for an entire season upon agreement with a School Leader will typically be entitled to receive a coaching stipend. Please contact your School Leader or Human Resources for more information about this stipend.

EQUAL EMPLOYMENT OPPORTUNITY AND PROHIBITIONS ON DISCRIMINATION AND HARASSMENT

POLICY ON WORKPLACE ACCOMMODATIONS

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

KIPP DC is committed to ensuring an equal opportunity in employment for qualified individuals with disabilities. KIPP DC complies with the Americans with Disabilities Act (ADA) and Americans with Disabilities Act Amendments Act (ADAAA) and other applicable federal and DC laws. This means we do not discriminate against any qualified employee or applicant because of his/her disability or because the person is related to or associated with a person with a disability. This also means KIPP DC provides qualified individuals with disabilities with reasonable accommodations, unless doing so would present an undue hardship or direct threat to the safety of the employee or others in the workplace. A reasonable accommodation is any change or adjustment to the workplace that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

In general, it is an employee's responsibility to notify KIPP DC of the need for an accommodation. To request an accommodation, contact the Human Resources representative for your work location or email Human Resources at HR@kipfdc.org. You and your health care provider may be asked for information regarding your condition as part of KIPP DC's review of your accommodation request. Such information will be kept confidential to the full extent permitted by law.

ACCOMMODATIONS FOR RELIGIOUS BELIEFS

KIPP DC is committed to providing reasonable accommodations for an employee's bona fide religious beliefs, unless doing so would cause more than a minimal burden on school operations. Accommodations might include time off or a modification to an employee's schedule during a religious holiday.

ACCOMMODATIONS FOR NURSING MOTHERS

Employees at KIPP DC are entitled to a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child, for up to one year after the birth of the employee's child. The break time should, if possible, be taken concurrently with other break periods already provided. KIPP DC will also make a reasonable effort to provide nursing employees with the use of a room or other location in close proximity to the team member's work area (other than a bathroom or toilet stall) to express breast milk.

In general, it is an employee's responsibility to notify KIPP DC of the need for an accommodation. To request an accommodation, contact the Human Resources representative for your work location or email Human Resources at HR@kipfdc.org.

POLICY PROHIBITING DISCRIMINATION

KIPP DC is committed to providing employees with a work environment that is safe, welcoming, and inclusive. This includes ensuring that the work environment is free from unlawful discrimination. As an equal opportunity employer, KIPP DC complies with all applicable federal and DC anti-discrimination laws, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990 and the D.C. Human Rights Act of 1977.

KIPP DC does not discriminate against, or tolerate discrimination against, employees or applicants for employment on any legally-recognized basis or protected class including, but not limited to, actual or perceived race, color, national origin, religion, sex, age, physical or mental disability, sexual orientation, gender identity or expression, marital status, genetic information, political affiliation, pregnancy, family responsibilities, personal appearance, veteran status, uniform service member status, status of being unemployed, matriculation, credit information or any other protected class under federal or DC law. This policy governs all aspects of employment at KIPP DC, including recruitment, hiring, placement, training, promotion, transfer, demotion, compensation, benefits, discipline, termination, and all other terms and conditions of employment.

Individuals who violate this policy shall be subject to disciplinary action.

If you experience or witness conduct that you believe to be prohibited by this policy, please contact your School Leader, Supervisor, or Human Resources to report your concerns, as described in the Complaint Procedure and Open Door Policy set forth below.

POLICY PROHIBITING HARASSMENT

KIPP DC is committed to providing employees with a safe, welcoming, and inclusive work environment. This includes ensuring that the work environment is free from impermissible harassment. As an equal opportunity employer, KIPP DC complies with all applicable federal and DC anti-harassment laws. KIPP DC prohibits harassment on the basis of race, color, national origin, religion, sex, age, physical or mental disability, sexual orientation, gender identity or expression, marital status, genetic information, political affiliation, pregnancy, family responsibilities, personal appearance, veteran status, uniform service member status, matriculation, credit information, or any other protected class under federal or DC law.

Prohibited harassment is verbal or physical conduct that denigrates or shows hostility to an individual based on one of the protected categories specified above. However, an individual need not be the

target of the harassment (or a part of the group that is being targeted by the harassing conduct) to be offended or injured by the harassing behavior.

Prohibited harassment may include, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on KIPP DC's premises or circulated in the workplace that denigrates, and/or shows hostility or aversion towards an individual or group because of the characteristics identified above. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voicemail, social media, Internet use or history, text messages, pictures, images, writings, words or gestures.

Individuals who violate this policy shall be subject to disciplinary action.

If you experience or witness conduct that you believe to be prohibited by this policy, please contact your School Leader, Supervisor, or Human Resources to report your concerns, as described in the Complaint Procedure and Open Door Policy set forth below.

POLICY PROHIBITING SEXUAL HARASSMENT AND UNWELCOME SEXUAL CONDUCT

KIPP DC is committed to providing a workplace free of sexual harassment and other unwelcome sexual conduct. KIPP DC prohibits unwelcome sexual conduct that creates an offensive or hostile working environment or unwelcome sexual conduct that is, either explicitly or implicitly, made a condition of receiving an employment benefit at KIPP DC. Sexual harassment may occur between people of the same sex or gender identities or between people who have different sex or gender identities.

Examples of prohibited unwelcome sexual conduct include, but are not limited to:

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

Our workplace is not limited to KIPP DC's facilities, but includes anywhere a business/school-related function is taking place, including all KIPP DC sponsored events. Sexual harassment and any unwelcome sexual conduct of any kind may result in disciplinary action, up to and including termination of employment, regardless of whether it is unlawful.

If you experience or witness conduct that you believe to be prohibited by this policy, please contact your School Leader, Supervisor, or Human Resources to report your concerns, as described in the Complaint Procedure and Open Door Policy set forth below.

POLICY PROHIBITING SEXUAL ABUSE

KIPP DC prohibits and does not tolerate sexual abuse in the workplace or in any KIPP DC related activity. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury. As explained below, KIPP DC provides procedures for employees, volunteers, family members, board members, students, or others to report sexual abuse and disciplinary penalties for those who commit such acts. No employee, volunteer, student or third party, no matter his or her title or position has the authority to commit or allow sexual abuse. Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

KIPP DC has a zero-tolerance policy for any sexual abuse committed by an employee, volunteer, board member or third party.

If you experience or witness conduct that you believe to be prohibited by this policy, please contact your School Leader, Supervisor, or Human Resources to report your concerns, as described in the Complaint Procedure and Open Door Policy set forth below.

COMPLAINT PROCEDURE AND OPEN DOOR POLICY

KIPP DC has an open door policy. If an employee believes that he or she has been subjected to unwelcome conduct, prohibited harassment, discrimination, or retaliation by any KIPP DC employee, vendor, parent, student, or family, the employee should immediately report the incident to Human Resources, their School Leader or Supervisor. If any of these individuals are involved in the reported conduct, or, for some reason the employee feels uncomfortable making a report to Human Resources, their Supervisor, or their School Leader, the employee should make a report to the Chief Executive Officer, President, or General Counsel. Reporting may be done in person, in writing, or by telephone.

During the complaint process, KIPP DC will protect to as great a degree as is legally possible the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person. KIPP DC will not retaliate, nor will it tolerate retaliation, against employees who complain in good faith about harassment, discrimination, or retaliation in the workplace. If KIPP DC receives an allegation of harassment, discrimination, or retaliation, or has reason to believe harassment, discrimination, or retaliation is occurring, we will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, KIPP DC will take immediate and effective measures to end the unwelcome and/or unlawful behavior.

KIPP DC Supervisors and School Administrators who observe, are informed of, or reasonably suspect incidents of possible harassment, discrimination or retaliation must immediately report such incidents to Human Resources, which will either initiate or oversee a prompt investigation. Failure to report such incidents to Human Resources will be considered a violation of this policy and may result in disciplinary action, up to and including termination.

Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment. Supervisors and School Administrators should take effective measures to ensure no further harassment, discrimination, or retaliation occurs pending completion of an investigation.

KIPP DC employees are welcome and encouraged to share ideas, suggestions, and complaints with their School Leader, Supervisor, Human Resources, General Counsel, the Chief Executive Officer, or the President. We hope this open door policy promotes a sense of open communication, camaraderie, and continues to foster a team environment.

As explained below, KIPP DC's Whistleblower Policy prohibits retaliation against any employee, volunteer, board member or student who reports a good faith complaint, or who participates in any related investigation.

WHISTLEBLOWER POLICY AND PROCEDURES

GENERAL

KIPP DC is committed to lawful and ethical behavior in all of its activities and requires the board, advisors, employees and volunteers to act in accordance with all applicable laws, regulations and policies and observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

The objectives of KIPP DC's whistleblower policy are to establish policies and procedures to:

- Prevent or detect and correct wrongdoing, including violation of public policies expressed in statutes, regulations, or constitutional provisions;
- Encourage each director, officer, employee and volunteer ("Individual") to report what he or she in good faith believes to be a material violation of law or policy or questionable accounting or auditing matter by KIPP DC;
- Ensure the receipt, documentation, retention of records, and resolution of reports received under this policy; and
- Protect Individuals from retaliatory action.

REPORTING RESPONSIBILITY

Each Individual has an obligation to report what he or she believes is a material violation of law or policy or any questionable accounting or auditing matter by KIPP DC, its directors, officers, advisors,

employees, volunteers, or other representatives. The types of concerns that should be reported include, for purposes of illustration and without being limited to, the following:

- Providing false or misleading information on KIPP DC's financial documents, grant reports, tax returns or other public documents;
- Providing false information to or withholding material information from KIPP DC's auditors, accountants, lawyers, directors or other representatives responsible for ensuring KIPP DC compliance with fiscal and legal responsibilities;
- Embezzlement, private benefit, or misappropriation of funds;
- Material violation of KIPP DC policy, including among others, confidentiality, conflict of interest, whistleblower, ethics and document retention;
- Discrimination based on any protected class;
- Sexual harassment or abuse;
- Retaliation against an employee who has engaged in protected activity;
- Facilitating or concealing any of the above or similar actions.

REPORTING CONCERNS

Employees

Whenever possible, an employee should seek to resolve concerns by reporting issues directly to his/her Supervisor or to the next level of management as needed until matters are satisfactorily resolved. However, if, for any reason, an employee is not comfortable speaking to a Supervisor or does not believe the issue is being properly addressed, the employee may contact Human Resources, the Chief Executive Officer, or General Counsel. If an employee does not believe that these channels of communication can or should be used to express his/her concerns, an employee may contact the chair of the Finance Committee. The Finance Committee is made up of the Director of Finance, the President of KIPP DC, and a minimum of three members of the Board of Trustees. Whenever practical, reports should be in writing.

Board Members, Advisors and Other Volunteers

Board members, advisors, and other volunteers may submit concerns to the Chief Executive Officer. If the volunteer, advisor, or board member is not comfortable reporting to the Chief Executive Officer or if he/she does not believe the issue is being properly addressed, he/she may report directly to the chair of the Board.

HANDLING OF REPORTED VIOLATIONS

KIPP DC will promptly investigate all reports filed in accordance with this policy with due care. Matters reported internally without initial resolution will be investigated to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. KIPP DC staff will issue a full report of all matters raised under this policy to the Finance Committee. The Finance

Committee may conduct a further investigation upon receiving the report from the Chief Executive Officer.

For matters reported directly to the Finance Committee or the chair of the Board, the Finance Committee shall promptly acknowledge receipt of the complaint to the complainant if the identity of the complainant is known and conduct an investigation to determine if the allegations are true and whether the issue is material and what, if any, corrective action is necessary. Upon the conclusion of this investigation, the Finance Committee shall promptly report its findings to the KIPP DC Board of Directors.

Authority of Finance Committee

The Finance Committee shall have full authority to investigate concerns raised in accordance with this policy and may retain outside legal counsel, accountants, or any other resource that the Committee reasonably believes is necessary to conduct a full and complete investigation of the allegations.

No Retaliation

This Whistleblower Policy is intended to encourage and enable board members, advisors, employees and volunteers to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no director, advisor, employee or volunteer who, in good faith, reports a concern shall be threatened, discriminated against or otherwise subject to retaliation or, in the case of an employee, adverse action as a result of such report. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a violation of law or policy or of accounting or auditing procedures. The act of making allegations that prove to be unsubstantiated and that prove to have been made maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

CONFIDENTIALITY

KIPP DC will treat all communications under this policy as confidentially as possible, but may need to disclose information for business reasons, including: 1) to conduct a complete and fair investigation, or 2) for review of KIPP DC's operations by KIPP DC's board, Finance Committee, independent public accountants, and/or legal counsel.

WORKPLACE EXPECTATIONS

STANDARDS OF CONDUCT

Employees are expected to conduct themselves in a professional and responsible manner and to serve as role models for our students. In this regard, there are certain standards of conduct that all employees must know and follow while on duty for KIPP DC, whether on or off KIPP DC premises. These rules are designed for the protection of our employees, for the benefit of our students, to ensure families and members of the public have confidence in the services we provide, and for the good of KIPP DC as a whole.

It is not possible to list all the forms of behavior that are considered unacceptable during your employment, but the following are examples of conduct that may result in disciplinary action, including but not limited to suspension or termination of employment:

- Being absent from work without approval or valid excuse
- Being late for work without approval or valid excuse
- Excessive absenteeism or any absence without notice
- Unauthorized or unnecessary absence from the workplace during the workday
- Abusing leave
- Inappropriate and unprofessional attire during the school day or at KIPP DC events
- Making defamatory statements
- Misrepresenting KIPP DC's services or employees
- Falsifying timekeeping or other KIPP DC records
- Providing intentionally false or misleading information
- Engaging in residency fraud
- Misusing your position for personal gain or benefit or engaging in a conflict of interest
- Misuse of or unauthorized use of telephones, mail system or other KIPP DC property
- Engaging in negligent or improper conduct leading to damage of KIPP DC property
- Theft or unauthorized removal or possession of property belonging to KIPP DC or another
- Unauthorized use or disclosure of confidential business information
- Failing to properly supervise students
- Failing to report unsafe conditions, including failing to abide by mandated reporter obligations
- Failing to cooperate in or interfering with a KIPP DC investigation
- Use of abusive language, including profanity, slurs, and insults
- Exhibiting rude or unprofessional behavior toward a member of the KIPP DC community, including students, parents, volunteers, and staff members
- Reporting to work or working under the influence of alcohol or illegal drugs (or abusing prescription medication)

This Employee Handbook does not constitute a contract or agreement of employment nor guarantee any fixed terms and conditions of employment, either express or implied. KIPP DC reserves the right to alter, eliminate, or otherwise change any policy, without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee and the Chief Executive Officer, President or their designees.

- Smoking in prohibited areas
- Improper restraint of, and use of excessive force, with students
- Engaging in physical altercations at work, including pushing, hitting, punching, kicking, or otherwise fighting with members of the KIPP DC community
- Threatening violence in the workplace
- Being uncooperative with supervisors or otherwise engaging in conduct that does not support the employer's goals and objectives
- Engaging in sexual or other harassing behaviors
- Discriminating against or retaliating against members of the KIPP DC community
- Possessing dangerous or unauthorized materials, such as explosives or firearms in the workplace or while on duty for KIPP DC
- Being convicted of a felony or misdemeanor charge that would adversely affect your employment at KIPP DC
- Engaging in inappropriate activities involving children
- Giving gifts to students that are of an intimate in nature, or giving gifts of any kind to an individual student in secret

Where, in the judgment of KIPP DC, an employee's performance or conduct does not meet our standards, KIPP DC will take the action that it determines to be appropriate. Employees shall be subject to disciplinary action, up to and including discharge without advance notice. Both KIPP DC and the employee have the right to end the employment relationship at any time with or without cause or notice. None of the above prohibitions shall be interpreted to contravene rights guaranteed under Section 7 of the National Labor Relations Act.

EMPLOYEE INTERACTIONS WITH STUDENTS

KIPP DC expects employees to protect the safety, interests, and rights of all of our students and alumni, and use their best judgment during all interactions with students and families. This policy is intended to guide all KIPP DC staff members in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to outline our expectations for staff-student interactions.

STUDENT SUPERVISION

Students must be supervised by a KIPP DC staff member at all times. They should be monitored throughout all parts of the day, including at recess, during nap times and hallway transitions, on field trips, and during dismissal. Students should not be left unsupervised in classrooms, offices, or other parts of school buildings. In addition, students (regardless of age) should not be permitted to roam school hallways for prolonged periods, and adults should use appropriate systems, such as attendance procedures, hall passes, and referral sheets to track student whereabouts. Staff members must also take care not to release students to persons who are not on their authorized pick-up list.

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APPROPRIATE STAFF-STUDENT BOUNDARIES

General

Fostering healthy, supportive relationships between staff and students is vital to KIPP DC's success. Trespassing the boundaries of a student/KIPP DC employee relationship and violation of this policy can lead to disciplinary consequences up to and including termination of employment. In addition, criminal penalties and sanctions against an educator's certificate may result for certain conduct with students.

All staff must carefully review this policy along with each of the examples given in the policy related to acceptable and unacceptable employee behavior (see examples section below). Although this policy gives specific examples of acceptable and unacceptable behaviors, it is each staff member's obligation to avoid situations, whether or not explicitly listed, that could lead parents, students, colleagues, or school leaders to suspect that one is engaging with a student in an inappropriate manner. If you are ever unsure if certain conduct is acceptable, ask yourself: "Would I be engaged in this conduct if my family member or supervisor were standing next to me?"

Note that some activities may seem innocent from a staff member's perspective, but can be perceived as flirtatious or sexually suggestive from a student or parent point of view. The objective of providing the examples of acceptable and unacceptable behaviors listed below is not to restrain innocent, positive relationships between staff and students, but to prevent relationships from becoming, or being perceived as, sexual or otherwise inappropriate.

Staff members must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities.

Safe Touch

In general, staff members should not touch students or ask students to touch them. This general rule is not designed to preclude staff members from showing appropriate affection, but to ensure staff members do not inadvertently hurt a student, make students or parents uncomfortable, or engage in conduct that casts doubt on their good intentions. If you have questions about how you should interact with a student in a given circumstance, please consult your supervisor and the examples of unacceptable and acceptable behaviors listed below.

Safe Places

At KIPP DC, no staff member or volunteer should be alone with any student, regardless of age or gender, behind a closed door or in any other isolated situation. If you believe your job requires you to be alone with a student in an isolated situation, please speak to your supervisor about how best to proceed and

to protect your and your student's interests in that situation (see below for guidance on conducting counseling sessions).

When a situation arises that calls for a staff member to be alone with a student, it is the staff member's responsibility to take steps to ensure that his or her interaction with the student is visible to others. This may be done by leaving the room door open, moving to an open space for the interaction, or asking another staff member to join in the conversation. Staff members should not completely block or cover up all classroom windows in such a way as to prevent outsiders from being able to see into a classroom. Teachers and students must be visible through the doorway, or door window, of any classroom. If covering a window is required for testing or some other extraordinary circumstances, such covering should be removed as soon as possible (i.e., as soon as testing is completed).

When a counselor or other administrator needs to meet with a student in private to have a confidential conversation, they are expected to log their meeting or notify their supervisor that such meeting is occurring.

It is also KIPP DC Policy that classroom doors remain unlocked until the close of the school day, except when rooms are unoccupied, or except in emergency situations as directed by the School Leader or his/her designee.

EXAMPLES OF UNACCEPTABLE BEHAVIORS:

- Giving gifts to students that are of an intimate in nature (e.g., lingerie), or giving gifts of any kind to an individual student in secret.
- Kissing a student.
- Giving a student a lengthy, tight hug.
- Flirting with a student.
- Massaging a student.
- Initiating unnecessary physical contact with a student in a private situation.
- Making sexually inappropriate comments to, or in the presence of, a student.
- Making sexual jokes or references to, or in the presence of, a student.
- Telling a student stories that are sexually oriented.
- Discussing your own sexual encounters or intimate issues with a student.
- Spending time outside of regular school hours with a student or alumnus unless it has been approved by your School Leader or Supervisor, and, in the case of a student, by the student's parent.
- Visiting a student in their home unless a parent, guardian, or another adult is present. KTC counselors should not visit alumni in their dorm room or apartment.
- Allowing a student to visit your home alone.
- Allowing a group of students to visit your home without supervisor and parent permission.

- Spending the night with a student. If an overnight stay at a hotel is required, the staff member must have parental consent, school leader approval, more than one KIPP adult on the outing, and a legitimate school reason (e.g., field trip, out of area tournament) for the trip.
- Excessive texting or e-mailing; exchanging texts or emails at hours when a student reasonably should be sleeping.
- Sharing alcohol, drugs, or cigarettes with a student, purchasing such substances for a student, consuming such substances around a student, or discussing such substances with a student in a manner other than to educate.
- Moving, restraining, or picking up a student against his or her will, unless specifically trained and authorized to restrain students.
- Pulling, pushing, or dragging a student.
- Asking a student to sit on our lap.
- Engaging in any activities that would endanger any of our student(s) or alumni.
- Engaging in any inappropriate acts or behaviors with any KIPP DC student(s) or alumni.
- Engaging, or attempting to engage in, romantic relationships with students or alumni.

EXAMPLES OF GENERALLY ACCEPTABLE BEHAVIORS:

- Getting school and parental written consent for any after-school activity.
- Obtaining formal, written approval to take students off school property for activities such as field trips or competitions.
- E-mails, text, and phone messages to students that are professional and pertain to school activities or classes and that are sent from official KIPP DC accounts.
- Meeting alone with a student in a room with windows, cracked door or in an otherwise observable/interruptible setting. (Counselors may also need private space. They should log their meetings and inform a manager.)
- Giving gifts that are not intimate in nature to students, so long as gifts are not given in secret.
- Stopping and correcting students if they cross your own personal boundaries.
- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- Involving your supervisor if conflict arises with a student.
- Informing your school leader about situations that have the potential to become more severe.
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- Giving students praise and recognition without touching them.
- Giving students required physical support (e.g., necessary assistance with toileting).
- Side hugs, if student is comfortable with such touch.
- Pats on the back, high fives and handshakes, if student is comfortable with such touch.

DUTY TO REPORT

Any employee who witnesses or suspects staff misconduct that endangers the safety, interests, or rights of all of our students and alumni, including inappropriate behavior between students and staff members, parents, volunteers, or other KIPP DC affiliated personnel (whether or not such behavior is explicitly listed in this policy), must notify your School Leader, Supervisor, Human Resources, or KIPP DC's Chief Executive Officer or General Counsel. All reports shall be regarded as confidential and will only be disclosed to those with a legal right to such information. Known or suspected abuse must be reported to the Child and Family Services Agency (CFSA) (202-671-SAFE) or police (911). Such a report to the administrator does not relieve the employee of his/her duty to report suspected child abuse or neglect to the CFSA or police.

Where a report of suspected abuse or neglect involves a KIPP DC staff member, the Supervisor, School Leader, Human Resources team member or KIPP DC Executive to whom the report was made will, in consultation with the General Counsel, determine what, if any, school community notifications are appropriate and legally required. Any such notification to members of the school community shall maintain the integrity of any investigation and protect the confidentiality of those involved.

FAILURE TO FOLLOW THIS POLICY

Failure to follow this policy is subject to disciplinary action, up to and including termination, depending on the severity of the violation. Additionally, the violation may be reported to the appropriate law enforcement agency, as required by law. Any questions regarding this policy should be directed to Human Resources.

TRANSPORTATION OF STUDENTS

OVERVIEW

Staff, chaperones, and volunteers are prohibited from transporting students in their private motor vehicles, except in cases of extreme emergency. This policy refers to any current KIPP student or recent alumni, college-age or younger.

NON-FIELD TRIP TRANSPORTATION

If a student requires assistance with transportation of any sort, whether to go home or to a school-related event, follow these mandatory steps until transportation is arranged:

1. Contact the student's parent/guardian to request that he/she transport the student.
2. Determine whether the student can take public transportation. Ask: How old is the student?
Does the student typically take public transportation to/from school?
3. Contact the student's emergency contacts to request that he/she transport the student.

4. If, and only if all parents/guardians and emergency contacts are unable to transport the student, contact your manager to request permission to escort the student to their destination via taxi, Uber, or Lyft and:
 - Make every effort to find a second school staff member to accompany the parties,
 - Log all relevant transportation details in your student info system as soon as possible
 - Forward all receipts to approving manager.
5. If Uber/Lyft/taxi is not an option, a staff member may transport a student with another KIPP staff member present for the entire ride and written permission from both the school leader and parent.

If for some reason none of these options are possible, call your manager to discuss other alternatives.

FIELD TRIP TRANSPORTATION

Student transportation on field trips must be:

- Provided by a third party school bus company and/or other hired vehicle.
- Coordinated between school staff and School Ops Leader.
- Thoroughly vetted and scheduled at least two weeks in advance.

MEDICAL EMERGENCIES

In the event of extreme illness, injury, or other medical emergency, school staff must:

- Call 911.
- Alert the School Nurse.
- Alert the appropriate manager(s) (typically the School Leader).
- Call the student's parent/guardian. If they are unavailable, call the student's emergency contacts.
- Wait with student for medical transportation.
- Log incident in Student Information System (PowerSchool/DeansList).
- If incident was especially serious, notify headquarters.

OTHER EXIGENCIES

If exigent circumstances require you to transport a student in your car (because a taxi/Lyft/Uber are not available and you have exhausted all other transportation options), follow these guidelines.

- **BEFORE** transporting the student (or as soon as possible after the exigency has been addressed), contact the student's parent or guardian and your supervisor to inform them of your plans. Send an email or text message to confirm your plans.
- **DURING** your ride with the student, call your supervisor or the student's parent (using a hands-free method) to serve as a witness to the car ride.

- **AFTER** transporting the student, contact the student's parent or guardian and your supervisor to inform them that the student has arrived home. If you are unable to reach a party by phone, send an email or text message to confirm that the student has arrived home safely.

EMPLOYEE FRATERNIZATION POLICY

KIPP DC permits the employment of qualified family members, domestic partners, significant others as long as such employment does not create a conflict of interest or undermine KIPP DC operations. In accordance with KIPP DC's employment policies, employee hiring or promotion shall be based on an employee's job qualifications and performance. Relationships by family, marriage, domestic partnership, or romantic involvement shall neither advantage nor disadvantage an employee's selection, promotion, salary, or other conditions of employment.

To safeguard against personal relationships interfering with, or appearing to interfere with, workplace operations, KIPP DC will not knowingly place family members, domestic partners, significant others, or individuals who are engaged in a romantic relationship in a supervisor-supervisee relationship. Further, KIPP DC discourages supervisors from engaging in romantic relationships with direct reports and from hiring family members. KIPP DC also discourages KIPP DC staff from engaging in romantic relations with parents and other family members of students. **Individuals who are related to, or engaged in a romantic relationship with, a supervisee, supervisor, or a student's family member, are required to report their relationship to Human Resources.** Upon receiving such a report, KIPP DC will take appropriate action to address the situation, while causing the least possible disruption to workplace operations. For purposes of this policy, a supervisor is someone who has the ability to hire, fire, promote, demote, discipline, evaluate, or determine the compensation of, his/her supervisee.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important factors for an employee's success at KIPP DC. We work as a team. Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours whenever possible.

If an employee will be late to work due to illness or other personal reasons, the employee must notify his/her School Leader or Supervisor prior to the start of the workday, or the evening before if possible. An employee may be asked to submit a doctor's note to explain his/her absence from work. If an employee does not notify his/her School Leader or Supervisor that he/she will be missing work, and does not report to work without valid excuse, disciplinary actions up to, and including, termination may occur.

Lateness is defined as arriving after an employee's scheduled start time. Lateness will not be tolerated at KIPP DC and repeat offenses will result in disciplinary action up to, and including, termination.

If you are absent for three consecutive days without notifying KIPP DC, it is assumed that you have voluntarily abandoned your position and you will be removed from the payroll.

REQUIRED TRAININGS

In our effort to ensure that every employee is equipped with information needed to keep students safe and to foster a collegial and productive work environment, all KIPP DC employees are expected to take a series of trainings (listed below) within 30 days of beginning their employment with KIPP DC. Each of the following required trainings, and a host of other useful trainings, is available at <https://kipp-dc.safeschools.com/login>. **To access these trainings, please log on to the Safe Schools platform.**

- Human Resources
 - Sexual Harassment: Staff-to-Staff
 - Sexual Harassment: Student Issues & Response
- Social and Behavioral
 - Child Abuse: Mandatory Reporting

You will need your KIPP DC email address to access the Safe Schools platform, but you do not need a password. If you have trouble accessing the Safe Schools trainings, please contact Human Resources at HR@kipfdc.org.

MANDATED REPORTING

District of Columbia law designates individuals in certain occupations and professions as mandated reporters, including school officials, teachers, athletic coaches, social service workers, Child and Family Services Agency (CFSA) employees, nurses, and mental health professionals. **Every employee at KIPP DC should consider him/herself a mandated reporter.**

Mandated reporters must report known or suspected mental or physical abuse or neglect of a child known to them in their professional or official capacity to the DC Metropolitan Police Department (MPD) at 911 or the Child and Family Services Agency (CFSA), in addition to their school leader. The CFSA hotline, at 202-671-7233, is available 24 hours a day, seven days a week.

Known or suspected mental or physical abuse or neglect of a child includes, but is not limited to, the following:

- **A student reports:**
 - Being abused at home.
 - Witnessing drug use in the home.
 - Being sexually abused.
 - Engaging in child pornography or prostitution.
 - Witnessing domestic abuse.

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- Being threatened at home.
- Being afraid to go home.
- **A staff member suspects or witnesses:**
 - Physical abuse
 - such as bruises, burns, fractures, etc.
 - Other potential indicators of abuse
 - such as wariness of adult contact, behavioral extremes (aggression, withdrawal), fear of parents/guardians or going home, difficulty walking or sitting.
 - Neglect
 - including lack of basic food and clothing, poor hygiene, consistent hunger, fatigue or falling asleep in class, lack of appropriate supervision, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
 - Suicidal ideation
 - Threats to kill or seriously harm another person.
 - Engagement in risky behavior (including sexual behavior, drug use, etc.) where the parents/guardians are either unable or unwilling to intervene.
 - Absence from school to care for family members or to do chores/work around the house.
 - Absence from school to hold down a job.
 - The accrual of ten or more unexcused absences.
- **Parents/guardians:**
 - Repeatedly fail to return phone calls, respond to notes/letters home, or attend school meetings.
 - Withdraw a student and fail to provide documentation enrolling the student in another education institution within ten days.

More information about child abuse and neglect, including common signs of abuse or neglect, may be found on the Child and Family Services Agency website at <https://cfsa.dc.gov/>.

Employees who fail to make a mandated report when required to do so may prevent a student from receiving needed assistance and may be subjected to disciplinary action by KIPP DC, and/or prosecution by MPD or another DC agency.

If any employee has any questions about the mandated reporter requirements, the employee should contact his/her Supervisor, School Leader or KIPP DC's General Counsel, and take CFSA's Mandated Reporter training, available at: <https://dc.mandatedreporter.org/pages/Welcome.action>.

As explained above, KIPP DC's Whistleblower Policy prohibits retaliation against any employee, volunteer, board member or student who reports a good faith complaint, or who participates in any related investigation.

BACKGROUND CHECKS AND DUTY TO REPORT CRIMINAL PROCEEDINGS

All KIPP DC employees, interns, volunteers, contractors, consultants and other third parties working for KIPP DC, or at our schools, must have a background check completed prior to working at our organization. Depending on one's involvement with KIPP DC, the type of background check may vary. Each individual, regardless of their position, will complete a Background Criminal and Sexual Offender Check Consent Form prior to working or volunteering at KIPP DC. Such consent authorizes KIPP DC to obtain additional background checks that may take place at any time during employment. This policy outlines the disclosure notice, policies and procedures surrounding the background check. Please note that KIPP DC complies with all rights under the Fair Credit Reporting Act and DC law.

All KIPP DC employees will be required to renew their relevant background checks every two years.

SCHOOL-BASED EMPLOYEES

All KIPP DC employees, interns, volunteers, contractors, consultants and other third parties working for KIPP DC, and who are in contact with KIPP DC students ten or more hours per month, are required to obtain an FBI Fingerprint Background Check prior to their start date with KIPP DC through the DC Metropolitan Police Department. KIPP DC will contact the individual directly before any adverse action is taken based in whole or in part on the information contained in the background check.

KIPP DC will also process an online background check along with an official National Sex Offender Check. All information used to complete these searches will be from the completed Background Criminal and Sexual Offender Check Consent Form. All results will be reviewed and before any adverse action is taken, based in whole, or in part on the information contained in the consumer report, KIPP DC will provide a copy of the report, the name, address and telephone number of the reporting agency, and a summary of rights under the Fair Credit Reporting Act.

ALL OTHER EMPLOYEES

All other KIPP DC employees, interns, volunteers, contractors, consultants and other third parties must also complete a background check and National Sex Offender Check prior to their start date volunteering and/or working at KIPP DC. Additionally, any KIPP DC employee with financial authority must also have a Federal Criminal Check completed. All results will be reviewed and before any adverse action is taken, based in whole, or in part on the information contained in the consumer report, KIPP DC will provide a copy of the report, the name, address and telephone number of the reporting agency, and a summary of rights under the Fair Credit Reporting Act. Please contact Human Resources for the necessary paperwork.

REFERENCES

Prior to being offered a position at KIPP DC, all potential employees will provide a minimum of three references to KIPP DC's recruiter. Our Recruiting Associate or Hiring Manager will contact each reference and keep the notes from the conversations and/or e-mails for one year. KIPP DC reserves the right to contact individuals whose contact information is not provided by you, but from another source. If you have any questions concerning reference checks, please contact Human Resources.

DUTY TO REPORT CHARGES, CONVICTIONS, AND PLEAS

Employees must notify their Human Resources point of contact of any conviction, or entry of a guilty plea or plea of nolo contendere (or its equivalent) for any criminal offense. This reporting obligation includes drug- and alcohol-related offenses but does not apply to minor traffic tickets or citations unless the employee has an independent obligation to report under another policy. In addition, employees must notify their Human Resources point of contact of being charged of any crime of violence, drug trafficking, or sexual activity involving a minor. All reports required under this provision must be made in writing within three calendar days of the charge, conviction, or plea, or immediately upon reporting to work following such charge, conviction, or plea, whichever occurs first. Employees must provide Human Resources with a report explaining the basis of the charges lodged against the employee, and the date of conviction or entry of a guilty plea. Failure to report such incidents to Human Resources will be considered a violation of this policy and may result in disciplinary action, up to and including termination.

IMMIGRATION REFORM AND CONTROL ACT AND E-VERIFY

In compliance with the federal Immigration Reform and Control Act of 1986, as amended, and any state law requirement, KIPP DC must employ only individuals who are authorized to work in the United States. As a condition of employment, each new employee must complete a Form I-9, Employment Eligibility Verification and present documentation establishing his/her identity and employment eligibility within three days of hire. KIPP DC uses E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) and U.S. Citizenship and Immigration Services (USCIS), to determine the employment eligibility of our employees. E-Verify electronically checks the information provided by the employee on his or her Form I-9 against records contained in DHS and Social Security Administration (SSA) databases.

If an employee is authorized to work in the USA for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed with KIPP DC. Employees may be separated from employment with KIPP DC for failing to provide proof of renewed employment eligibility.

CERTIFICATIONS AND HIGHLY QUALIFIED STATUS

If your position at KIPP DC requires you to be certified in a certain field of work, or highly qualified to teach a specific subject area, you must have these necessary qualifications prior to starting with KIPP DC.

CONFIDENTIAL BUSINESS INFORMATION

During employment, KIPP DC employees may have access to confidential business information. Confidential business information is a valuable and unique asset of KIPP DC or third parties who have furnished it to KIPP DC. Employees are prohibited from revealing confidential business information to anyone outside KIPP DC unless given specific permission to do so by KIPP DC's Chief Executive Officer, President, or General Counsel. Confidential business information includes, but is not limited to, KIPP DC's financial information, data or statements; the existence and contents of agreements; proposals; grants; strategies; donor lists; contact lists; membership lists; student lists; student contact information; computer data; and planned activities that are not public knowledge.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. The decision to reveal confidential business information will be made at the discretion of KIPP DC or Human Resources in response to the employee's request, a valid subpoena, or valid court order.

Information that is or later becomes publicly available in a manner wholly unrelated to any breach of this Agreement by you will not be considered confidential business information as of the date it enters the public domain. If you are uncertain whether something is confidential business information, you shall treat it as confidential until you receive clarification from KIPP DC's General Counsel that it is not confidential business information.

Nothing in this policy is intended or shall be construed as prohibiting or limiting employees from disclosing or discussing wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act.

CONFLICTS OF INTEREST POLICY

Employees must refrain from any activity or from having any financial interest that is inconsistent with KIPP DC's best interest and also must refrain from activities, investments or associations that compete with KIPP DC, interferes with the employee's judgment concerning KIPP DC's best interests, or exploits the employee's position with KIPP DC for personal gain.

Before accepting a gift from any vendor, individual, or organization that sells or provides a service to, purchased from, or competes with KIPP DC, you must first contact and consult with KIPP DC's General Counsel. The purpose of this policy is to prevent any real or perceived conflicts of interest on the part of KIPP DC and/or any of its individual employees. This policy is effective regardless of either the value of

the proposed gift, or an employee's specific position of employment at KIPP DC. This policy is inapplicable to any gifts, donations, or grants solicited by KIPP DC staff for purposes of funding or supporting KIPP DC's programs and activities.

KIPP DC does not retaliate against any employee who in good faith discloses a violation of the Conflict of Interest policy.

CORPORATE CREDIT CARD

The corporate credit card cannot be used for personal expenses or to obtain cash advances, bank checks, traveler's checks, cash transfers or to pay for expenses other than those incurred by the assigned employee named on the card.

Misuse of the card will result in cancellation of the card and withdrawal of credit card privileges. If the card is used for an employee's personal expenses, KIPP DC reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign a document authorizing that KIPP DC may recover, from their salary, any amount incorrectly charged to KIPP DC. The recovered wages may not decrease an employee's paycheck below the minimum wage, set forth by the District of Columbia, for the hours worked during that pay period.

For all school-based staff, corporate credit card expenditures must be submitted to the Business Managers, with the original itemized receipt, within five business days of the expenditure. Business managers must reconcile, code, and upload all receipts to the credit card site on a weekly basis. Similarly, KIPP DC Headquarters employees must submit the original itemized receipt to the assigned cardholder. The assigned cardholder must reconcile, code, and upload all receipts to the credit card site on a weekly basis. If an employee submits an expense without a receipt, KIPP DC will seek to recover the expense from the employee to the fullest extent provided under local and federal law.

Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate up to and including termination.

Lost or stolen credit cards must be reported immediately to your School Leader, Supervisor, the Vice President of Operations and Finance, or the President.

EMPLOYEE LIFTING REQUIREMENT

Due to the nature of KIPP DC's work, KIPP DC asks that all school-based employees, both part time and full time, are able to lift and carry 40 pounds. If you are unable to lift and carry 40 pounds, please consult with your School Leader, Supervisor, or Human Resources to discuss the possibility of receiving a workplace accommodation.

EMPLOYEE ACCEPTABLE USE POLICY

KIPP DC adheres to the federal requirements and guidelines stipulated under TITLE XVII—CHILDREN'S INTERNET PROTECTION ACT (CIPA). Visit <http://www.fcc.gov/guides/childrens-internet-protection-act> to view this document in its entirety. Overall, KIPP DC's policy of internet safety is enforced to and includes measures that block or filter internet access for both minors and adults to certain visual depictions. These include visual depictions that are obscene, child pornography, or harmful to minors.

KIPP DC adheres to the federal requirements and guidelines stipulated under the FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA). The full text of this document can be viewed at <https://www.ed.gov/policy/gen/guid/fpco/ferpa/>. KIPP DC employees may choose to access KIPP DC accounts and services from personal devices on both a one-time and ongoing basis. In order to protect confidential data as defined in FERPA, KIPP DC will take reasonable steps to protect such data even on employees' personal devices. Such steps may include, but are not limited to: restricting access to certain days/times, requiring a passcode, disabling specific applications and services, and wiping ("erasing") some or all data from a personal device upon an employee's resignation or termination. While it is not KIPP DC's intention to wipe personal data from an employee's personal device, this may result from KIPP DC's effort to protect confidential data. Employees are especially advised to maintain backup copies of personal data if they will use a personal device to access KIPP DC accounts and services.

KIPP DC computers, phones, and internet system are provided for the use of its employees solely for educational purposes, which include the performance of the employee's job duties and related activities. This provision covers the use of these computers and phones while both on and off KIPP DC grounds as well as after normal work hours. The computer, phones, documents, and information stored and processed by the computer or phone remain the property of KIPP DC.

All of your KIPP DC computer and account passwords must be made available to your School Leader or direct Supervisor upon request. Employees can use different passwords that are unknown to KIPP DC, but will need to disclose their password to authorized users upon request (including, but not limited to School Leaders and information technology personnel). Employees are prohibited from attempting to gain unauthorized access to the KIPP DC network or to any other computer system through the network or to exceed their authorized access, including attempting to use the passwords of other employees, log in through another person's account, or access another person's files. Employees are also prohibited from making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. Employees will not use the network to engage in any other illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.

KIPP DC's policies against sexual and other types of harassment and discrimination apply in full to use of the internet and e-mail. Employees are prohibited from using their assigned computers or phones in a way that may be offensive to others. Forbidden transmissions include but are not limited to sexually

explicit messages or artwork, ethnic or racial slurs, unwelcome or inappropriate sexual propositions, offensive comments based on gender identity, age, national origin, sexual orientation, disability, religious or political beliefs, or anything construed as harassment or disparagement of others including communications that classify as personal attacks or cyberbullying, including prejudicial or discriminatory attacks. This includes information sent, or viewed on, an employee's personal computer, blackberry, or cell phone on, or around, the premise of a KIPP DC school or headquarters building. Information sent, during operating hours, on a non KIPP DC network are included in this statement.

Any violation of the prohibitions set forth in this agreement may result in disciplinary actions, including, without limitation, termination of employment.

OTHER COMPLIANCE ISSUES

Copyrighted materials belonging to entities other than KIPP DC may not be transmitted by employees on the internet or e-mail. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner of such information or programs. Failure to observe copyright laws or license agreements may result in disciplinary action from KIPP DC or legal action by the copyright owner.

All documents, information or messages created, sent or retrieved over KIPP DC's computer or phone systems are the property of KIPP DC. KIPP DC reserves the right to access and monitor all documents, information, messages (including e-mails and voicemails) and files on KIPP DC-provided equipment or systems at any time without notice. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Employees should not assume that communications that they send and receive via KIPP DC's e-mail and voicemail systems are private or confidential.

The internet and e-mail systems are not secure methods of communication and there is the potential that information sent over these systems might be intercepted and read by unauthorized individuals. Employees must take every precaution to protect proprietary and confidential information about KIPP DC, its employees, students or families.

Additionally, any items in the e-mail "Deleted Items" and "Junk Mail" folders will be deleted after they are 30 days old. It is the users' responsibility to take the necessary steps to protect any desired e-mails in these folders. The KIPP DC Information Technology Department will automatically purge any items that are 30 days or older.

Employees who become aware of misuse of KIPP DC's equipment or systems, including but not limited to e-mail, internet, and voicemail should promptly contact the Senior Director of Technology at TechOps@kipfdc.org. Violation of this policy may result in disciplinary action, up to and including termination.

MEDIA RELEASE

As a member of the KIPP DC team, an employee may be photographed, videotaped, or interviewed as part of our marketing campaign. If you do not feel comfortable with this exposure, please contact your School Leader, Supervisor or Human Resources.

NON-SOLICITATION

Solicitation by employees, of any kind, is prohibited on KIPP DC property during working time in working areas, and during non-working time in areas accessible to parents and students. Such solicitation is prohibited regardless of the method by which the solicitation is accomplished, including but not limited to, e-mail, flyer, or other forms of advertising or petitioning. This includes but is not limited to, selling goods, collecting money, or soliciting support for an organization, company, political candidate, or association. If a KIPP DC employee is found to have violated this policy, the employee shall be subject to corrective action, up to and including termination.

KIPP DC prohibits nonemployees from solicitations or distributions of any kind on KIPP DC property. If a nonemployee is found soliciting on KIPP DC property, that individual will be removed from the premises.

PERSONAL PROPERTY

KIPP DC is not responsible for loss or damage to personal property. Valuable personal items, such as purses, wallets, personal computers, cell phones, and all other valuables, should not be left in areas where theft or damage might occur.

PERSONAL TELEPHONE CALLS

All school-based staff must turn their personal cell phone(s) off, or set them to a silent alert, during school hours or when in a classroom with students. School-based staff are discouraged from using personal cell phones to text message during school hours or when in a classroom with students. All headquarters-based staff should limit personal calls during the KIPP DC workday.

PROFESSIONAL ATTIRE

To model professionalism for our students, employees are expected to dress professionally when school is in session and at KIPP DC events. The following are generally regarded as unprofessional attire: cut-off shorts, flip-flops, revealing clothing, clothing with curse words, or any article of clothing that degrades the image of the school or KIPP DC. Any employee appearing for work in unsuitable attire may be asked to go home and change clothes.

Headquarters staff should be dressed in appropriate business casual attire every day. Jeans are not permitted without prior approval from the President.

MEDIA INQUIRIES

All media inquiries regarding KIPP DC and its operations must be referred to the Chief Executive Officer, President, or Director of Communications.

SOCIAL MEDIA GUIDELINES

KIPP DC recognizes the value of promoting our organization's mission, values, and goals through the use of online social media sites such as blogs, wikis, videos, podcasts, social networks, and other forms of online communications. Accordingly, KIPP DC has provided the following policies and guidelines to help support and guide employees when they communicate online. While using social media, employees shall abide by all policies as contained in this handbook. Failure to do so shall be subject to corrective action, up to and including termination.

INTERNET ACCESS

While at work, or while using KIPP DC equipment, Internet access and use – including access and use that relates to or involves social media – is a privilege and must be carried out in a manner that is consistent with job responsibilities and KIPP DC policies, which address appropriate use of scheduled work time and resources.

USE OF SOCIAL MEDIA

KIPP DC expects its employees to strive to be fair and courteous to fellow KIPP DC staff and students at all times, including through their use of social media. Employees are far more likely to resolve work-related complaints by speaking directly with co-workers or by utilizing KIPP DC's Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, KIPP DC expects employees to avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that maliciously disparage students or fellow staff, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or KIPP DC policy.

Staff members should not communicate with current K-12 students using personal social media accounts. Staff should use group emails/classroom websites to communicate with students. In the case of an emergency, make sure to notify your School Leader or manager to inform them of such use.

"Communication" includes adding students as "friends" on social media networks such as Facebook or Instagram and "following" a student on Twitter.

KTC staff may use social media to connect with KIPP DC students and alumni for professional purposes only. In doing so, they must either:

- Create and maintain two distinct profiles: one personal and one professional and invite students (current or alumni), their parents and/or families to “friend” the professional profile only.
- Make sure their current manager is aware of the use of a personal account.

Nothing contained in this policy should be interpreted or applied in a way that interferes with the legal rights of employees to engage in Section 7 activities under the National Labor Relations Act.

SEPARATING FROM EMPLOYMENT

Employment at KIPP DC is at-will. This means that employees may resign at any time, and may be terminated at any time, without notice or cause. This also means that KIPP DC may change the terms of the employment relationship, including an employee's hours, salary, title, job duties, or place of work, without notice or cause. Nothing in this handbook limits your or KIPP DC's right to terminate your employment without notice or cause. No KIPP DC representative is authorized to enter into a contrary agreement—express or implied—except KIPP DC's Chief Executive Officer or her designee and you. Any such contrary agreement must be in writing and signed by the employee and KIPP DC's Chief Executive Officer, President, or their designees.

VOLUNTARY TERMINATION

Should an employee decide to leave KIPP DC, KIPP DC asks that he/she provides at least two weeks' advance written notice. An employee's thoughtfulness is appreciated and will be noted favorably if that individual ever wishes to reapply for employment with KIPP DC. An employee will be asked to turn in all KIPP DC property included but not limited to, cell phones, laptop, keys, and other KIPP DC equipment on their last day at KIPP DC. All KIPP DC property should be returned to an employee's School Leader or Supervisor unless otherwise specified.

If an employee voluntarily terminates their employment with KIPP DC, he/she will receive their last paycheck the following pay period either through direct deposit or a manual check.

INVOLUNTARY TERMINATION

If an employee is involuntarily terminated from KIPP DC, his/her School Leader or Supervisor will individually determine when, where, and to whom the employee should return his/her KIPP DC property.

The employee's final paycheck may be mailed, to the address on file, the next business day following his/her final day at KIPP DC, directly deposited into an employee's account on the next business day or within four business days if employee handles KIPP DC funds, or picked up at our Headquarters' location.

EMPLOYMENT VERIFICATION POLICY

All employment verification requests from current or former employees, prospective employers of current or former employees, governmental agencies, or other organizations such as a financial institution, should be directed to Human Resources at HR@kipfdc.org. Employees asked to serve as a reference, who have concerns about doing so, are also encouraged to contact Human Resources.

Under no circumstances is any other employee authorized to provide a written or official employment verification response for KIPP DC. During the employment verification process, Human Resources may provide a requestor with the following information:

- Whether an individual is currently employed at KIPP DC,
- An individual's current or last job title,
- An individual's dates of employment at KIPP DC,
- An individual's salary history, if the individual provides written authorization to release such information, and
- Any other information mandated by law.

Please allow 72 hours for Human Resources to complete an employment verification. Pursuant to the DC School Safety Omnibus Amendment Act of 2018, KIPP DC will not assist an individual in obtaining a new job involving direct interaction with minors, where KIPP DC knows or has probable cause to believe the individual engaged in sexual misconduct or sexual abuse regarding a child or student.

General Termination Information

If a voluntarily or involuntarily terminated employee has any questions in regard to his/her KIPP DC benefits, those questions may be directed to Human Resources. Additionally, all employees are welcome to complete a brief exit interview prior to leaving. All KIPP DC property must be returned upon termination.

You should also notify Human Resources if your address changes during the calendar year in which termination occurs so that your tax information will be forwarded to the proper address.

SAFETY AT KIPP DC

KIPP DC has a fundamental interest and commitment in maintaining a safe and efficient working environment. If any KIPP DC employee observes a safety issue at a KIPP DC school or headquarters location, please contact a School Leader, the Human Resources Department, or the Chief Executive Officer.

ALCOHOL, DRUG AND TOBACCO FREE WORKPLACE

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

The following conduct is prohibited on KIPP DC's property, including but not limited to school buildings, grounds, parking lots, garages 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 KIPP DC property (including the parking lot and adjacent areas) or during working hours.
- Possession or consumption of alcohol on KIPP DC property (including adjacent areas) or during working hours. This does not include the authorized use of alcohol at KIPP DC sponsored functions or activities.
- Possession or use of tobacco products on KIPP DC property (including the parking lot and adjacent areas) or during working hours.
- Reporting to work or being present at work while being intoxicated or impaired by alcohol or drugs. This does not include the authorized use of alcohol at KIPP DC 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 his/her School Leader or Supervisor 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, KIPP DC 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. Employees are encouraged 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. KIPP DC will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures, consistent with KIPP DC's policies and applicable federal, state or local laws. Employees who are struggling with alcohol or drug use concerns are encouraged to contact our free and confidential Employee Assistance Program, which is discussed above in the Benefits section.

KIPP DC further reserves the right to take any and all appropriate and lawful actions necessary to enforce this alcohol, drug and tobacco free workplace policy including, but not limited to, the inspection of KIPP DC issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when KIPP DC has reasonable suspicion to believe that the employee has violated this drug, alcohol and tobacco free workplace policy. Furthermore, if there is any reasonable suspicion that an employee has taken illegal drugs, or is on illegal drugs, while on KIPP DC's property, KIPP DC reserves the right to conduct a drug test.

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

STAFF VISITORS

To ensure a safe, happy and healthy environment for employees and students, all KIPP DC employees, interns and volunteers are required to check in with security when visiting a campus where they do not normally work.

CHILDREN OF EMPLOYEES AT WORK

As part of our mission to foster safe, healthy, and productive learning and working environments, staff members are not permitted to bring their minor children to work, with rare exceptions. Instead, staff members are expected to make arrangements for childcare during their normal working hours. If an unforeseen emergency should arise and a staff member is unable to secure childcare for their minor child, the staff member should consult their supervisor about their options, including taking leave.

Employees and supervisors must consider how a child's presence in the workplace may affect that child's safety, the safety of students and staff, confidentiality, efficient operations, provision of services, the work of other employees, and legal liability. With these principles in mind, a supervisor should only

grant a limited exception to this policy and permit an employee to bring their child to work in rare instances and if each of the following conditions is met:

- The staff member obtains their supervisor's preapproval to bring their child to work;
- The child will only be on KIPP DC grounds for a limited period of time;
- The child will be supervised by their accompanying adult at all times;
- The child is not exhibiting symptoms of a contagious condition;
- The child's presence will not interfere with the employee or their colleagues' ability to perform work;
- The child will not have access to confidential information; and
- The staff member will follow pertinent KIPP DC security protocols, including signing in, when bringing the child to work.

If, at any time during the child's visit, any of the above conditions is not met, the staff member is expected to remove their child from KIPP DC's premises. Supervisors may direct an employee to remove their child from the workplace at any time, even where the above conditions are met.

This policy does not apply at events intended to include the family members of KIPP DC staff, such as holiday parties and "Take Your Child to Work Day" (if your work location participates). It also does not apply where KIPP DC has made arrangements to provide childcare to a given staff member and child during a KIPP DC event.

KIPP DC does not accept any liability for injuries to children who are on KIPP DC grounds in violation of this policy.

FIRE DRILLS

Fire drills at the schools and KIPP DC campuses are scheduled periodically throughout the year. These drills are an important aspect in school safety. Complete evacuation is expected during these drills. Any questions concerning evacuation procedures should be directed to your School Leader.

EMERGENCIES

Please alert your School Leader or Supervisor as soon as you become aware of an emergency. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If your manager or School Leader is unavailable, contact the nearest KIPP DC official and the Metropolitan Police Department.

Should an emergency result in the need to communicate information to employees outside of business hours, your manager or School Leader will contact you. Therefore, it is important that employees keep

their personal emergency contact information, including personal e-mail address, up to date. Notify Human Resources when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your manager, School Leader, or any other member KIPP DC director. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location to await further instructions or information.

SCHOOL CLOSINGS

KIPP DC generally follows the District of Columbia's Public School system (DCPS) in regards to inclement-weather related school delays and closings; as a general matter, KIPP DC schools are closed when DCPS schools are closed, and KIPP DC schools are delayed when DCPS schools are delayed. However, due to differences in the length of our school day and our school calendar, we will sometimes elect to make a different decision than DCPS. If there are any changes or modifications, local media outlets (NBC 4, FOX 5, ABC 7, CBS 9, The Washington Post and WTOP) will be notified, and KIPP DC staff will be alerted via e-mail as quickly as possible. **You may also call the KIPP DC Snow Line at: 202-253-6921.**

Please help us ensure that you receive information regarding closures, delays and other emergencies via our robocall/email system by confirming that we have the correct phone number(s) and email address(es) on file for you. Please contact the office manager at your school or work location to confirm the information we have on file is accurate and up-to-date.

Please note the following information on delayed openings and early dismissals:

- Delayed Opening Start Times
 - For a two (2) hour delayed opening, KIPP DC schools will open at 10:00 AM
- Early Dismissal Details
 - Walkers will be sent home immediately upon dismissal
 - All regular bus riders will take the bus unless we receive directions from a parent/guardian instructing us otherwise
 - Carpool riders will wait at school until they are picked up in a timely fashion

STUDENT SAFETY

If you notice that a student is in danger or you suspect that a KIPP DC student is being abused or neglected, immediately contact your School Leader and Social Worker to report this matter to ensure the student receives appropriate support. In addition, please ensure that you comply with your obligations as a mandated reporter of abuse and neglect, as discussed above.

PET POLICY

KIPP DC is responsible for assuring the health and safety of all employees. Animals may pose a threat of infection, may cause allergic reactions in others, may cause distraction and/or elicit emotional distress from other employees or members of our school community. Employees are not permitted to bring any animals on KIPP DC property (including parking lots and athletic fields) with the exception of service animals for individuals with disabilities or approved search and rescue dogs.

WEAPONS PROHIBITED

Possession, use or sale of weapons, firearms or explosives on work premises, or while engaged in KIPP DC business on or off premises is forbidden except where expressly authorized by KIPP DC and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to your manager or School Leader immediately.

Violations of this policy will result in disciplinary action, up to and including termination.

WORKPLACE SEARCHES

To protect KIPP DC property and to ensure the safety of all employees, KIPP DC reserves the right to conduct personal searches consistent with local and federal law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from KIPP DC's property. In addition, KIPP DC reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files created in conjunction with your work at KIPP DC, lockers, equipment, etc. are the property of KIPP DC, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of KIPP DC.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including termination, if upon investigation they are found to be in violation of KIPP DC's security procedures or any other KIPP DC rules and regulations.

WORKPLACE VIOLENCE

Violence by an employee or anyone else, against another employee, Supervisor, student, parent, colleague, or any member of the KIPP DC community will not be tolerated.

Employees should not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee, student, or visitor to our premises, you are required to contact the appropriate School Leader or manager or contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the KIPP DC's investigation, may result in disciplinary action, up to and including termination.

RECEIPT OF KIPP DC EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

I acknowledge that I have received my copy of the KIPP DC Employee Handbook, which outlines the policies, practices and employee benefits of KIPP DC. I understand that this edition of the Employee Handbook supersedes all previous verbal or written descriptions of KIPP DC's personnel policies and procedures and employee benefits.

I understand that employment at KIPP DC is at-will. This means that I may resign at any time, and may be terminated at any time, without notice or cause. This also means that KIPP DC may change the terms of my employment relationship, including my hours, salary, title, job duties, or place of work, without notice or cause. Nothing in this handbook limits my or KIPP DC's right to terminate my employment without notice or cause. No KIPP DC representative is authorized to enter into a contrary agreement—express or implied—except KIPP DC's Chief Executive Officer, President or their designees and myself. Any such contrary agreement must be in writing and signed by KIPP DC's Chief Executive Officer, President or their designees and myself.

The Employee Handbook is not a contract and nothing contained herein should be construed to create a contract of employment or a contract of any kind.

I understand that the Employee Handbook describes important information about KIPP DC. I agree to read the entire Handbook during my first three days of employment, or within three days of receiving it. I agree to abide by all the policies and procedures contained in the Handbook. If I have any questions about the Handbook or other personnel policy issues, I will consult with my manager or the appropriate School Leader.

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

I also understand that if a written agreement is inconsistent with the Employee Handbook, the written agreement is controlling.

If I have questions about the handbook I ask my immediate Supervisor or designated School Leader.

Signature: _____ **Date:** _____

Name (Printed): _____

This Employee Handbook does not constitute a contract or agreement of employment nor guarantee any fixed terms and conditions of employment, either express or implied. KIPP DC reserves the right to alter, eliminate, or otherwise change any policy, without notice, at any time, except the at-will employment policy which may only be changed by written agreement signed by an employee and the Chief Executive Officer, President or their designees.

Appendix

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services



MURIEL BOWSER
MAYOR

UNIQUE MORRIS-HUGHES
INTERIM DIRECTOR

Public Notice to District of Columbia Employers And Employees for Paid Family Leave

Notice is hereby given that, pursuant to the Universal Paid Leave Amendment Act of 2016 ("Paid Leave Act"), all covered employers will be required to contribute an amount equal to 0.62% of the wages of each of its covered employees to the Universal Paid Leave Implementation Fund by July 1, 2019. Contributions will be collected electronically by payroll tax from the Department of Employment Services (DOES), Office of Paid Family Leave (OPFL), on a quarterly basis.

Covered Employee

A covered employee is any worker of a covered employer who spends more than 50% of his or her work time for that employer working in the District of Columbia; or whose employment for the covered employer is based in the District and who regularly spends a substantial amount of his or her work time for that covered employer in the District and not more than 50% of his or her work time for that covered employer in another jurisdiction.

Covered Employer

A covered employer is any individual, partnership, general contractor, subcontractor, association, corporation, business trust, or any group of persons who directly or indirectly or through an agent or any other person, including through the services of a temporary services or staffing agency or similar entity, employs or exercises control over the wages, hours, or working conditions of an employee and is required to pay unemployment insurance on behalf of its employee. A covered employer is also a self-employed individual who has opted into the paid-leave program established pursuant to the Paid Leave Act.

All communications with covered employers, covered employees, applicants, eligible individuals, health care providers, claims examiners, and DOES OPFL will occur by phone, email, and through the online portal on or after July 1, 2019. For more information on the implementation of the Paid Family Leave (PFL) program, please visit does.dc.gov.

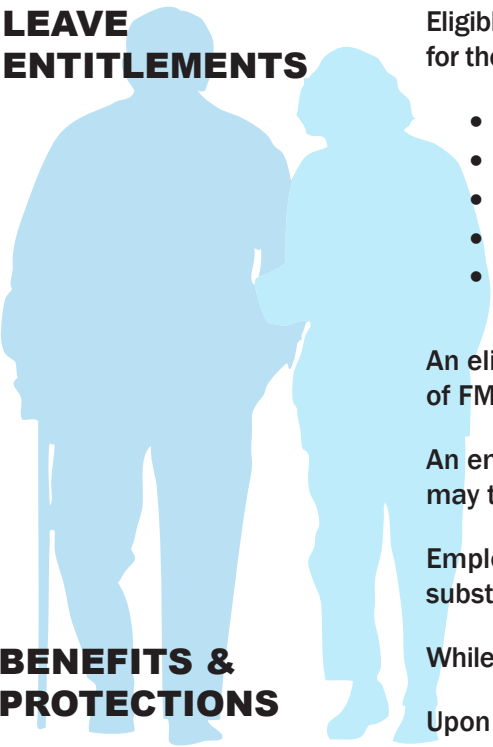
Comments on this notice and any request for information should be addressed to:

Department of Employment Services
Office of Paid Family Leave
4058 Minnesota Ave. NE
Washington, DC 20019
does.opfl@dc.gov

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

*Special “hours of service” requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

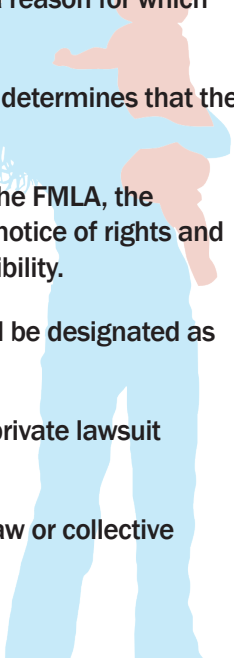
Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

EMPLOYER RESPONSIBILITIES

ENFORCEMENT



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Protecting Pregnant Workers Fairness Act

- Know Your Rights in the District of Columbia -



Accommodations for Pregnancy, Childbirth and Breastfeeding

The Protecting Pregnant Workers Fairness Act (PPW) requires District of Columbia employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, breastfeeding, or a related medical condition.

The employer must engage in good faith and in a timely and interactive process to determine the accommodations.

Types of Accommodations

Employers must make all reasonable accommodations,* including but not limited to:

- More frequent or longer breaks;
- Time off to recover from childbirth;
- Temporarily transferring the employee to a less strenuous or hazardous position;
- Purchasing or modifying work equipment, such as chairs;
- Temporarily restructuring the employee's position to provide light duty or a modified work schedule;
- Having the employee refrain from heavy lifting;
- Relocating the employee's work area; or
- Providing private (non-bathroom) space for expressing breast milk.

Prohibited Actions by Employers

Employers may not:

- Refuse an accommodation unless it would cause significant hardship or expense to the business;
- Take adverse action against an employee for requesting an accommodation;
- Deny employment opportunities to the employee because of the request or need for an accommodation;
- Require an employee to take leave if a reasonable accommodation can be provided; or
- Require employees to accept an accommodation unless it's necessary for the employee to perform her job duties.

Certification from Health Care Provider

The employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The certification must include: (1) the date the accommodation became or will become medically advisable; (2) an explanation of the medical condition and need for a reasonable accommodation; and (3) the probable length of time the accommodation should be provided.

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you a reasonable accommodation or has discriminated against you because of your pregnancy, childbirth, need to breastfeed or a related medical condition, you can file a complaint within one year with the DC Office of Human Rights (OHR). To file a complaint, visit:

- **Online** at ohr.dc.gov; or
- **In-Person** at 441 4th Street NW, Suite 570N, Washington, DC 20001.

A case can also be initiated through the Department of Employment Services (DOES) Office of Wage and Hour Compliance by calling (202) 671-1880. All cases must be filed and investigated by OHR. Once OHR issues a decision, a DOES administrative law judge will decide if a violation of the statute occurred. The DOES decision may be appealed to the DC Office of Administrative Hearings.

* A "reasonable accommodation" is one that does not require significant difficulty in the operation of the employer's business or significant expense for the employer, with consideration to factors such as the size of the business, its financial resources and the nature and structure of the business.