



Personnel Policies & Procedures

MUNDO VERDE PERSONNEL POLICIES & PROCEDURES - TABLE OF CONTENTS

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I. INTRODUCTION TO MUNDO VERDE

1.1 Mission Statement

Mundo Verde Bilingual Public Charter School (Mundo Verde) aims to foster high levels of academic achievement among a diverse group of students by preparing them to be successful and compassionate global stewards of their communities through an engaging curriculum focused on biliteracy and sustainability.

1.2 Our Philosophy

Mundo Verde takes its name from two Spanish words, *mundo* and *verde*. Together the words Mundo and Verde provide a visual and conceptual description of the society we envision for our children as parents and educators – a society that is joined together across differences of language, culture and national origin to sustain our planet for generations to come.

- Translated to “green” in English, **Verde** is the earth’s natural and living environment, our forests and rivers, clean air, green space – whether urban or rural – and the management and preservation of the earth’s resources for future generations.
- In addition to meaning “world,” **Mundo** stands for the people who live on this planet, their cultures, languages, values, nations and contributions, as well as the connections among them.

At Mundo Verde, we believe that a framework for the 21st century includes sustainability and bilingualism as essential tools for change, tools that give young people a sense of identity, culture, place, and purpose, as well as best preparing them to succeed and take on personal responsibility for tomorrow’s world. With local communities ever more woven into the broader global community, future leaders will need both mind- and skill-sets well beyond those attained in a traditional curriculum. The next generation of leaders will need to be fluent and literate not just in one, two, or more languages but also in their capacity to innovate, integrate and build partnerships across and beyond typical dividing lines of national borders, wealth/poverty and resource scarce/plentiful communities. The vision and underlying values of Mundo Verde thus intentionally marry the teaching of enhanced language capabilities with the encouragement of broader mindsets and approaches needed to live and grow in ways that are sustainable. The following beliefs guide our decision-making:

- *Sustainability* is defined as meeting the needs of the present generations without compromising the ability of future generations to meet their own needs – to prepare students to be active citizens in a complex and ever-changing world within a values-based framework.
- Mastering an understanding of politics, social science and science is crucial for successfully meeting the challenges of sharing a planet with finite resources.
- Today’s youth must be prepared to be *stewards* – contributing members responsible for their communities – who are empowered with a sense of personal and social accountability.¹

¹ *Stewardship* is the personal responsibility to take care of something one does not own. In the context of the environment, it is an ethic that embodies cooperative planning and management of environmental resources

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- Open-mindedness and conflict-resolution skills are nurtured by having an ethnically and economically diverse student body.
- Excellent communication skills, including biliteracy, are crucial for 21st century citizens to meet the challenges and opportunities of globalization.
- How children learn is as important as what they learn – process and content go hand in hand and social interaction has a great impact on cognitive growth.
- Education is responsible for the development of the whole person intellectually, physically, emotionally and morally.
- Knowing our students – individually, culturally and developmentally – and knowing their families and working with them as partners are essential to creating a quality educational environment.
- Schools must represent, welcome and nurture the full diversity of their communities – cultural, racial, ethnic, socioeconomic, gender, linguistic, religious and sexual orientation.
- Schools are successful when all students, families and teachers are valued, empowered, knowledgeable and capable.

1.3 School Curriculum

With a rigorous and hands-on, project-based curriculum focused on *sustainability* and *biliteracy*, Mundo Verde prepares all its students to be caring, successful and responsible adults in a world increasingly shaped by global cultural, economic and environmental forces. Our eighth grade graduates will be prepared to excel in high performing college preparatory high schools and go on to college and the career path of their choice. Mundo Verde graduates will also be:

- **Lifelong learners:** Active, independent and knowledgeable individuals.
- **Biliterate:** Effective and respectful communicators in English and Spanish.
- **Active-minded stewards:** Compassionate stewards of their communities and the Earth.

Mundo Verde’s curriculum is framed around the unifying themes of biliteracy and sustainability. It emphasizes the mastery of literacy and language acquisition in both English and Spanish; high performance in all subjects including math, science, social science and the arts; and the critical thinking and deep understanding of complex issues that are core to Education for Sustainability. The curriculum is based on standards that meet or exceed D.C. Standards of Learning. Performance is measured using standardized test results, interim/benchmark assessments, performance assessments, portfolios, anecdotal records and individual assessments.

Recognizing the impact of instruction and social interaction on cognitive development and academic achievement, Mundo Verde’s educational model places a heavy emphasis on methods of instruction, which ensures that our teachers support all our students in their mastery of the

in cooperation with organizations, communities and others to actively engage in the prevention of loss of habitat and facilitate its recovery in the interest of long-term sustainability. A *steward* is one who takes on this personal responsibility to take care of something.

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standards. Instruction is hands on, project-based and learner-centered and will integrate content across the curriculum. Each of these factors informs our selection of the instructional resources and materials that guide teachers in helping students master the standards. Finally, our school schedule includes time for staff to reflect – professional time dedicated to evaluating student work and adjusting the pacing, scope, and sequence of instruction as necessary to ensure students master the standards.

1.4 History

Mundo Verde Bilingual Public Charter School was first incorporated in 2008. The D.C. Public Charter School Board awarded a charter to Mundo Verde in the spring of 2010. The first school year as a public charter school commenced in August 2011. Approximately 120 children enrolled in the first school year. Mundo Verde serves students in Pre-K3 through Third Grade, and employs approximately 60 full-time or part-time staff.

II: GENERAL EMPLOYMENT POLICIES

2.1 Introduction

This handbook has been prepared to introduce you to Mundo Verde and its Personnel Policies & Procedures. This handbook summarizes the current policies, procedures, and benefits that generally apply to your employment at the School and is intended to serve as a guide to you during your employment.

The Personnel Policies & Procedures are not intended to create a contract, and do not create contractual obligations of any kind between Mundo Verde and any of its employees. **Employment with Mundo Verde is at-will.** Employees are not guaranteed employment for any definite period of time. Employees are free to quit at any time and for any reason, and Mundo Verde has the same right to terminate the employment relationship. **This handbook does not alter the at-will relationship.** Mundo Verde, in its sole and absolute discretion, reserves the right to revise, add to, or withdraw all or any part of the Personnel Policies & Procedures set out in this handbook. When appropriate and/or necessary, such changes may occur at any time, with or without prior notice. Policies and procedures adopted by the Board of Directors will control if they are different from those set forth in this handbook. If and/or when modification of the Personnel Policies & Procedures occurs, you will be informed and the revised Personnel Policies & Procedures will be made available *on SchoolForce* (the school's web-based information management system) or at the Front Desk. It is your responsibility to be aware of Mundo Verde's current Personnel Policies & Procedures at all times.

This handbook has been prepared to acquaint employees with the School and to provide a ready reference to answer most questions regarding employment. One of your first responsibilities is to become familiar with the contents of this handbook. Please carefully read the Personnel Policies & Procedures in this handbook in their entirety and keep them handy for future reference. After reviewing the handbook, please sign the Acknowledgement of Receipt Form and give the signed form to the Executive Director. The contents of this handbook constitute only a summary of certain employee benefits, personnel policies, and employment practices in effect at the time of publication. Where there are questions about insurance or other benefits, the benefit plan documents govern.

This handbook supersedes all previous memoranda which may have been issued on subjects covered here. In addition, the Personnel Policies & Procedures set out in this handbook replace all policies on the same subjects that were in effect prior to the distribution of this handbook.

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2.2 Employee Complaints and Concerns

Mundo Verde believes that the working conditions, wages, and benefits it offers to its employees are competitive with those offered by other charter/independent schools in this area. If employees have concerns about working conditions or compensation, they are encouraged to voice any complaints to their direct supervisor or the HR Specialist. Mundo Verde will not retaliate against any employee who in good faith raises concerns about his or her working conditions.

Mundo Verde is committed to maintaining a positive work environment and a healthy work culture by being responsive to the needs of its employees through regular and direct communications. Employees should clearly communicate what support they need to be successful in their work and feel comfortable raising concerns of any sort regarding their job or other matters affecting their work performance.

In the spirit of open communications, employees are encouraged to attempt conflict resolution through frank discussions. If an issue remains unresolved, or if you feel that you cannot continue to discuss the issue with a particular person/s, then you should bring it to the attention of the HR Specialist or Executive Director.

2.3 Employment At Will

Unless otherwise provided for in writing signed by the Executive Director, in no event is employment or continued employment indicative of a contractual relationship between the employee and Mundo Verde. The relationship between the School and its employees is "employment at will." Either party may terminate the employment relationship at any time, with or without cause and with or without notice. This manual does not alter the employment at will relationship. Moreover, nothing in this handbook or the Personnel Policies & Procedures is intended or should be construed as creating any contractual obligation or promise.

Both Mundo Verde and its employees have the right to terminate the employment relationship at any time. Because of the unique nature of a school, the need to plan curricula in advance, and the inconvenience caused by sudden departures of staff, Mundo Verde requests as much notice as is practicable, at least two weeks, if an employee intends to terminate his/her employment.

2.4 Equal Employment Opportunity (EEO) Policy

In compliance with all legal requirements, Mundo Verde maintains a policy of equal employment opportunity for all qualified employees and applicants for employment without regard to race, color, sex, national origin, religion, age, marital status, genetic information, sexual orientation, gender identity or expression, disability, veteran status, personal appearance, family responsibilities, matriculation, political affiliation, and any other factor protected by applicable federal or District of Columbia law. This policy is applicable to all employment decisions, including but not limited to: recruiting, hiring, placement, promotion, transfer or demotion, treatment during employment, working conditions, rates of pay or other forms of compensation, selection for training, discipline, layoff, and termination.

Mundo Verde's policy is that all employees are treated with respect and dignity. Acts of unprofessional conduct, including discrimination, harassment or retaliation, by an administrator or co-worker will not be tolerated in the workplace under any circumstances.

2.5 Professional Conduct Policy

It is Mundo Verde's policy that the School's volunteers, applicants, employees and their work environment should be free from all forms of unlawful discrimination, and unprofessional conduct, including harassment, and retaliation. Unprofessional conduct, discrimination, harassment (sexual

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or otherwise), and retaliation by any employee, administrator, parent, or visitor of Mundo Verde is strictly prohibited.

Non-Discrimination Policy

It is Mundo Verde's policy that anyone on the School's premises, the School's volunteers, applicants, employees and their work environment should be free from all forms of unlawful discrimination, including harassment, and retaliation. In accordance with federal and D.C. law, Mundo Verde does not discriminate on the basis of race, color, sex, national origin, religion, age, marital status, genetic information, sexual orientation, gender identity or expression, disability, veteran status, personal appearance, family responsibilities, matriculation, political affiliation, and any other factor protected by applicable law. If an employee believes that unlawful discrimination has taken place, the employee must report the matter immediately to the HR Specialist, Executive Director, or the President of the Board of Directors. Mundo Verde will not retaliate against any employee for reporting, in good faith, alleged discrimination or for filing a charge of discrimination.

Unprofessional Conduct

It is Mundo Verde's policy to provide a work environment with a professional atmosphere that is free from harassment, discrimination, and other unprofessional conduct. Mundo Verde expects that all relationships between persons in the workplace will be professional and free of violence, bias, prejudice, discrimination, and harassment. Harassment, discrimination, or unprofessional conduct of any sort – verbal, physical, or visual – will not be tolerated. Any employee who violates this policy will be subject to disciplinary action, up to and including immediate termination. If necessary, Mundo Verde will also take additional action needed to appropriately remedy the situation.

Unprofessional conduct can take many forms, including same-sex conduct and conduct outside employees' regular work hours or location. Forms of unprofessional conduct, harassment or discrimination include, but are not limited to:

Verbal: Repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggesting or insulting sounds or obscene language; offensive voice mail messages; questions about another's sex life or experiences; or repeated unwelcome requests for dates;

Visual/Non-Verbal: Derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;

Physical: Unwanted physical contact including touching, grabbing, groping or fondling, interference with an individual's normal work movement, or assault; and

Other: Making or threatening reprisals as a result of a negative response to harassment.

Reporting and Investigations

All Mundo Verde employees have a responsibility for keeping our work environment free of harassment, discrimination, and unprofessional conduct. Any incident(s) of harassment, discrimination, or unprofessional conduct must be immediately reported to the HR Specialist, Executive Director or the President of the Board of Directors. Reports of actual or perceived harassment, discrimination, or unprofessional conduct will be investigated, and, if necessary, corrective action will be taken. Confidentiality regarding such complaints will be maintained to the extent feasible. If it is determined that prohibited conduct has occurred, Mundo Verde will take appropriate disciplinary action, up to and including immediate termination of the offending employee(s).

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Mundo Verde forbids retaliation against anyone who, in good faith, reports harassment, discrimination or unprofessional conduct, assists in making a complaint, or cooperates in an investigation. No employee is exempt from this policy. Any employee participating in an investigation is required to keep all interviews and other details of the investigation confidential to the fullest extent practicable and refrain from discussing such matters with anyone, other than those supervisory employees conducting or directing the investigation. Mundo Verde will take disciplinary action up to and including the immediate termination of anyone who retaliates against another person for engaging in any of these protected activities.

If you have a concern or problem, do not assume that Mundo Verde is aware of it. It is every employee's responsibility to bring complaints and concerns to Mundo Verde's attention so that the School can help resolve them.

GRIEVANCES AND COMPLAINTS

Mundo Verde believes that employees can resolve most problems that occur without damaging relationships. However, in the event that an issue is not solved, all questions or concerns should be discussed with Human Resources. If the problem is still not resolved, the employee may file a grievance with the Board of Trustees Grievance Committee.

PROGRESSIVE DISCIPLINARY PROCEDURE

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. Mundo Verde expects each employee to present himself or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action will be taken.

Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be necessary. It is within Mundo Verde's sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding the availability of the various disciplinary options, the Organization reserves the right to discharge an employee at its discretion, with or without notice.

The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including dismissal, for a single offense:

- Excessive absenteeism or tardiness.
- Dishonesty, including falsification of mandated employment-related documents, or misrepresentation of any fact.
- Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
- Possession of, consumption of, or being under the influence of alcoholic beverages while on Organization or customer premises or on Organization business.
- Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or un-prescribed controlled substances.
- Reporting for work with illegal drugs or un-prescribed controlled substances in your body.
- Possession of weapons, firearms, ammunition, explosives, or fireworks on Organization or customer premises.
- Failure to promptly report a workplace injury or accident involving any of the school's employees, students, equipment, or property.
- Willful neglect of safety practices, rules, and policies.

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- Commission of a crime, or other unlawful conduct
- Use of profane language
- Stealing, misappropriating, or intentionally damaging property belonging to the school, employees, students, equipment, or property
- Unauthorized use of the Monument Academy's name, logo, funds, equipment, or property.
- Insubordination, including failure to comply with any work assignments or instructions given by Head of School or supervisor with the authority to do so.
- Violation of the Monument Academy's Equal Employment Opportunity Policy or its Harassment Policy.
- Interference with the work performance of other employees.
- Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
- Failure to maintain the confidentiality of school records or other confidential information belonging to the Monument Academy employees or students.
- Failure to comply with the personnel policies and rules.

Corporal Punishment Policy

Corporal punishment is described as the intentional use of physical force upon a student as punishment for a school offense or poor behavior. Further, corporal punishment may be any action causing physical discomfort and can include, standing in a corner, writing lines, holding out textbooks, etc.

Mundo Verde enforces a policy of zero tolerance of corporal punishment against any of its students.

Penalties for violation of this policy may include disciplinary action up to and including termination. Mundo Verde also reserves the right to pursue appropriate legal remedies against a staff that engages in corporal punishment. Parents may not give permission in any form for a teacher or staff member to use corporal punishment on their child. Parents are not allowed to engage in corporal punishment of their own or others' children on school property or at school sponsored events. Any corporal punishment witnessed by any staff member on school property or at school sponsored events by either another staff member or parent must be reported to school administration immediately. Failure to report may be grounds for disciplinary action up to and including termination.

Proper Student Engagement Policy

At no time should an employee be in a situation where they are alone with a student and cannot be observed by others. Employees should attempt to avoid such situations with students by having another staff or adult present (or at least a second student) or by leaving the room door open after/during/before/between classes if talking with students.

Additionally, employees are not permitted to drive students in a private vehicle unless given written permission from their supervisor.

Mundo Verde will make every attempt to design and structure its programs to eliminate the potential for a staff member to be in a one-on-one situation.

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Child Abuse/Negligent Concerns Policy

Every employee who has reason to suspect that a child has been subject to abuse or neglect, inclusive of sexual abuse, by any parent, guardian, adoptive parent, household or family member, or other person who has the permanent or temporary care or custody or responsibility for the supervision of a child must notify the local department of social services or appropriate law enforcement agency and the principal. Immunity from civil liability or criminal penalty is extended by law to those who report in good faith or participate in an investigation or judicial proceeding resulting from reporting.

Any employee (the Reporter) who knows or has reasonable cause to suspect that a child known to him or her in his or her professional or official capacity has been or is in immediate danger of being a mentally or physically abused or neglected child (as defined below) by any parent, guardian, adoptive parent or other person who has permanent or temporary care or custody or responsibility for the supervision of a child (including, without limitation, school employees), or any household or family member of such child, shall make a report.

Such a report must also be made if a Reporter knows or has reasonable cause to suspect that a child known to him or her in his or her professional or official capacity has been or is in immediate danger of being the victim of sexual abuse or attempted sexual abuse as prohibited by Chapter 30 of title 22, of the D.C. Code: or that the child was assisted, supported, caused, encouraged, commanded, enabled, induced, facilitated, or permitted to become a prostitute; or that the child has an injury caused by a bullet; or that the child has an injury caused by a knife or other sharp object which has been caused by other than accidental means.

Any report required under this Policy shall be made as follows:

1. The Reporter shall immediately notify and give all information required below to the person in charge of the institution (the "Head") or, if the Head is unavailable, to his or her designated agent (the "Designee").
2. If the Head and the Designee are not immediately available but will be available later during the same school day, the Reporter shall wait to make the report required above to the Head or the Designee as soon as they are available.
3. After being notified, the Head and Designee shall immediately make an oral report of the case to the Child and Family Services Agency at (202) 671-SAFE (7233) or to the Metropolitan Police Department of the District of Columbia (911).
 - a) The Head or the Designee shall also make a written report of the case if requested by the agency or the police department or if the abuse involves drug-related activity.
 - b) The fact that the Reporter notified the Head or Designee does not relieve the Reporter from his or her duty of having a report made promptly to the police department or the agency. Therefore, the Head or Designee shall inform the Reporter immediately after making the report to the agency or the police department. If the Reporter does not hear from the Head or the Designee by the end of the school day that such report was made, the Reporter shall check with the Head or the Designee to see if such report was made. If the Head or Designee did not make such a report, the Reporter shall make the requisite oral report.
4. If neither the Head nor the Designee will be available during that same school day, the Reporter shall make the requisite oral report without waiting to notify the Head or the Designee.

Any person participating in good faith in the making of a report pursuant to this Policy shall have immunity from liability, civil or criminal, that might otherwise be incurred or imposed with the

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respect to the making of the report. D.C. Law penalizes the willful failure to make a required report, including a fine of not more than \$300 or imprisonment for not more than 90 days or both.

2.6 Americans With Disabilities Act (ADA) Policy

Mundo Verde complies with all requirements of the Americans with Disabilities Act (ADA) and the D.C. Human Rights Act. Mundo Verde is committed to providing equal opportunity in employment to qualified individuals with disabilities. The School will employ, advance in employment, and otherwise treat qualified individuals without regard to disability in all employment practices including employment, promotion, demotion or transfer, recruitment, layoff or terminations, rates of pay or other forms of compensation and benefits, and all other terms, conditions, and privileges of employment.

Mundo Verde will provide a reasonable accommodation to qualified employees and job applicants with known physical or mental disabilities in order to permit them to perform the essential functions of their job. The School will provide reasonable accommodation for disability provided that the accommodation does not cause an undue hardship to the School or, irrespective of the accommodation, that the disability does not pose a direct threat to the health and safety of others at the School.

Employees with disabilities who believe that they need an accommodation to perform the essential functions of their job should inform the HR Specialist. Mundo Verde may require medical confirmation in evaluating the employee's condition, applicable work limitations, and potential accommodations as a part of this process. **It is the employee's responsibility to notify Mundo Verde of the need for a reasonable accommodation and to provide medical documentation upon request.** In addition, Mundo Verde expects its employees to participate in the process of trying to achieve an accommodation that is reasonable from the standpoint of both the employee and Mundo Verde.

Confidentiality of Medical Information

Medical and genetic information on individual employees is treated confidentially. Mundo Verde will not share any genetic or medical information except in a manner compliant with local and federal laws, and will take reasonable precautions to protect information from inappropriate disclosure. Managers, supervisors, and other employees have a responsibility to respect and maintain the confidentiality of employee medical and genetic information. Anyone inappropriately disclosing such information will be subject to disciplinary action, up to and including immediate termination of employment.

2.7 Religious Accommodation and Observance

Mundo Verde will accommodate the religious practices of our employees unless the requested accommodation cannot be achieved without undue hardship to the School. Employees should direct requests for accommodation, such as time off for religious holidays, to their direct supervisor.

Mundo Verde will further accommodate the religious observances of our employees by offering up to three personal days. The employee needs to request this time off beforehand from his or her supervisor. Leave should be approved unless it is in the case of causing an undue financial

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hardship to the school. In that case, it will come down to the availability of coverage in order for the school to grant the extra day of personal leave.

2.8 Whistleblower Policy

A whistleblower as defined by this policy is a Mundo Verde employee who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact Mundo Verde's Executive Director or the President of the Mundo Verde Board of Directors. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of a whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Mundo Verde will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and victimization or threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Board of Directors which is responsible for investigating and coordinating corrective action. Employees may confidentially report illegal or dishonest activities by mailing a letter to the attention of the Executive Director or President of the Mundo Verde Board of Directors. The letter should outline the accusation. While Mundo Verde encourages employees to identify themselves to expedite any investigation, letter accusations do not require sender identification information.

Employees with any questions regarding this policy should contact the Executive Director or HR Specialist.

2.9 Policy Against Workplace Violence

Mundo Verde prohibits any acts or threats of violence by any current or former employee. Mundo Verde will not tolerate any acts or threats of violence against employees, students, visitors, vendors, or other persons at the work site at any time or while its employees are engaged in business on behalf of the School, whether at or away from the work site.

Mundo Verde will take prompt and remedial action, up to and including immediate discharge, against any employee who engages in violent unprofessional conduct, including any threatening behavior or acts of violence, any threatening language or threatening gestures.

Preventing workplace violence requires each employee's full cooperation and commitment. It is the responsibility of each employee to contribute to the safety of his/her working environment.

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Any employee who becomes aware of violent, abusive, or threatening behavior or a threat or tendency to engage in such behavior by another employee is to report such behavior to his/her direct supervisor. In addition, employees have an obligation to inform their supervisor of any activity in the workplace involving current or former employees, students, visitors, vendors, or other persons, which they believe could result in violence. This includes, by way of example, threats of violence, aggressive or confrontational behavior, offensive acts, and threatening or hostile comments or gestures. To the extent possible, such reports will be handled confidentially. No employee will suffer any retaliation as a result of complying with this policy in good faith.

2.10 Drug and Alcohol Policy

Zero tolerance policy

Mundo Verde is committed to providing a safe environment for employees and students, free from the influence of drugs and alcohol. Given the risks that arise if employees are attempting to perform their duties while using or having used drugs or alcohol, and the improper influence drug and alcohol use can have in a school environment, Mundo Verde has adopted a zero-tolerance policy. As such, Mundo Verde strictly prohibits the sale, purchase, use, or possession of or reporting to work under the influence of any illegal or intoxicating substances, including non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed controlled substances while on Mundo Verde's premises or property, during working hours, or while on Mundo Verde business. Mundo Verde prohibits employees from having a detectable presence of any illegal or intoxicating substance, including alcohol, in their system while on Mundo Verde's premises or property, during work hours, or while on Mundo Verde business. The violation of this policy is grounds for corrective and disciplinary action, up to and including immediate dismissal.

Mundo Verde follows the requirements of the Drug Free Workplace Act of 1988. In accordance with the Act, Mundo Verde requires employees who plead *nolo contendere* (no contest) or guilty, or who are convicted of a drug-related offense on-site or while conducting Mundo Verde business off-site to inform the Executive Director within five calendar days of the plea or conviction. This notification should be made in writing. Mundo Verde will then notify the applicable agency within 10 business days of learning about the plea or conviction.

Drug and alcohol testing

The objective of the school is to promote a cooperative and inclusive environment for employees and staff, where suspicion of drug and alcohol use is rare. Nonetheless, all employees must report to work in appropriate physical and mental condition to engage with students and colleagues and perform their jobs satisfactorily. To that extent, Mundo Verde reserves the right to conduct drug and alcohol testing (1) during the hiring process; (2) any time there is a workplace accident involving injury to a person or damage to any property; and (3) at any time there is a reasonable suspicion of a violation of this policy. Refusal to submit to a properly authorized drug test, including tampering with a sample, is grounds for discipline up to and including termination of employment.

2.11 Conflicts of Interest

General

As a Mundo Verde employee, you owe a strict duty of loyalty to the School. You may not directly or indirectly benefit from or possess any interest in any contract, agreement, or transaction relating to the property, facilities, or operation of Mundo Verde. The failure to comply with this policy is grounds for disciplinary action, up to and including immediate termination of employment.

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Outside Employment

Outside employment is strictly prohibited whenever it conflicts with the business or other interests of the School or raises the appearance of, or potential for, any conflict of interest. Outside employment must be fully disclosed to and discussed with the employee's supervisor and HR Specialist to determine potential for conflicts of interest. The failure to comply with this policy is grounds for disciplinary action, up to and including immediate termination of employment.

Employment of Relatives

The School does not prohibit the employment of persons who are related either by marriage or blood. However, Mundo Verde may disallow employment placement where one would be directly supervised by a relative or have influence over employment decisions relating to a relative.

Employment Discussions

Employees are asked not to discuss matters of employment such as wages, performance evaluations, or grievances with parents and/or guardians of the School's students, other than in connection with the parent/guardian's role as an employee or Director of Mundo Verde. As with other inappropriate interactions with parents, failure to comply with this policy may be grounds for disciplinary action, up to and including immediate termination of employment.

2.12 Non-Fraternization Policy

Staff members are prohibited from having a dating or sexual relationship with any employee to whom they may assign work, who they may evaluate, or for whom they influence employment or compensation decisions, unless both parties promptly inform the Executive Director of their relationship and agree to comply with any steps the Executive Director may determine are appropriate to ensure that the relationship does not and will not result in a conflict of interest, a risk that Mundo Verde may be accused of permitting sexual harassment or a hostile work environment, or otherwise negatively impact the job performance of the employees involved or of any other employee. In these circumstances, appropriate steps may include moving one or both employees to different positions within the school. Any dating or sexual relationships between teachers, regardless of supervisory status, must also be reported to the Executive Director. Mundo Verde reserves the right to discipline employees who do not comply with this reporting requirement. Employees with questions about this policy should contact the HR Specialist

2.13 Confidentiality Policy

It is vital to the continued success of the School that its student files, proprietary information, intellectual property, and trade secrets be kept confidential. Both during and after their employment, employees may not directly or indirectly use or disclose Mundo Verde's confidential information and/or student information to co-workers, parents or guardians, or other individuals or entities outside the School, except as authorized and necessary to the performance of their duties for the School. Such confidential information includes, but is not limited to: student records, papers, and files, including student health and disciplinary files; information regarding new projects or anticipated projects; job performance information; personal information regarding an employee, student, parent, or guardian; internal operational issues (including costs, pricing information, and budgets); student lists; financial data; business plans and proposals; data and other information received in confidence from any other entity; and all other information regarding the business and services of Mundo Verde that is not in the public domain or that might negatively affect the reputation of Mundo Verde. Additionally, relationships and transactions with students' parents and/or guardians are considered privileged and should not be discussed outside of the School without prior express permission.

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Similarly, the School's documents and other information should be protected from the sight of unauthorized individuals. Under no circumstances may the contents of School documents or other documents prepared for a student, parent, guardian, or coworker be disclosed to third parties without the prior approval of the Principal or the Executive Director. Documents reflecting information about a student, parent, guardian, or employee of the School may not, as a rule, be used in other transactions with third parties if such use might reveal the name of (or other identifying or confidential information about) a student, parent, guardian, or employee of the School.

Further, School information shall not be shared with other employees of the School when that information is not required in the official conduct of the other employee's duties. This also applies to the information contained in the School's computer network. In particular, employee files, whether paper or electronic, shall not be accessed without an official requirement for such access.

Unauthorized disclosure of confidential information will result in discipline, up to and including immediate termination of employment. If you have any questions as to whether particular information is confidential, please discuss this with the Principal or Executive Director.

2.14 Security Policy

Searches

Mundo Verde prohibits the possession, transfer, sale, or use of illegal drugs, alcohol, firearms, explosives, and other improper or dangerous materials while on Mundo Verde's premises or property, during working hours, or while on Mundo Verde business. Offices, desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the School. Accordingly, they, as well as vehicles on School premises, or any other articles found with an employee, and all School property can be inspected by any agent or representative of the School at any time, either with or without prior notice.

Environmental Expectations

All employees are responsible for maintaining a litter- and trash-free environment. The appearance of our school building, classrooms, hallways, and entrance depends on every person's conscientious effort.

2.15 Miscellaneous Policies

Lawful and Ethical Conduct of Business

All School business must be conducted in a lawful and ethical manner in accordance with applicable federal and District of Columbia laws and regulations.

Non-Solicitation During Working Hours

In order to maintain efficient operations and to respect the rights of its employees, the School prohibits solicitations of any kind for any cause when the soliciting or solicited employee is on Mundo Verde working time. Similarly, Mundo Verde prohibits the distribution of literature other than literature required in the course of normal operations, in working areas or during times when the distributor or recipient is working on Mundo Verde business. Non-employees are prohibited at all times from entering a Mundo Verde facility to solicit or distribute literature. The Executive Director may make limited exceptions to this policy for certain charitable causes.

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III: PERFORMANCE STANDARDS AND EMPLOYEE CONDUCT POLICIES

3.1 Dress Code

Staff must wear attire that demonstrates a commitment to serving as a role model for our students. As an Expeditionary Learning school we expect that staff will dress in clothing that is appropriate for a range of activities, such as outdoor exploration and movement activities. We also expect that staff dress appropriately and professionally. Unacceptable clothing includes items that are transparent or reveal cleavage, skin or undergarments; items that are torn, frayed, or dirty; and/or items that have inappropriate slogans. When in doubt, staff should confer with their supervisor concerning their clothing.

3.2 No-Smoking Policy

Smoking at Mundo Verde (on grounds or in buildings) is prohibited. Mundo Verde is committed to providing a safe and healthful work environment and to modeling safe behavior for students. Smoking is prohibited in the entire building, outside the entrance, in the parking lot, and in vehicles parked on school premises. This policy applies equally to all employees, students, parents, and visitors. Employees should explain this policy to anyone they see smoking on Mundo Verde property and respectfully ask the person to immediately cease smoking. Smoking by employees is never, under any circumstances, permitted in the presence and/or view of students, including off-campus Mundo Verde trips and/or events. Employees who are found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

3.3 Work Habits

For the benefit of Mundo Verde and its employees, instances of insubordination, absenteeism, and tardiness will not be tolerated. These conditions will be considered on the basis of the specific circumstance. Such offenses may be subject to disciplinary action, up to and including immediate termination of employment. Questions regarding the School's policies regarding work habits should be directed to the Principal or Executive Director.

3.4 Attendance

Your job is extremely important. The School and its students, parents, guardians, and employees depend upon you to handle your share of the responsibilities. For this reason, if you find it necessary to be absent from or late for work, it is imperative that you notify your supervisor at least two weeks in advance. If more advance notice is not possible for example, if you are suddenly sick or have a family emergency, you must notify your supervisor of your absence **at least two hours before** your regular time to report to work. Always discuss your absence or tardiness directly with your supervisor.

Work Day

Employees must sign in and out every day in accordance with sign-in procedures at the beginning of the work day, the end of the work day and other required times, including lunch. Employees' individual work hours depend on their duties, and your work hours are as provided in your job description. The School is open from 7:30 a.m. to 6:30 p.m. daily, and classes are in session from 8:30 a.m. through 3:30 p.m. Monday through Friday, except for Wednesdays from 1:00 to 3:30 p.m., when classes are dismissed early to provide time for teacher planning and professional development. Teachers are also expected to attend all professional development sessions, parent conferences and other school events that may occur outside the regular campus work day. All full-time employees may take a 30-minute lunch break provided that their classroom has appropriate supervision.

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Absenteeism

Abuse of Mundo Verde's policies regarding Personal Time or Paid Time Off ("PTO"), including, but not limited to, absences beyond those allowed by policy, may be regarded as absenteeism. Every employee is an important part of the daily operation of the School and absences impair efficiency. While extenuating circumstances may sometimes occur, employees are expected to report to work according to the terms and conditions of employment. Supervisors will discuss any absenteeism with the individual employee, and absenteeism may result in discipline, up to and including termination of employment, depending upon the individual circumstances and facts.

Employees are encouraged to provide as much advance notice as possible of the need to take time off from work. Mundo Verde recognizes that unforeseen circumstances may make it impossible to provide adequate advance notice. In those situations, employees must follow these procedures:

An employee who is unable to report for work on any particular day must make every effort to call his or her supervisor's cell phone at least two hours before the start of the employee's scheduled workday, and talk directly to his or her supervisor or leave a voicemail message on the supervisor's home or cell phone. Calls to the front office or supervisor's work voice mail, text messages, instant messages and e-mail messages are not acceptable forms of notification. If extenuating circumstances prevent the employee from contacting the supervisor personally, the employee's spouse, significant other or another responsible person should contact the supervisor.

If an employee fails to report to work without proper notification to his or her supervisor, the school may consider that employee to have abandoned his or her employment and voluntarily terminated the employment. In such cases, the school will provide notice to the employee that his or her employment has terminated.

Upon returning to work after an unscheduled leave, the employee must complete an absence form and turn it in to his or her supervisor by the end of the work day on which the employee returns.

Tardiness

All Mundo Verde employees are expected to report for work promptly and punctually according to their set schedules. Supervisors will discuss excessive tardiness with the individual employee, and repeated tardiness may result in discipline, up to and including immediate termination of employment, depending upon the individual circumstances and facts.

Employees are encouraged to provide as much advance notice as possible of the need to report to work after their scheduled start time. Mundo Verde recognizes that unforeseen circumstances may make it impossible to provide adequate advance notice. In those situations, employees must follow these procedures:

An employee who is unable to report for work on time on any particular day must make every effort to call his or her supervisor's cell phone at least two hours before the employee's regularly scheduled start time, and where possible before the start of the school day, and talk directly to his or her supervisor or leave a voicemail message on the supervisor's cell phone. Calls to the front office or supervisor's work voice mail, text messages, instant messages and e-mail messages are not acceptable forms of notification. If extenuating circumstances prevent the employee from contacting the supervisor personally, the employee's spouse, significant other or another responsible person should contact the supervisor.

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Any employee who has an unplanned need to report to work late – after his or her required sign-in time – must call his or her supervisor as soon as possible and talk directly to his or her supervisor or leave a voice message with the estimated time he or she will arrive to work.

Early Departures

It is important that each employee arrives at work when expected and remains until the end of the workday. Early departures may result in discipline, up to and including termination of employment, depending upon the individual circumstances and facts. If you anticipate that you will need to leave work early, speak to your supervisor in advance to determine if the early departure is feasible.

School Closures Caused by Inclement Weather

Mundo Verde follows the District of Columbia Public Schools (“DCPS”) regarding school closures caused by inclement weather. Staff who fail to report to work per DCPS guidelines are subject to disciplinary action, up to and including termination. Consult the Operations Manual for more information about the DCPS inclement weather procedures.

3.5 Mundo Verde Property

Maintenance and Use of School Property

Employees are responsible for all Mundo Verde property, materials, or written information issued to them while employed by Mundo Verde. Report any faulty equipment or damage to equipment to your supervisor and/or the Facilities and Operations Coordinator immediately. Using Mundo Verde time, property, or facilities for reasons not directly related to School business or removing or borrowing Mundo Verde property without permission is strictly prohibited. Employees must return all Mundo Verde property to Mundo Verde immediately upon the request of the administration or upon separation from employment.

Mundo Verde provides technology devices to various individuals based on need, primarily to ensure that they can reach each other for any Mundo Verde matter during business and off-business hours. The technology devices remain the property of Mundo Verde, and employees should treat these School assets with care and respect and guard against loss, damage, waste, or abuse. All Mundo Verde technology devices and other School assets must be returned to Mundo Verde upon termination of employment, no matter the reason for leaving Mundo Verde.

In case of theft or loss of School property issued to a School employee, the employee must file a report with the police department and provide a copy of the police report immediately to the Facilities and Operations Coordinator. Employees are encouraged to check their home insurance policies regarding coverage.

Facilities and Operations Coordinator. If a device owned by Mundo Verde is broken or damaged by an employee, the cost of replacing the device will be deducted from that employee’s paycheck. Mundo Verde will evaluate the circumstances of any theft or loss to determine if the required reimbursement should be waived. Willful damage to Mundo Verde property will result in termination of employment and charges to the responsible individual for any repairs.

Where permitted by applicable laws, Mundo Verde may withhold the cost of any School property not returned to Mundo Verde by a departing employee from the responsible employee’s final paycheck. In addition, Mundo Verde may take any appropriate action to recover its property. If an

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employee believes any paycheck deduction is not warranted, that employee may appeal [to a committee that will hear the details and make] the decision.

Use of Company Supplies and Services

Mundo Verde recognizes that, on occasion, employees need to make local or long-distance telephone calls, use the copier, or use the fax machine. Mundo Verde trusts that employees will only use these services and supplies when necessary and will keep their use to a minimum.

3.6 Communications and Media Relations Policy

Communications other than standard reporting, communications regarding classroom events and operations and similar information, or form letters approved by the Principal to parents, guardians, and/or external contacts require the consent and prior approval of the Executive Director.

Because much of the information we work with is confidential or sensitive in nature, this policy equally applies to communications with the mass media (i.e. radio, television, newspaper, Internet, reporters, etc.). Under no circumstances shall any contact be made with the mass media without prior approval of the Executive Director. All employees are instructed not to make any public statement or commentary on behalf of Mundo Verde without prior written permission from the Executive Director. All papers, articles, speeches, online postings, media responses, or presentations to persons or entities outside the School must be first approved by the Executive Director prior to communication, publication, or presentation. This policy covers information set forth in the School's Confidentiality Policy above, as well as any data, research, or general opinions about Mundo Verde, and/or Mundo Verde's employees, students, parents, guardians, and/or programs or performance. Anything seen or heard while in performance of a job duty is confidential. Any employee who is approached by the media or other outside entity should state "no comment" and simply take down the contact information of the requestor and forward it to the responsible supervisor and Executive Director.

3.7 Electronic Communications Policy

The e-mail, electronic equipment and related systems Mundo Verde uses to conduct its business and the information transmitted or stored on those systems, are the sole property of Mundo Verde. Although the School respects the privacy of its employees, **employees should have no expectation of privacy in electronic communications or use of electronic systems.** Individuals using Mundo Verde's e-mail, electronic equipment and related systems should also have no expectation that any information sent, received or stored on their computer will be private, whether the information is contained on a computer hard drive, Internet server, storage device, or in any other manner. There may be times when Mundo Verde has to access employee communications and computer files, as it considers appropriate and in accordance with applicable law, for operational, security, and other reasons.

The use of Mundo Verde's communication services and equipment (including, but not limited to, mail, e-mail, courier services, facsimiles, telephone and voice mail systems, pagers, computer networks, computers, copy machines, on-line services, the Internet, computer and data files, video equipment, tapes, and discs, tape recorders and recordings, cellular telephones, and bulletin boards) is generally for Mundo Verde-related activities. Mundo Verde recognizes that employees occasionally may need to use such services and equipment for private and/or personal purposes, but such usage must be kept to a minimum. Personal information and communication will be treated no differently from other business-related information and messages, and may be inspected and reviewed at any time and without notice.

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Each day that Mundo Verde is open, employees are expected to check and respond to email and voice mail messages at least once in the morning and once in the afternoon.

Employees (and students) are not permitted to install any software, courseware, hardware or accessories on any School computer without approval from the Principal, Facilities and Operations Coordinator or Executive Director.

All passwords and codes are the property of Mundo Verde. No employee may use a password or code that has not been issued to that employee or that is unknown to the School. Employees who violate this policy or attempt to circumvent any electronic security measure are subject to disciplinary action, up to and including termination of employment. Assigned passwords should not be shared with anyone, other than persons who have a legitimate business need to know the password. The use of passwords to gain access to the computer system or to secure specific files does not provide employees with an expectation of privacy in the respective system or document.

Unacceptable uses of the School's communication services and equipment (collectively, "information network" or "network") is grounds for disciplinary action, up to and including immediate termination of employment. If personal laptops are brought to school, their usage must also comply with this policy. Examples of such unacceptable uses are:

- using the network for any illegal activity, including violation of copyright laws
- using the network to view, read, or display offensive, sexual, or pornographic material
- creating and/or distributing any message that may constitute intimidating, hostile, defamatory, or offensive material based on race, color, sex, national origin, religion, age, marital status, sexual orientation, disability, veteran status, and any other characteristic protected by applicable law. The School's policy prohibiting harassment applies fully to the operation of the e-mail system and/or School computer use in general, and any violation of that policy is grounds for discipline, up to and including immediate termination of employment.
- making deliberate attempts to spread computer viruses
- vandalizing the data of another user
- gaining unauthorized access to resources or entities
- invading the privacy of others
- logging into and/or using another user's account
- posting another person's communications without consent
- posting anonymous, derogatory, obscene, or inflammatory messages
- destruction of computer hardware or software
- degrading or disrupting system performance or equipment
- attempting to circumvent any filtering or administration control
- adjusting, connecting, or disconnecting components without authorization
- using the network for financial or commercial gain
- offering or providing products or services through the School's network including use of the network to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.
- playing games
- posting chain letters or engaging in spamming
- excessive use of Mundo Verde's email, computer network, computers and other electronic communication systems for private and/or personal purposes.

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Social Media Policy

It is the policy of Mundo Verde that all employees must remain respectful and professional in their use of communications including social media. Mundo Verde employees are prohibited from engaging in any discussion that involves 1) discrimination, sexual harassment or disclosure of confidential company or client information; 2) belittling or ridiculing the value of Mundo Verde's services, employees, students, family members of students, etc.; or 3) name-calling or negative behavior that damages the reputation of Mundo Verde. Staff members are discouraged from including students or their families among the staff member's contacts on social media. Photographs and/or other information identifying Mundo Verde students should never be posted, except on the school's official website or other official school communications, and even then only with the prior written permission of the student's parents or guardians.

Mundo Verde, in its discretion, reserves the right to monitor and access any matter created on, received through, or sent from the network. Employees do not have a privacy right in any matter created on, received through, or sent from the network. Any employee who becomes aware of misuse of the network or this policy should promptly contact their supervisor.

IV: PROFESSIONAL DEVELOPMENT AND EVALUATION

Mundo Verde is committed to students reaching a high level of student achievement, and expects each employee to perform at the highest levels. To that end, we have implemented the following procedures:

4.1 Confidential Personnel File

The school shall maintain a confidential personnel file for each employee. The personnel file shall be maintained by the Executive Director and shall be accessible to only the employee and the Executive Director, or appropriate designee of the Executive Director. The Board of Directors may have access to the file to resolve an internal complaint brought by the employee. The Board of Directors shall maintain and have full access to the personnel file of the Executive Director.

4.2 Goal Setting with SMART Goals

SMART goals are Specific, Measurable, Achievable, Results-Oriented, and Timely. For example, "70% of students in second grade will be proficient in reading based on the Terra Nova by the end of the year."

First, Mundo Verde will set or revise one, two, three and four-year school-wide student achievement SMART goals annually with the input of instructional staff members and review these goals every year with those staff members. These school-wide student achievement goals drive the school's strategic plan. Teacher teams and administrators also will set student achievement SMART goals for individual classes and grade levels annually, in order to reach the school-wide student achievement SMART goals.

Second, Mundo Verde will set or refine one, two, three and four-year school-wide organizational SMART goals annually with the input of non-instructional staff members and review those goals each year with those staff members. The purpose of the organizational SMART goals is to articulate the non-instructional goals that must be met in order for the school to reach its student achievement goals. Non-instructional staff members and their supervisor also will set relevant organizational goals for individual staff members or teams annually, in order to reach the school-wide organizational SMART goals.

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4.3 Strategic Professional Development Plans

In addition to supporting the school's student achievement and organizational SMART goals, staff members will develop individual strategic professional development plans. Strategic professional development plans involve goal setting and a variety of performance rating procedures, including informal and formal assessments and peer observation, to determine whether goals have been achieved. For more information about the Strategic Professional Development Plan process and observations, consult your supervisor or the Executive Director.

4.4 Observations

Teachers will receive formal and informal feedback based on classroom observation, peer observation, observations made during Student Support meetings, at team meetings, leading conferences or at other school functions. Mundo Verde's success, and the success of our students, depends on communication and support among teachers and supervisors. Supervisors will make every effort to provide prompt and specific feedback, and will do so in a variety of ways. For more information about supervisor feedback and observations, consult your supervisor or the Executive Director.

Peer observation plays an important role in the development of instructional staff members and the dissemination of best practices at Mundo Verde. Instructional staff members may be required to participate in peer observations throughout the year and are encouraged to observe their peers regularly.

The Principal will articulate a system for peer observation early in the year that will provide observed teachers with timely peer feedback. Instructional staff members will be responsible for using the observation system to complete three or more peer observations annually.

4.5 Evaluations

All staff members will receive a summative written evaluation at least once each year to address strengths and areas for growth. For instructional staff members, the evaluation may cover some or all of the following areas: (1) the fulfillment of basic professional responsibilities (arrival on time, appropriate dress, forwarding the School's mission including by supporting and modeling sustainability and cultural competency, etc.); (2) his or her performance of responsibilities described in the Continuum of Teacher Development and as reflected in student achievement data (including, but not limited to assessment data); (3) his or her performance towards accomplishing his or her strategic professional development plan; (4) thoughtfulness in analyzing his or her practice; (5) participation in peer observations; and (6) his or her final reflections. For non-instructional staff members, the evaluation may cover some or all of the following areas: (1) the fulfillment of basic professional responsibilities (arrival on time, appropriate dress, forwarding the School's mission including by supporting and modeling sustainability and cultural competency, etc.); (2) his or her performance of responsibilities described in his or her job description; (3) his or her performance towards accomplishing his or her strategic professional development plan; (4) thoughtfulness in analyzing his or her practice; (5) success in collaborating with colleagues; and (6) his or her final reflections.

If a supervisor has significant concerns about the effectiveness of a staff member during the year, the supervisor may meet with the staff member to discuss performance expectations, highlight problem areas, develop an improvement plan, or initiate progressive discipline. Performance evaluations may also be conducted upon any of the following occasions:

- After the first six months of employment
- During the first annual evaluation period, occurring after completion of the first evaluation

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- When the staff member is transferred or promoted to a new position and six months after transfer or promotion
- When the staff member is assigned to a new supervisor

V: EMPLOYMENT STATUS AND RECORDS

5.1 Employment Application

Mundo Verde relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process, such as resumes, interviews, verification of previous employment, and letters of recommendation. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Mundo Verde disqualifying the individual from further consideration for employment. If the person has been hired and is actually working in his/her position, employment may be terminated.

5.2 Verification of Employment Eligibility

As required by law, all employees of Mundo Verde must complete the Employment Eligibility Verification form (Form I-9) by their first day of employment. Employees must provide evidence of their right to work and verification of identification. This information and documentation will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for any other purpose. The School must be informed immediately by any employee whose employment eligibility changes or terminates after the start date of his/her employment. Any employee who is unable to provide appropriate documentation, as determined by the Executive Director, Principal, or HR Specialist, will be immediately separated from the School in accordance with School policy.

Background Checks: All prospective employees must successfully pass a FBI background check including fingerprinting prior to commencing employment. The background checks are performed in accordance with both federal and D.C. laws. Mundo Verde will cover all fees associated with the background check process. Background checks will be renewed every two years.

Tuberculosis Testing: All prospective employees must also provide us with TB test results. You may obtain a TB test from your personal physician or health clinic. TB tests must be updated every two years, with results submitted before an employee can begin his or her third year of employment.

Worker's Permit: If you are a minor, you must have a current Worker's Permit before you begin work.

Tax Status Consideration: All employees must fill out a W-4 Employee's Withholding Allowance Certificate and a State equivalent of a Federal W-4, where applicable.

New Hire Forms: All new employees must complete all employment-related forms and return them to the HR Specialist.

5.3 Employment Categories

Each employee is designated as either Non-Exempt or Exempt from federal and state wage and hour laws.

- Non-Exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. An employee who is paid on an hourly basis is usually considered to be

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Non-Exempt, regardless of the hourly rate of pay. Non-Exempt employees receive overtime pay for hours worked in excess of 40 hours per week.

- Exempt employees are excluded from the overtime provisions of federal and state wage-hour laws. In general, there are three types of Exempt employees under the law: (1) executives, such as managers; (2) certain administrative employees; and (3) professionals, such as teachers. Exempt employees are not entitled to receive overtime pay.

Each employee is also designated as one of the following:

1. **REGULAR FULL-TIME** employees are those who are regularly scheduled to work a full-time schedule and are not employed in a temporary, seasonal or introductory status. Generally, regular full-time employees are eligible for Mundo Verde's full benefit package, subject to the terms, conditions, and limitations of each benefit program.
2. **REGULAR PART-TIME** employees are those who are regularly scheduled to work at least 20 hours a week and are not employed in a temporary, seasonal or introductory status. Generally, regular part-time employees are not eligible for Mundo Verde's full benefit package and receive only legally mandated benefits (such as workers' compensation and Social Security). However, part-time employees who work in excess of 30 hours qualify for other Mundo Verde benefits, subject to the terms, conditions, and limitations of each benefit program. Employees who work more than 30 hours per week are eligible to participate in the various insurance programs offered by Mundo Verde after 30 days of employment.
3. **TEMPORARY** employees are those who are hired on an interim basis, to temporarily supplement the work force or to assist with a specific project. Employment assignments in this category typically are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation benefits and Social Security), they are ineligible for all of Mundo Verde's other benefit programs.
4. **SEASONAL** employees are those who have established an employment relationship with Mundo Verde, but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation benefits and Social Security), they are ineligible for all of Mundo Verde's other benefit programs.

5.4 Personnel Data Changes

It is the responsibility of each employee to promptly – within two working days – notify their direct supervisor and the HR Specialist of any changes in personnel data. Names, personal mailing addresses, telephone numbers, marital status, number and names of dependents, beneficiaries, individuals to be contacted in the event of an emergency, licenses, certifications, and other such status reports should be accurate and current at all times.

5.5 Personnel Records

If you would like to review your official personnel file while you are employed by Mundo Verde, submit a written request to the HR Specialist. Your request will be granted or denied at Mundo Verde's discretion. If granted, the review of your records will be accommodated at a mutually convenient time in the presence of either the HR Specialist or a designated representative of the Executive Director. Personnel records may not leave Mundo Verde premises because they are

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confidential and the property of Mundo Verde. Only authorized members of the administration have access to personnel files. Removal or alteration of any personnel documentation, including the file itself, or information pertaining to any individual, will result in disciplinary action, up to and including termination of employment.

VI: EMPLOYEE COMPENSATION

6.1 Payroll Procedures

- Prior to the end of an employee's first pay period, all necessary tax forms, I-9 form and related new hire paperwork must be submitted and processed. Each employee must submit a signed acknowledgement of the receipt of the Personnel Policies & Procedures.
- Employees of Mundo Verde are paid on the 15th and the last day of each month (24 times a year), subject to adjustments due to holidays and weekends. The payroll schedule is available from the HR Specialist.
- Regular full- and part-time employees will receive regular pay for recognized holidays.
- Employees classified as Non-Exempt are eligible for overtime pay if they **work** more than 40 hours in a work week, and if the employee has obtained written approval in advance from his or her supervisor. The overtime rate is 1½ times the employee's regular hourly rate. Overtime is not paid unless the hours are actually worked, so time not worked, such as leave days, will be excluded in determining overtime pay.
- Employees are strongly recommended to authorize direct deposit of wages into a bank account of their choosing. The HR Specialist will provide a form to authorize direct deposit. This will ensure immediate receipt of paychecks and minimize resources used in the payroll process. Employees using direct deposit have access to an itemized statement of wages. If an employee does not elect to use direct deposit and his or her paycheck is lost, stolen, or destroyed, a fee will be assessed to cover the costs associated with replacing the paycheck.

6.2 Payroll Corrections

Mundo Verde takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the HR Specialist so that necessary corrections can be made as quickly as possible.

6.3 Pay Deductions

1. The law requires that Mundo Verde make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes and Social Security and Medicare contributions.
2. If employees have questions concerning why deductions were made from their paychecks or how they were calculated, the HR Specialist can assist in providing answers.

6.4 Timekeeping

- All non-exempt employees are required to complete an accurate timesheet and turn it into their supervisor every Friday.
- If Friday falls on a holiday, time reporting must be complete by the close of business of the last work day immediately preceding the holiday.

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- Supervisors must review and approve timesheets by Tuesday at 12:00 noon.
- Non-exempt employees are required to report the exact time they worked. "Off the clock" work is strictly prohibited. **Working off the clock will result in disciplinary action, up to and including termination of employment.**
- Altering, falsifying or tampering with time records or recording time on another employee's time record will result in disciplinary action, up to and including termination of employment.

6.5 Overtime Policy

- Non-Exempt employees receive overtime pay for hours worked in excess of 40 hours per week. The overtime rate is 1½ times the employee's regular hourly rate.
- Non-Exempt employees must obtain written approval to work overtime, before the work is performed. **Working overtime without prior written approval will result in disciplinary action, up to and including termination of employment.**
- Overtime work is authorized only when it is needed so that staff can perform an unexpected heavier than normal volume of work to avoid disruption of necessary services, or in other circumstances where it is not possible to adjust employee workloads and/or work schedules to provide essential staffing.

VII: EMPLOYEE SALARIES AND BENEFITS

This section provides a brief description of the employee benefit plans in effect. To the extent that the information in this section conflicts with the benefit plan documents, the benefit plan documents control. If you have any questions about Mundo Verde's employee benefit programs or need further clarification of the benefits described, please contact the HR Specialist.

The benefit programs described in this section are subject to change, either with or without notice, at the discretion of the administration of Mundo Verde.

7.1 Length of Service and Hire Date

Your hire date and length of service are important factors in determining your eligibility for Mundo Verde's benefits programs. Your date of hire with Mundo Verde will be the date used to determine eligibility for benefits. Your length of service is the period of continuous employment with Mundo Verde since your most recent hire date.

7.2 Health, Dental & Vision Insurance

Mundo Verde offers health, dental, and vision insurance for eligible employees. Health, dental, and vision insurance benefits are effective on the first day of the month after the date of hire for eligible employees. Employees may add coverage for their spouses, domestic partners, and dependents. Mundo Verde will subsidize health, dental, and vision insurance costs at a level determined through its annual budgeting process. Employees will be informed during Mundo Verde's annual open enrollment period during September. This is the only time during the year that an employee can change health plans, unless the employee experiences a qualifying event such as a change in marital status, birth or adoption. Please consult the HR Specialist to obtain the current costs for employee and dependent health, dental and vision insurance policies, or for a more in-depth discussion of these insurance benefits, please consult with the HR Specialist.

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7.3 Life and Accidental Death & Dismemberment Insurance

Mundo Verde offers employer paid life and accidental death and dismemberment insurance for eligible employees. Life and accidental death and dismemberment insurance is effective on the first day of the month after the date of hire for eligible employees. Please consult the HR Specialist for additional information on this benefit.

7.4 Disability Insurance

Mundo Verde offers short and long term disability insurance for eligible employees. Short term and long term disability insurance premiums are paid by Mundo Verde. For a more in-depth discussion of these benefits, please consult the HR Specialist.

7.5 Continuation of Health Insurance Coverage (COBRA)

Health insurance coverage expires on the last day of the month during which termination, reduction in work hours, loss of dependent status or other qualifying event occurs. In accordance with the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees who are covered under Mundo Verde's health insurance plan at the time of a qualifying event may elect to continue health insurance coverage for themselves, their spouses, and/or their dependents at their own expense. Mundo Verde does not pay any part of the insurance premiums for this extended coverage. The employee or beneficiary must pay the health insurance premium. Each eligible employee will receive a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Mundo Verde's health insurance plan. The notice contains important information about the employee's rights and obligations.

7.6 Workers' Compensation Insurance

The School provides workers' compensation insurance, covering all employees while working. You should use caution in your work and follow all safety requirements and procedures set forth by the School, and any kind of injury while on the job – no matter how minor – should immediately be brought to the attention of your immediate supervisor. An accident report must be completed as soon as possible. The report must be signed by you, your supervisor and the Principal, as applicable. The report should be forwarded to the HR Specialist.

7.7 Retirement Plan

Certain employees are eligible to participate in the School's 401(k) retirement plan. Details concerning the requirements for eligibility and the benefits provided by this plan are set forth in a summary booklet and the plan documents, all of which can be obtained from the HR Specialist.

7.8 Transportation Benefit

Mundo Verde offers all full-time employees \$25/month to be used for transportation. This can be used in the following different ways:

- A monthly payment to be added to your WMATA SmarTrip card;
- A reimbursement for bike purchase or repair;
- A reimbursement for the costs of a ride or bike share program; or
- A payment towards a group carpooling and renting a spot a nearby parking lot/garage.

For more details on this benefit, contact the HR Specialist.

VIII: SCHOOL YEAR, HOLIDAYS, AND LEAVE

8.1 School Year

Mundo Verde will establish a school calendar before the beginning of each school year that

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identifies all school holidays and breaks.

All Teachers and Teaching Fellows are required to report to work on the first day of professional development before students begin school until two days after students are dismissed from school, unless specified otherwise in the employee's offer letter.

All Teachers and Teaching Fellows will generally not be required to report to work during holidays, and winter, spring, or summer breaks when school is not in session. Teachers and Teaching Fellows are expected to be prepared for the current and upcoming year's instructional efforts and, if necessary, to use the breaks for planning and preparation. In addition, on occasion, Teachers and Teaching Fellows may be required to report to work for specific purposes, including but not limited to: student assessments, student/teacher recruitment activities, parent meetings, student support and intervention services, and special events.

All full- or part-time regular staff other than Teachers and Teaching fellows are "Year-Round Employees." Year-Round Employees are not required to report to work on school holidays or for one week of winter break, but are required to work during one week of winter break, spring and summer breaks, unless they use paid time off to take leave during that time.

8.2 General Policy Regarding Leave

Regular attendance is imperative for all school employees, particularly those with direct responsibility for the education of students. Employees should make every effort to structure their leave in a manner that is least disruptive to students and co-workers.

Refer to Section III ("3.4 Attendance") for the procedure to notify the school when you must miss work due to sudden illness or unanticipated need to report to work late. The procedure for requesting Family and Medical Leave, Sick Leave, Personal Leave, Paid Time Off (if relevant), Bereavement Leave, Parental Leave, Jury Duty Leave, and other legally protected leave is the following:

All employees shall inform the Executive Director or Principal and the employee's supervisor of an anticipated absence as soon as possible, and such leave must be pre-approved by the employee's supervisor. Employees must fill out a Leave Request Form and submit it for approval by their supervisor. Phone calls, text messages and instant messages are not acceptable forms of notification for requesting a planned leave of absence. The Executive Director or Principal may require an employee to verify the claimed reason for any absence.

8.3 Family and Medical Leave

Mundo Verde provides unpaid leave in accordance with the District of Columbia Family and Medical Leave Act of 1993 ("D.C. FMLA") and applicable D.C. law. Employees who have worked for Mundo Verde for at least 12 months (without a break in service), and for at least 1,000 hours in the 12 months preceding the commencement of the requested leave, are eligible for D.C. FMLA leave.

An employee may be eligible for an unpaid leave of absence for the following reasons:

- The birth and care of a newborn child ("Family Care Leave");
- The placement of a child for adoption or foster care, and to care for a newly placed child for whom the employee permanently assumes and discharges parental responsibilities ("Family Care Leave");
- To care for a family member with a serious health condition ("Family Care Leave"); or
- An employee's own serious health condition that makes him/her unable to perform essential job functions ("Serious Health Condition Leave").

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The law defines "family member" in a specific manner than may affect an employee's access to Family Care Leave; consult the HR Specialist to determine what options are available for your specific circumstances.

D.C. law allows eligible employees to take up to 16 work weeks in any 24-month period for Serious Health Condition Leave and separately up to 16 work weeks in any 24-month period for Family Care Leave. Family Care Leave must be taken within 12 months of the birth or placement of a child. Where two spouses are both Mundo Verde employees, Family Care Leave may be limited under certain circumstances. The 24-month period is measured backward from the date an employee uses any leave under this policy.

If the family and/or medical leave is foreseeable, the employee must give Mundo Verde as much notice as possible, and at least two weeks' prior notice. It is especially important to give as much advance notice as possible for longer absences. If two weeks advance notice is not possible, the employee must give notice as soon as practicable under the circumstances. Your supervisor will provide you with a leave form which you must complete and return so Mundo Verde can process your request.

If the employee is requesting leave because of the birth of a child or his or her own or a family member's serious health condition, the employee must provide appropriate medical certification. Failure to provide required medical certification in a timely manner may result in delay of leave until it is provided, so it is important to ensure that your healthcare provider completes the certification promptly. If leave is sought for care of a family member, the certification must include an estimate of the amount of time the employee is needed for such care. If leave is sought for the employee's own condition, the certification must contain a statement that the employee is unable to perform the functions of his/her position, and an estimate of the amount of time for which leave is needed.

Mundo Verde may, when appropriate and at its expense, require an examination by a second health care provider designated by Mundo Verde. If the second health care provider's opinion conflicts with the original medical certification, Mundo Verde, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final opinion. Mundo Verde may require subsequent medical recertification on a reasonable basis.

So that the employee's return to work may be properly scheduled, the employee must contact the Executive Director or Principal regarding the employee's status and condition and his or her intention to return to work. Paid leave may be substituted for unpaid leave if the employee has earned or accrued the leave. Mundo Verde reserves the right to alter the duration and structure of D.C. FMLA leave for employees who are principally employed in an instructional capacity.

8.4 Paid Sick Leave

All employees have five days of sick leave per year. Up to five days of unused sick leave may be carried over from one year to the next. Sick leave is available to provide for full salary and benefits during absences due to personal illness or injury that prevents the employee from working or for the following reasons:

1. Absence resulting from the physical or mental illness, injury, or health condition of the employee.
2. Absence resulting from obtaining professional medical diagnosis or preventative care, such as a doctor's appointment.
4. An absence for the purpose of caring for a family member who has any of the needs listed in items 1 or 2 above.

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Employees may also use paid leave for an absence if the employee or the employee's family member is a victim of stalking, domestic violence, or sexual abuse and the absence is directly related to medical, social, or legal services pertaining to the stalking, domestic violence, or sexual abuse. Mundo Verde does not pay out any unused sick leave upon the employee's voluntary or involuntary termination of employment.

8.5 Paid Personal Leave for Teachers and Teaching Fellows

Teachers and Teaching Fellows are entitled to up to three days of leave per year for personal business. Such leave shall be at full pay and benefits. Personal leave may not be taken the day before or after a holiday or vacation and employees should not expect more than one personal day to be granted in June. Unused personal leave cannot be carried over from one year to the next. Personal Leave generally must be scheduled in advance, and must be approved by the Principal.

Mundo Verde will compensate Teachers and Teaching Fellows for any unused Personal Leave upon the employee's voluntary or involuntary termination of employment. When Teachers or Teaching Fellows are absent without leave, Mundo Verde incurs additional costs, including for substitutes, and the School will deduct a proportionate amount from the paycheck for the period during which a staff member takes excess personal leave.

8.6 Paid Time Off for Year-Round Employees

Year-Round Employees who are regularly scheduled to work at least 20 hours per week and have been employed for six months are eligible to use four weeks of *paid time off* ("PTO") per year, accrued in increments at each pay period as well as five days of Sick leave per year. Teachers and Teaching Fellows, part-time, temporary, and seasonal employees are not eligible for PTO. PTO may be used for vacation, personal business, appointments, sick leave, time off to care for family members and for other domestic situations. PTO generally must be scheduled in advance, except in the case of illness or other emergency where other types of leave, such as sick leave, are unavailable. PTO must have advance supervisory approval. Any time off from work will be deducted from the employee's accrued PTO until all accrued PTO has been used.

Employees begin accruing PTO immediately upon their date of hire. PTO is accrued based on an employee's regularly scheduled hours during a 12-month period commencing July 1 of each year. Employees do not accrue PTO if they are not scheduled to work at least 20 hours per week. PTO is credited on the pay day for the pay period in which the time accrues. An employee must have worked during the pay period to accrue PTO. PTO will not accrue while an employee is on legally protected leave, such as FMLA leave.

PTO should be scheduled in such a way that work responsibilities can be assigned to others and on-going operations will not be disrupted. To ensure that this occurs, employees must schedule non-illness or non-emergency related leave as early as possible, and at least two weeks in advance. It is especially important to give as much advance notice as possible for longer absences. PTO requests will be considered in the order in which they are received, and granted according to feasibility and length of service. For example, if more than one employee submits a leave request for the same date or time period and all of the requests cannot be approved, preference will be given to an employee based upon an employee's length of service and Mundo Verde's operational needs. Where employees have the same date of hire, preference will be given to an employee based upon which request is more convenient for the School.

Mundo Verde reserves the right to deny or reschedule requests for leave based upon the needs of its operations. Failure to comply with the denial of a request for scheduled leave may result in discipline, up to and including immediate termination.

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Mundo Verde encourages employees to use all of their accrued PTO by June 30th of each year. Mundo Verde recognizes that occasionally operational needs will hinder an employee's ability to use all of his or her accrued PTO. Mundo Verde therefore will allow full-time employees to carry over up to 10 days of unused PTO, and part-time employees to carry over a prorated amount proportional to their work schedule, to the next benefits year.

Mundo Verde will compensate for up to 10 days of unused PTO in the event of voluntary or involuntary termination of employment.

8.7 Unscheduled Leave of Any Kind

When an employee's need for leave is unforeseeable (e.g., illness or emergency), the employee must notify his or her supervisor about his or her inability to report to work no later than two hours prior to the employee's scheduled start time. If the employee is unable to report to work for more than one day, the employee must notify his or her supervisor each day an absence is needed, unless the supervisor has approved a different notification schedule.

The employee or his or her authorized representative must speak directly to the supervisor regarding the need for time off. It is not acceptable to send an email or text message, leave a voice mail message, or speak to anyone other than your supervisor. An employee may be required to provide proof of illness or emergency in order to use paid leave for unscheduled time off.

Mundo Verde will monitor unscheduled leave. Only in exceptional circumstances will unscheduled time off be retroactively designated as unscheduled paid leave.

8.8 Time Off Without Pay

Time off taken in excess of the amount available in an employee's accrued paid sick leave, personal leave, or PTO will be without pay. Employees may not borrow against their future paid leave. No advance of paid leave will be permitted.

8.9 Bereavement Leave

Employees may take up to three days of paid time off in the event of the death of a member of their immediate family. Immediate family includes spouse, domestic partner, child, parent, parent-in-law, brother or sister, and brother-in-law or sister-in-law.]

8.10 Parental Leave

Employees are entitled to 24 hours of *unpaid* parental leave within a 12-month period to attend or participate in "school-related events" for the employee's children and certain other minor family members. Employees must generally provide two weeks notice of their intent to take parental leave, unless the need for such leave is not foreseeable.

8.11 Jury Duty

If subpoenaed to appear in court or called to jury duty, an employee will be granted leave to appear in court or serve duty. Upon notification by a court to report for jury duty, employees shall immediately (1) inform the HR Specialist and the Executive Director by providing a copy of the subpoena or jury duty notice, and (2) in the case of jury duty, request jury duty during a period when school is not in session. In the event this request is not granted, employees will be granted time off with no loss of salary for up to two weeks for jury duty required to be served during the school year. If jury service is five days or more, employee compensation may be reduced by the amount received in jury fees. An employee on jury duty is expected to report for work any day he or she is excused from jury duty. Upon the employee's return, the employee must provide a signed Certificate of Jury Service indicating the number of days served to the HR Specialist and the Executive Director.

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8.12 Other Forms of Leave and Questions About Leave

This handbook outlines some of the most commonly used forms of employee leave, but does not include a complete list of the protected leave options potentially available to Mundo Verde employees. Mundo Verde complies with all laws requiring protected leave for employees, including the Uniformed Services Employment and Reemployment Rights Act (USERRA), and laws protecting employees with family members who serve in the Armed Forces. Other types of protected leave provided by Mundo Verde include organ/bone marrow donor leave. If you have a personal situation that is not outlined in this handbook that may require leave from work, or if you have any questions about any available forms of leave, consult the HR Specialist for more information.

8.13 Leave of Absence

Employees at Mundo Verde generally are not permitted a leave of absence outside the leave policies described above or protected by law. Only the Executive Director can make an exception to this policy, at his or her sole discretion. If the Executive Director approves a leave of absence not protected by law, Mundo Verde is under no obligation to rehire the employee in the same position or a similar position at the end of the leave of absence. Any employee benefits will not continue during a non-FMLA leave of absence, except as provided by COBRA and other applicable law.

IX: EMPLOYEE DISCIPLINE

Violation of the School's rules, policies, and procedures or the failure to adhere to the standards set forth in this handbook, or as otherwise communicated to an employee, may result in disciplinary action, which may take the form of an oral or written warning, suspension, or immediate discharge, depending upon the facts and circumstances of the situation.

Mundo Verde believes that it is vital to the School's success to retain good employees. By helping employees to address deficiencies in their performance, Mundo Verde strives to retain employees who are capable of performing their duties at a level satisfactory to the School's mission. If your supervisor determines that your performance is unsatisfactory, he or she may meet with you to discuss the performance standards for your position, highlight problem areas, and explain what must change for your performance to be deemed satisfactory. Performance problems may include:

- Unsatisfactory job performance (quality, quantity, work habits);
- Poor interpersonal skills which adversely affect the work environment, the students, and/or the School's relationship with parents or the rest of the community; or
- Excessive absences or chronic lateness.

If, after the initial discussion with your supervisor, your performance does not improve within the timeframe indicated, your supervisor may determine that disciplinary action is necessary. Certain performance problems could result in immediate discipline or termination with or without an initial meeting with your supervisor to discuss your performance. Depending on the nature of the performance problem, your supervisor may employ some, all or none of the disciplinary steps listed below:

- Verbal counseling/coaching
- Documented verbal counseling
- Written warning
- Probation
- Final warning

Mundo Verde Employee Policies and Procedures – October 2017

This manual is not a contract. It does not confer any contractual right, either express or implied, to remain in the employ of Mundo Verde or in any way alter the "Employment at Will" relationship. The policies and procedures set forth in this manual are subject to change at any time, with or without notice.

X: TERMINATION

10.1 Voluntary Terminations

Unless otherwise agreed upon in writing, you are an employee at will. As an employee at will, you have the right to terminate your employment with the School at any time and for any reason, although the School expects sufficient notice to permit it to fill your position without disrupting the School's operations. Voluntary termination of employment by you can be accomplished in the following two ways.

Resignation

Resignation occurs when you officially ask to be separated from employment. As a general rule, employees should submit written notice of their resignation to their immediate supervisor at least two weeks in advance of the intended last day of employment. The last day of employment cannot end on a holiday. The School reserves the right to relieve resigning employees of their duties immediately in situations where, in the School's sole discretion: (1) the notice period is unnecessary; (2) employment through the notice period could result in disruption of the operations of the School; or (3) the School has other valid business reasons.

Failure to Report to Work

If an employee fails to report to work as scheduled without calling in to report the absences for three or more consecutive workdays, the employee will be considered to have voluntarily abandoned his or her job, and his or her employment will be terminated.

10.2 Involuntary Terminations

Unless otherwise agreed upon in writing, you are an employee at will, and, as such, Mundo Verde has the right to terminate your employment at any time, with or without cause, and with or without notice.

10.3 Return of Property

Upon termination of their employment, for any reason, employees are required to return all School property (including, but not limited to keys, laptop computers, cellular telephones, security cards, radios, equipment, and any other School records, documents, materials, data or other proprietary information belonging to the School) to the employee's supervisor.

10.4 References and Letters of Recommendation

References and/or letters of recommendation for departed or departing employees are not provided as a matter of right. Requests for such references and/or letters should be made to the HR Specialist. Mundo Verde will only provide a departed or departing employee's prospective employers with his or her dates of employment, rate of pay, and job classification. The School will not provide further information to prospective employers unless the former employee provides written and signed authorization to the HR Specialist.

10.5 Exit Interviews

Mundo Verde sometimes performs exit interviews with departing employees. Exit interviews are a process through which Mundo Verde strives to provide a positive work environment for employees. Through an exit interview, a departing employee may be given an opportunity to comment on his or her reasons for leaving and recommend any changes to the organization which the employee may feel are appropriate. An employee's participation in an exit interview is voluntary, and all comments will be kept confidential to the extent possible.

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ACKNOWLEDGEMENT OF RECEIPT

I, _____, acknowledge receipt of Mundo Verde’s Personnel Policies & Procedures and that I am responsible for knowing their contents and adhering to the School’s mission, policies and procedures. I also understand that this handbook setting out the Personnel Policies & Procedures is Mundo Verde’s property and that all electronic or other copies of it must be returned when I leave the organization.

Nothing contained in the Personnel Policies & Procedures or any oral representations alter the at-will status of the employment relationship. No express or implied promise regarding the duration of employment, wages or benefits is binding upon Mundo Verde, and any such promise must be made in writing and duly approved by Mundo Verde’s Board of Directors, executed by the Executive Director, and explicitly and specifically identified as an employment agreement or contract.

I further understand that the Personnel Policies & Procedures and this handbook setting them out DO NOT CONSTITUTE A CONTRACT with Mundo Verde and that the Personnel Policies & Procedures may be modified, added to or eliminated at any time and for any reason at the sole discretion of Mundo Verde. The same applies to any other Mundo Verde policy, whether verbal or written. Unless I have an individual written employment agreement, signed by me and the Executive Director, I understand that my employment is “at-will” and either Mundo Verde or I may terminate the employment relationship with or without cause at anytime and for any reason. I also understand that no Mundo Verde employee except the Executive Director has authority to modify my “at-will” employment status or the duration of my employment, and then only through a signed written document.

Signed: _____

Date: _____