



PAUL PUBLIC
CHARTER
SCHOOL

Employee Manual 2019-2020

“The mission of Paul Public Charter School is to educate our students and to develop in them the capacity to be responsible citizens, independent thinkers, and leaders.”

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Section 1- School Background and Information

1. Mission, Vision, Core Values, Model

The mission of Paul Public Charter School is to educate our students and to develop in them the capacity to be responsible citizens, independent thinkers, and leaders.

To achieve the mission, we are committed to the following: vision, core values and school model:

Vision

We envision:

- A school community that prepares scholars for college and life in a global society.
- A school community that is welcoming, inclusive, and supportive.
- A school community that prioritizes student achievement, character development, community diversity, exemplary citizenship, and positive collaboration.
- A school community that consistently garners the resources needed to support the school's mission and programs.

Core Values:

- **Community:** Creating a welcoming, nurturing and orderly environment to provide an opportunity for all scholars, faculty and staff, board members, parents, and volunteers to perform at optimal levels.
- **Diversity:** Recognizing that each scholar must be provided with an individual plan for success and that diversity can strengthen the school community.
- **Achievement:** High quality teaching is a priority and must be coupled with relevant, rigorous, authentic, and aligned curriculum to ensure high student achievement.
- **Addressing the needs of the whole child:** Academics, Athletics and Arts are addressed during the school day to ensure the successful growth and development of well-rounded leaders and responsible citizens.
- **Collaboration:** Collaboration amongst stakeholders is an essential strategy for school improvement.
- **Responsibility:** All faculty and staff members are responsible for the academic and social growth of students.

The Paul Model

The realization of Paul's mission requires the implementation of coherent programming that improves our scholars' ability to think critically, provides opportunities to grapple with solving complex problems and promotes inquiry about and a desire to improve their communities and our world.

The structure that organizes this programming is referred to as our **School Model**. School models are critical because they:

- Operationalize the work necessary to accomplish our mission

- Provide guidance and “housing” for our goals
- Serve as a filter or lens through which we make decisions about programming, partnerships, policies and processes

The graphic below depicts how the mission, model, vision and core values fit together to move our organization forward:



Paul Model Component #1: High Expectations and Continuous Improvement

We develop scholars to become responsible, independent thinkers and leaders. A strong culture of achievement is the foundation for the high standards of learning we create in our classrooms and school environment. We base our decisions about what and how to teach students on data, strive to continuously improve, and hold each other accountable for excellence.

Paul Model Component #2: College and Career-Ready Academics

The Paul academic program ensures that our scholars make lasting academic growth, enjoy learning, and are fully prepared for success in college and/or a career. We believe that every one of our scholars can meet or exceed rigorous academic benchmarks.

Paul Model Component #3: A Culture of Community

We believe in intentionally building a welcoming, supportive, and inclusive community of scholars, staff, and families. All community members understand our expectations and work to realize them through urgent action.

Paul Model Component #4: Committed, High Performing Educators

Our teachers, leaders, and staff are deeply committed to improving our scholars' achievement and helping them realize Paul's core values. We continuously work to develop our abilities as educators and to build strong relationships with our scholars, families and one another.

Paul Model Component #5: Integrated Arts, Athletics, and International Studies

We develop well-rounded scholars by integrating arts, athletics, and international studies into our academic curriculum. Our scholars become global citizens who develop an understanding of themselves, their communities, and the world.

2. Department Descriptions

Student Support Services

The Student Support Services Department exists at Paul PCS to ensure we are intentionally meeting the needs of all of our scholars, regardless of their exceptionalities, and that we do so through the continuous use of data driven practices. We believe that all scholars are capable of post-secondary success and we work daily to ensure that they are college and career ready regardless of their unique learning needs. Our goal is to ensure that all students who require academic and social scaffolds in order to graduate from Paul PCS, receive them. We achieve this goal by working with school-based teams to ensure that curriculum and instruction is differentiated to help scholars master grade level standards, as well as by ensuring interventions are available and utilized so students are successful. Our team has expertise in the identification, delivery and implementation of specialized services that support students academically, culturally, socially and emotionally.

The Director of Student Support Services (DSSS) leads the team Student Support Services Department. The DSSS oversees the management of legal responsibilities for the implementation of all aspects of the IDEA law, and the adherence to regulations concerning ELL identified students, students with 504 plans and the Student Support Team process. Furthermore, they support the work of ensuring all students are successful by managing personnel responsible for attendance monitoring and the staff (internal and contracted) that provides testing services for students who may require added academic and social-emotional support.

Operations

The primary responsibility of the Operations Department at Paul PCS is to provide excellent service to our scholars by maintaining a beautiful and safe space for them, by striving for ever-efficient processes and procedures, and by maximizing our usefulness to all those who provide direct services to students. We are committed to responsiveness, efficiency and thoughtful frugality, all while being flexible and cognizant of the unique needs of our students.

The Operations Department at Paul PCS consists of the business, facilities and technology teams, all of which are responsible for close collaboration with each school's leadership teams. The Operations Leadership Team is responsible for all school-based coordination and collaboration with school-leaders and support alignment between our two schools. We maintain tight organizational systems so that we can be entirely flexible and supportive to the diverse needs of our schools.

The Director of Operations is also responsible for ensuring operational processes at the network level are clear and refined, that financial decisions are responsible, and that there is an appropriate line of communication about finances to the Board. The Director of Operations is also responsible for the management of Paul PCS's payroll vendor and management of the submission process, whereas the Human Resources and Talent Department is responsible for informational accuracy and change.

The Operations Department believes that all stakeholders who come through our door are our customers: teachers, staff, students, parents, and board members. We seek excellence via feedback loops, constant communication, precision, and reflection. We seek to serve our schools within our means, maximizing our resources so we can provide myriad and diverse resources to our students, without waste.

Human Resources and Talent Management

The Talent Department is committed to ensuring thorough and efficient service for the Paul family.

- Talent Acquisition - We are source and build pipelines locally and nationally in an effort to bring

- the best educators and administrators to the team
- Benefits- We continuously work with our brokers to maximize health and wellness benefits for our employees
- Employee Relations - We strive to deliver clear communication on policies and procedures to support quick resolution of any internal concerns

Paul PCS has a long standing tradition of excellence. Our outstanding students deserve the best staff, and our staff deserve a Talent team that is responsive and proactive. The safety, health, and well-being of our Paul family is the sole priority.

3. Board of Trustees

The Board of Trustees serves as the governing body of the nonprofit corporation that holds the school's charter. The Board is composed of 15 unpaid, voting members a majority of whom reside in the District of Columbia and the remainder residing in other nearby jurisdictions. Members serve three-year terms and may seek re-election to successive terms. Parent trustees may only serve so long as they have a child enrolled in the school.

The Board of Trustees at Paul Public Charter School consists of a diverse body of committed individuals who volunteer their time and take a personal interest in the success of the school. The Board has fiduciary responsibility for the school, including setting the overall policy for the school and holds the administration accountable for the school's performance.

Please visit the school's website to view the current board roster or contact the Secretary of the Corporation (Monya Bundy) for more information.

Section 2- General Employment Policies

1. General

All employees shall demonstrate a strong commitment to the mission, values, and educational approach of the school through their interactions with students, parents and co-workers. All classroom teachers are required to be highly qualified in accordance with rules promulgated by the Office of the State Superintendent of Education. Other staff members may be required to have specific degrees or certifications, and such requirements will be articulated in the offer letters and the job descriptions.

2. Equal Opportunity Employer

Paul is an equal opportunity employer. Paul Public Charter School shall not discriminate because of race, color, age, sex, marital status, sexual orientation, personal appearance, gender identity or expression, disability, national origin or ancestry, religion, economic status, family responsibility, genetic information, union membership, or political affiliation. This covers all areas of employment, recruitment, advertising, hiring, promotion, demotion, lateral reassignment, transfer, layoff, discharge, rates of pay or other compensation, training, or any other benefits. Employment will be solely on the basis of merit and qualification.

Paul Public Charter School shall comply with the intent of the Americans with Disabilities Act of 1990 and shall not knowingly discriminate against individuals with disabilities. Paul Public Charter School

will consider modifying schedules and other adjustments to reasonably accommodate employees with disabilities unless this creates an undue hardship.

Any grievance regarding discrimination shall be handled through the Board of Trustees of the Paul Public Charter School in accordance with and in consultation with the Personnel Committee when appropriate. The complainant should contact the Chair of the Board of Trustees, who shall provide information and assistance on filing and pursuing the complaint. Nothing herein shall be an attempt to interfere with an individual's right to pursue claims in the appropriate forum outside of the school.

Nepotism Policy

All applicants and employees are required to advise the Director of Talent Management if they are related to, friends with and/or in a romantic relationship with another Paul employee. The Director of Talent and/or executive leadership will decide all situations regarding the hiring of relatives, friends and/or significant others on a case-by-case basis in accordance with applicable laws.

3. Continuing Education

All staff members will participate in the Paul PCS summer Professional Development Institute (PDI). All staff are expected to maintain their professional training and knowledge current through ongoing professional development. Activities might include participation in workshops, taking courses, observing in other classrooms and other schools, conducting a self-study or classroom research project, participation in professional organizations, and/or attending conferences. At its discretion, the school may support training through reimbursement for conference registrations, workshops, classes and transportation. Meals are reimbursed based on the approved rate.

4. TB Testing

Employees with communicable tuberculosis are prohibited from entering the school building. All employees must submit certification that they are free from communicable tuberculosis before the first day of employment.

Tuberculosis tests must be renewed every three years. Failure to comply may result in termination.

5. Background Check

Prior to the commencement of employment, all new employees, substitute teachers, interns and volunteers must complete a background check. In addition, all new employees must execute a release authorizing Paul PCS or its agent to conduct background checks on an ongoing basis. Background reports will be conducted consistent with state and federal law and maintained by the Talent department in a secured file separate from personnel files. Background checks must be performed every two years thereafter.

6. Verification of Employment Eligibility

Paul PCS will comply with the Immigration Reform and Control Act (IRCA), which requires employers to verify that all newly hired employees have the legal right to work in the United States. Pursuant to the IRCA requirements, all new employees must complete Section 1 of the I-9 form in person by the first day of employment. In addition, within three business days after the employee begins work, he or she must present either a List A or a List B and C document (appropriate List A, B and C documents appear on the back of the I-9 form) verifying his or her identity and employment eligibility. Employees who have indicated in Section 1 that they are already eligible to work in the United States may present an

appropriate document receipt, which will allow them to work for up to 90 days. At the expiration of the 90-day period, those employees must present the actual document(s) in order to continue working.

a. Misrepresentations in the Hiring Process

We rely on the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions may result in discontinued consideration for employment or, if hired, termination of employment.

b. Ongoing Mandate to Self-Report

Upon employment at Paul PCS, all staff members are under a continuous obligation to self-report any arrests, warrants for arrest, and convictions to the Director of Talent Management. Failure to self-report an arrest, warrant for arrest, or conviction may lead to disciplinary action by the school up to and including termination.

c. Confidential Personnel Files

Paul PCS shall maintain a confidential personnel file for each employee. The personnel file shall be maintained by the Talent Department, it shall be accessible only on a need-to-know basis and will not be disclosed unless there is a business need, as determined by Paul, or if required by law. Though personnel files are the property of the Organization, employees may review their personnel files upon scheduling an appointment with the Director of Talent Management or Talent Manager. Employees may request that information be corrected or completed, however, they may not, in any way, modify their own file. Medical information is not included in the personnel file. It is maintained in a separate file and treated as a confidential medical record. Employees are responsible for advising the Director of Talent Management or Talent Manager of any changes in address, name, and emergency contact information.

7. Employee Classifications

Full-time employees are those employees regularly scheduled to work at least 30 hours per week or more. Part time employees are those employees regularly scheduled to work fewer than 30 hours per week. Depending on respective plan documents, part-time employees may not be eligible for health and/or wellness benefits offered to all full-time employees.

8. Exempt versus Nonexempt Classifications

Paul follows the exempt and nonexempt classifications set by the Fair Labor Standards Act (“FLSA”) and applicable state laws. Non-Exempt employees, as defined by the FLSA and applicable state laws, are entitled to overtime pay for hours worked in excess of forty hours per week. Non-Exempt employees must receive prior written authorization from their direct supervisor before working any overtime. Failure to obtain such written authorization prior to working overtime may lead to discipline, up to and including termination. As defined by the FLSA and applicable state laws, Exempt employees are exempt from the overtime provisions of the FLSA and applicable state laws.

9. Dismissal, Discipline, and Termination

The Chief Executive Officer or his/her designee may terminate or suspend the employment of any employee if s/he determines that the employee has failed to fulfill the duties and responsibilities, and/or failed to demonstrate the qualities outlined in the job description and Paul’s Core Values, and/or for other reasons in the best interest of Paul.

For many cases, a performance improvement process will ensue prior to a termination decision. This interactive process will provide the employee with direct instruction and internal coaching on what they must improve and also allows the employee to pursue additional support resources outside of the school environment to help improve their performance.

There are some offenses however, that may result in immediate termination, thereby bypassing the formal performance improvement process. These offenses include, but are not limited to the following:

- Bringing, consuming or being under the influence of alcohol, illegal drugs or marijuana at any time while on Paul PCS premises or while in the presence of Paul PCS students;
- Insubordination to lawful management directives;
- Willful violation of organizational or regulatory rules, policies or practices;
- Encouraging, organizing, or supporting the organization of students to violate school policies, expectations and procedures outlined in the Code of Conduct and Paul Family Manual;
- Theft;
- Repeat failure to comply with organizational or regulatory rules, policies or practices;
- Dereliction of duties;
- Excessive unexcused absenteeism or tardiness;
- Unlawful possession of a controlled substance, use of marijuana or using an illegal controlled substance at any time while on Paul PCS premises;
- Endangering the health or welfare of a student, fellow staff member or volunteer;
- Sexual harassment, molestation, and/or abuse of a student, family member, staff member or volunteer;
- Engaging in any acts of violence or intimidation toward a student, family member, staff member or volunteer;
- Misconduct;
- Smoking in the workplace;
- Misuse of internet and/or email;
- Knowingly permitting unauthorized persons to be in Paul facilities or on Paul property

10. Performance Evaluation

All staff members will receive a written evaluation at least once each year. The evaluation will address both strengths and areas for growth. 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, and develop an improvement plan.

Refer to the Evaluation Process manual for a detailed description of the performance evaluation process for teachers and staff.

11. Resignation

In the event an employee finds it necessary to resign during the school year, the employee shall give written notice to their immediate supervisor as soon as possible and at least 15 school days before the effective date of resignation.

Contract employees who wish to return for the following school year must communicate this to the Director of Talent Management no later than the date specified in renewal letter.

12. Grievances

Employee Grievance Procedure:

It is the policy of Paul Public Charter School to treat all employees in a fair and impartial manner. Particularly due to its small workforce and close working relationships, Paul Public Charter School believes it is imperative for employees to promptly disclose and seek to resolve with their immediate supervisors any significant employee concern that he/she has been treated unfairly in the application of personnel policies, or in an interaction between an employee and her or his supervisor or an employee and a co-worker interaction (each, a "Grievance"). Consequently, Paul Public Charter School has adopted the following employee grievance procedures (the "Grievance Procedures") to solve problems as quickly and fairly as possible.

An employee (the "Grievant") shall initiate Step 1 of the Grievance Procedures not later than thirty (30) calendar days after the occurrence of the precipitating action or event; or, in the alternative, not later than thirty calendar days after the action or event is known, or should have been known by the Grievant. Grievances not commenced within the required period shall be barred without appeal or further recourse. Chief Executive Officer shall include his/her designee as referenced in these Procedures.

Step 1. In the event that an employee believes she or he has a Grievance, such employee should discuss the situation with her or his immediate supervisor in an effort to resolve the issue, unless the supervisor is the subject of the complaint, in which case the employee may proceed to Step 2. The immediate supervisor, in her or his sole discretion, may arrange a meeting among all parties involved in the Grievance to work out an informal solution. Supervisors shall have the right to initiate an investigation into the facts raised by the Grievant.

Step 2. If a resolution satisfactory to the Grievant cannot be reached through discussion with his/her immediate supervisor, the employee shall submit a written complaint to the Chief Executive Officer who shall respond in writing within 5 school days, if practicable. Such complaint shall set forth in detail the specifics of the Grievance, with a copy of the complaint to be provided to his/her immediate supervisor. Such immediate supervisor shall submit to the Chief Executive Officer within two business days after receipt of such complaint a copy of the results of her or his investigation, if any.

Step 3. If the employee remains dissatisfied with the resolution reached by the Chief Executive Officer in writing, the employee shall submit a request for appeal with a copy of his/her complaint and the response of the Chief Executive Officer to the Chair of the Board of Trustees within 5 school days of receiving the Chief Executive Officer's response, with a copy of such request to the Chief Executive Officer.

Step 4. The Board of Trustees shall issue a decision in writing to the employee and the Chief Executive Officer within 15 school days after receiving the request for appeal, if practicable. The Chair of the Board of Trustees may, in his/her sole discretion, call a special meeting of the Board of Trustees to consider the Grievance or the employee and the Chief Executive Officer consider the matter during the Executive Session at the next regularly scheduled monthly Board meeting. In either event, the Board shall issue a decision within three (3) days of the Board's meeting, if practicable. The decision of the Board of Trustees is final. The Board has sole discretion to invite or not invite the Grievant and the Chief Executive Officer to participate in the special meeting and/or such Executive Session.

Employees shall cooperate in good faith in the investigation and resolution of any Grievance raised by or against them. There will be no retaliation of any kind against an employee for initiating a Grievance under the Grievance Procedure. At their own expense, employees may seek outside counsel or other guidance in order to articulate a Grievance as clearly as possible.

13. Non-Solicitation Policy

It is the policy of Paul to prohibit solicitation and distribution on its premises or through school mail by non-employees and to permit solicitation and distribution by employees only as outlined in this section. Paul limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the school, can be detrimental to efficiency, can be annoying, and can pose a threat to security. All supervisors are responsible for administering this policy and for enforcing its provisions.

Persons who are not employed by the school are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or to purchase merchandise or services (except by representative of suppliers properly identified), or engaging in any other solicitation, distribution, or similar activity on school premises.

Paul may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employees' gifts.

Paul will permit employees to engage in solicitation or distribution of literature for any group or organization, including charitable organizations, with the following guidelines:

- The sale of merchandise is limited to school functions and activities.
- Solicitation and distribution of literature with appropriate approval should not interfere with working time of either the employee making the solicitation or distribution, or the targeted employee. The term "working time" does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.

Paul maintains bulletin boards to communicate school information to employees and to post notices required by law. An unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other school property is prohibited.

Section 3- Ethics and Conduct

1. Open Communication

Paul PCS 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. Paul PCS supports an open communications policy under which employees are encouraged to give regular and honest feedback to their supervisors, co-workers, and those they manage. It is important that employees clearly communicate what support they need to be successful in their work and that they 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 your supervisor or the supervisor's manager.

2. Mandated Reporting

The District of Columbia requires that all school employees who know or have 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 mentally or physically abused or neglected, immediately report or have a report made of such knowledge or suspicion to either the Metropolitan Police Department of the District of Columbia or the Child Protective Services Division of the Department of Human Services. Every Paul employee must complete the DC Mandated Reporter certification annually. The certification is done online and is a requirement of all new employees prior to beginning work.

3. Conflicts of Interest

Employees are expected to devote their full efforts to the business of Paul. Employees shall not engage in financial, business, or other activities that: (1) compete with our operations, (2) may interfere or appear to interfere with an employee's performance of their duties for Paul, or (3) that involve use of Paul property or facilities, except as permitted by this policy.

Specifically, employees may not:

- Engage in any activity which directly or indirectly competes with Paul, including being a director, officer, employee, consultant, or agent for an organization that competes with Paul.
- Engage in any activity that may routinely conflict with scheduled work hours or any other time needed to complete Paul work.
- Engage in any personal or non-Paul activity in a manner that might imply that the employee represents Paul or that Paul endorses a particular product, service, business, or activity.
- With regard to tutoring, it is the policy of Paul PCS to offer scholars additional help when needed, and to discourage tutoring for a fee. It is Paul policy that a teacher may not tutor for payment, scholars who are concurrently in that teacher's class. Any exception to this policy must have the prior approval of the Principal and Director of Schools.

4. Confidentiality

The families of our students entrust us with important information relating to their children. The nature of this relationship requires discretion, the breach of which can seriously harm our reputation. Moreover, the protection of confidential business information is essential to the interests and success of Paul PCS.

Examples of confidential information and/or trade secrets include but is not limited to the following:

- Financial Information
- Academic policies and strategies
- Pending technology projects and proposals
- Student information such as grades or academic records

This may include something as simple as confirming that a child is in your classroom. For this reason, employees shall not discuss or disclose any information concerning Paul PCS students or their parents by name with any person who is not employed by the school and/or a member of the Board of Trustee who has a business need to know, without the parent's permission. Except as provided by law, including the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, concerns about any student's health, safety or welfare should be raised directly with the student's parents or guardian and/or the school's Principal. Employees who improperly use or disclose trade secrets or confidential

business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

5. Email/Company Property Inspection

Paul PCS may issue computers and other devices to certain members of the staff. School-owned computers and other devices should be used primarily for business purposes and promptly returned upon separation of employment. Incidental personal use and appropriate concerted activity are permitted, as this is not a strict “work-only” policy.

Paul respects the individual privacy of employees, however, employees cannot expect privacy rights to extend to work-related conduct or the use of Paul-owned equipment, supplies, or property. Employees may have no expectation of privacy in and may not withhold permission from searches of Paul-owned and supplied containers, including, but not limited to desks, computer files, office file cabinets, lockers, email accounts, servers, voicemail and other similarly used devices. Employees must also be aware of the following:

a. Paul PCS’s Right to Access Information

Although employees have individual access passwords to voicemail, email, and computer network systems, these systems are accessible at all times to Paul and may be subject to periodic unannounced inspections by Paul for business purposes. All passwords must be made known to Paul PCS. 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. The school has the ability and reserves the right to monitor individual’s use of the computer, including email. By use of the school’s email system and internet, individuals waive the right to privacy in anything they send or receive. Under no circumstances should any employee grant personal access privileges to any person outside the school, nor should employees use another individual’s account or identity. Violation of this policy, may result in disciplinary action, up to and including termination and/or legal action.

b. Restricted Use of Information Technology Systems

Employees are expected to use the email, voicemail, and computer network systems for Paul business primarily and only limited personal use. While Paul PCS recognizes that occasional and incidental personal use may occur, including protected concerted activity, users should keep such activity from interfering with school functioning and the rights of others, and restrict it to non-dutytime. Nothing herein shall prohibit use of the email system for protected concerted activity during non-duty time.

c. Forbidden Content

Employees are prohibited from using Paul PCS’s information systems in any way that may be disruptive or offensive to others, including, but not limited to, the transmission of sexually explicit messages, pornography, ethnic or racial slurs, or anything that may be construed as harassment or disparagement of others.

d. Social Media

Paul recognizes that Internet-provided social media can be a highly effective tool for sharing ideas and exchanging information. However, Paul also seeks to ensure that social media usage serves its need to maintain its brand identity and integrity while minimizing actual or

potential legal risks. Paul therefore establishes the following rules and guidelines for communicating employer information via social media. Violation of this policy may lead to disciplinary action up to and including termination of employment.

Paul defines “social media” broadly to include online platforms that facilitate activities such as professional or social networking, posting commentary or opinions, and sharing pictures, audio, video, or other content. “Social media” includes personal websites and all types of online communities (e.g., Facebook, LinkedIn, Yelp, YouTube, Twitter, Instagram, blogs, message boards, and chat rooms).

- Your social media activity is covered by all Paul policies including, among others, Paul’s EEO, No Harassment, Confidentiality, and Internet policies.
- You should not post content on social media that violates Paul’s discrimination or harassment policies, or that is threatening or obscene.
- You may use social media for non-business purposes while at work, but only if (i) you are complying with all Paul policies, (ii) the activity does not interfere with your work or your co-workers’ work, and (iii) you only use social media for an insignificant portion of your work day.
- You should not represent that Paul has authorized you to speak on behalf of the school or that the school has approved your message, unless you receive prior written authorization to do so from the Chief Executive Officer. If you do not receive written authorization to speak on behalf of Paul, you are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that views expressed are the employee’s own and not those of the school or of any person or organization affiliated or doing business with Paul. Should you decide to make social media postings about Paul, you must expressly state in your postings that you are an employee of Paul and that your views are not necessarily those of the school or its affiliates.

You may not illegally disparage Paul, or the school’s employees or affiliates. This means that you may not intentionally make maliciously false statements that denigrate the school or its employees and students.

Paul protects its copyrights, trademarks, and logos. You should respect the laws regarding copyrights, trademarks, rights of publicity, and other third-party rights. To minimize the risk of a copyright violation, you should reference to the source(s) of information you use and accurately cite copyrighted works you identify in your online communications. Do not infringe on Paul’s logos, brand names, taglines, slogans, or other trademarks. You may not use Paul’s (or any of its affiliated entities’) logos, brand names, taglines, slogans, or other trademarks or other protected information or property for any business/commercial venture without the Chief Executive Officer’s written approval.

You should not display or post video or other images of, or material about, Paul’s employees or students that are libelous, proprietary, harassing, bullying, discriminatory, retaliatory, or that can create a hostile work environment. Such conduct that would not be permissible in the workplace is not permissible between or among employees online, even if done during non-work hours and away from the workplace on personal devices or home computers.

Managers should not “friend” subordinate employees on non-professional social media sites.

Paul reserves the right to (and does) use software and search tools to monitor comments or discussions about it, its representatives, its products, its vendors and its competitors that are posted anywhere on the Internet, including social media.

Paul respects your right to communicate on your own (or other employees') behalf concerning terms and conditions of employment. Nothing in this policy is intended to interfere with your rights under federal and state laws, including the National Labor Relations Act, nor will Paul construe this policy in a way that limits such rights.

6. Public Relations

To ensure the quality and consistency of school information disseminated to media sources, employees are not authorized to speak to the media as a representative of the school or to imply that they have such authority without the express written authorization of Chair of the Board of Trustees or his or her designee. Similarly, all press releases are to be approved by the Chief Executive Officer or designee prior to dissemination.

a. Statements to the Media

Only authorized designees of Paul PCS may make or approve public statements on behalf of the Schools. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of Paul PCS, or grant an interview on behalf of Paul PCS, must first obtain written approval from the Marketing Department and the CEO.

7. Sexual Harassment

Sexual harassment, like any other form of harassment, will not be tolerated at Paul Public Charter School. Sexual harassment includes sexual overtones, either verbal or physical, which could be construed as affecting employment, continued employment, salary, appraisal, advancement, or other employment decisions.

In addition, sexual harassment includes remarks or actions directed toward an individual on the basis of gender, which have the effect of producing an intimidating or offensive environment for that individual or that interfere with his or her ability to perform.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment refers to behavior that is not welcomed, that is, or would be offensive to a person of reasonable sensitivity and sensibilities; that fails to respect the rights of another; and that, therefore, unreasonably interferes with performance and effectiveness, or creates an intimidating, hostile, or offensive environment.

Specific forms of behavior that are considered to be sexual harassment include, but are not limited to the following:

a. Verbal

Explicit or implicit threats of retribution, or promises of benefits, in return for sexual favors. Abusive language related to an individual's sex, including sexual innuendoes; slurs; suggestive, derogatory, or insulting comments or sounds; whistling; jokes of a sexual nature or concerning gender-specific traits; sexual propositions; and threats. Use of demeaning or offensive words when referring to an individual's gender. Demands for

sexual favors or sexually oriented comments about an individual's body or appearance, sexual habits, sexual preference, or sexual desirability that are unwelcome and that unreasonably interfere with an individual's performance by creating an intimidating, hostile, or offensive environment.

b. Visual

Sexual harassment is not limited to oral comments. It includes abusive written language, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries, or obscene gestures in the workplace or school, which unreasonably interfere with an individual's performance or create an intimidating, hostile or offensive environment.

c. Physical Contact

Any sexual advance involving physical contact that is not welcome, including touching, petting, pinching, coerced sexual intercourse, assault, or persistent brushing up against a person's body.

Persons who believe they have been the victim of sexual harassment or have witnessed an incident that made them feel uncomfortable should inform the Director of Talent Management or her/his designee immediately. If an individual is not comfortable reporting suspected harassment to the Director of Talent Management, he or she should instead report the suspected harassment to the CEO or member of the Board.

8. Drug Free Workplace

Paul has an established policy of providing a safe work environment for all employees based on current federal, state and local standards. Paul strives to maintain working conditions, which afford all employees, students and volunteers a reasonable degree of comfort and protection from injury or dangerous situations while assuring orderly and efficient performance of duties; however, it is only through the combined efforts and interest of all employees that we can continue to make Paul PCS a safe place in which to work. Employees are expected to work safely, observe safety regulations, and immediately report any unsafe condition to the Principal or Director of Operations.

a. Smoke - Free Workplace

For the health and safety of students, staff, and visitors to Paul PCS and pursuant to District of Columbia law, there will be no smoking of tobacco products within the facilities and upon the school premises at any time, or when supervising students in any setting. Staff members, when on an approved break, are not to smoke in public spaces near the school that are easily visible to students and visitors. Employees found to be in violation of this policy may be subject to discipline.

b. Alcohol and Drug - Free Workplace

Paul has an obligation to provide an environment that is free of illegal drugs, marijuana and alcohol. Illegal drug use, use of marijuana and alcohol abuse compromises employee productivity, threatens the quality of our services, and invites the risk of injury or damage to Paul's property, employees, and students. Possessing, consuming, selling, attempting to sell, or distributing illegal drugs, as well as being under the influence of an illegal controlled substance, marijuana or alcohol during work hours, or on Paul's premises is strictly prohibited. Paul reserves the right to require an employee to submit to drug and

alcohol screening based upon reasonable suspicion. Refusing to submit to the test will be considered grounds for immediate termination. Employees are expected to remain responsible, professional, and sober at all times. Consumption of alcohol, illegal drugs or marijuana on a Paul field trip or at any time when students are present and/or under Paul's care is prohibited. Desks, storage areas, work areas, lockers, and file cabinets are Paul's property and must be maintained according to this policy. All such areas must be kept clean and are to be used only for work purposes. Paul reserves the right, at all times, and without prior notice, to inspect any and all property for the purpose of determining if this policy or any other Paul policy has been violated. Such inspections may be conducted during or after business hours and in the presence or absence of the employee. All containers, including but not limited to bags, boxes, purses, briefcases, lunch containers, etc. brought onto Paul premises are subject to Paul's inspection at any time a Paul representative has a reasonable suspicion that this policy has been violated and such inspection is reasonably necessary in the investigation of such violation(s). Violations of this policy will result in disciplinary action, up to and including termination.

9. Prohibited Corporal Punishment

The use of corporal punishment is strictly prohibited. Accordingly, Paul prohibits the use of physical contact as a means of disciplining scholars. Any employee found to have used corporal punishment or to have otherwise engaged in threatening or intimidating behavior towards a community member will be subject to disciplinary action, up to and including termination.

10. Paul Public Charter School "Speak-Up" Policy

a. Applicability. Paul Public Charter School (the "School") requires its trustees, officers, and employees (collectively, the "Applicable Parties") to observe high standards of business and personal ethics in the performance of their professional duties and responsibilities to the School. All Parties, whether full-time, part-time, permanent or temporary, paid or unpaid, must practice honesty and integrity at all times as they fulfill their responsibilities to the School and its students. This policy is intended to encourage and empower employees and all other adult participants in or observers of the School's operations to raise good faith concerns internally in order to provide the School the opportunity to promptly and fully address inappropriate conduct and actions by any Applicable Party before contacting regulatory or other law enforcement authorities.

b. Reporting Responsibility. Employees are encouraged to use the procedures in this policy to report any activity or conduct in or affecting the workplace that is believed to be:

- Illegal;
- Dishonest;
- Unethical;
- In violation of School policies and procedures; or
- Otherwise improper.

Each Applicable Party is responsible for bringing his or her good faith concerns and complaints to the attention of the appropriate person(s) within the School, using the reporting procedure outlined below.

c. Reporting Procedure. Questions, concerns or complaints that fall within the scope of this policy may be presented to (i) the employee's direct supervisor at the School, (ii) the Director of Talent Management, (iii) the Chief Executive Officer of the School (the "CEO"), (iv) any member of the School's Board of Trustees (the "Board"), or (v) the CEO (or the Board if the CEO is the subject of the questions, concerns, or complaints) at the following address: rcolton@paulcharter.org.

1. All supervisors, the CEO, and members of the Board are required to immediately forward each concern or complaint presented under this policy to the Director of Talent Management.
2. All reports should be submitted to the Director of Talent Management in writing.
3. Reporting any complaint or concern promptly will significantly boost the School's ability to conduct a full investigation and, where appropriate, to take prompt and effective remedial action in all cases.

d. Investigation and Resolution. The School will promptly, thoroughly and fairly investigate every report presented pursuant to this policy. The Director of Talent Management is responsible for ensuring that all reports are fully investigated and resolved in a timely manner.

1. Reports will be treated confidentially to the extent possible, with the understanding that some degree of disclosure may be required by law and/or in order to conduct an adequate investigation.
2. Within five (5) working days after a report is submitted under this policy the Director of Talent Management shall provide the reporting individual with a written notice acknowledging receipt of the report.
3. The Director of Talent Management shall report his/her initial findings to the CEO or, if the CEO is the subject of the allegations, to the Board, and shall implement any vote or recommendations presented to the Director of Talent Management by the CEO or the Board, as the case may be, when determining a response or course of action to the initial allegations.
4. At the conclusion of its investigation, the School will take any appropriate corrective and remedial action based upon the recommendations of the CEO or Board, as the case may be. Such corrective and remedial action may include, among other measures, discipline (up to and including the possible termination of employment) for any offending party or parties.
5. An employee who is found to have presented a report under this policy that he or she knew to be false will be subject to disciplinary action, up to and including the possible termination of employment.
6. The reporting party/ies will be informed of the results of the investigation.

e. No Retaliation. The School will not tolerate retaliation against any person who raises a good faith complaint or concern under this policy.

1. An employee who in good faith makes, participates in or otherwise assists a report pursuant to this policy may not, as a direct result of such good faith

reporting, participation or assistance, be subjected to: any adverse employment action (such as discipline, discharge, or demotion); any unfavorable change in his or her work assignments; harassment; unlawful discrimination; or any other threat or retaliation.

2. Anyone who believes he or she has been subjected to retaliation within the meaning of this policy should immediately report the suspected retaliation, using the reporting procedure described below.

3. Anyone who is found to have retaliated or threatened to retaliate against an individual because of that individual's protected conduct under this policy shall be subject to discipline, up to and including the possible termination of employment.

11. Whistleblower Policy

A whistleblower as defined by this policy is an employee of Paul Public Charter School 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.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Executive Director of Talent Management. 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 the 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. Paul Public Charter School 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 threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Executive Director of Talent Management 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 Executive Director of Talent Management who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the Talent department.

Section 4 - Responsibilities

1. Performance of Duties

Employees are responsible for performing the duties outlined in their job descriptions. Failure to perform all duties may be a basis for termination of employment. In addition, all duties must be performed in accordance with all Paul PCS policies and procedures – this includes acting with

professionalism and in accordance with the values and mission of Paul PCS in any forum, which you may interact with students, families or other Paul staff (e.g. personal communications, email correspondence, social media accessible to families or students, etc).

2. Other Duties as Assigned

All employees, including teachers, are required to participate in activities directly related to their duties, which may be held outside of normal school hours. These duties may include parent-teacher conferences, in-service sessions, staff meetings, training and information seminars for parents, prospective parents or others. All employees, including teachers, may also be required to participate in duties unrelated to their classroom duties, including but not limited to monitoring students outside of the classroom or the building, assisting in the maintenance of the school and its resources and coordinating extracurricular activities. All employees are encouraged to attend school functions and events.

3. Personal Property

Paul PCS does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, we advise you to not carry unnecessary amounts of cash or other valuables. If you bring personal items to work, you are expected to exercise reasonable care to safeguard them. Cell phones, iPods, MP3 players and laptops are prime targets.

4. Intellectual Property

Paul PCS retains legal ownership of the product of your work. No work product created while employed by Paul can be claimed, construed, or presented as property of any individual during or after employment with Paul or the relevant project completed. This includes written and electronic documents, emails, audio and video recordings, system codes, and also any concepts, ideas, or other intellectual property developed for Paul PCS, regardless of whether the intellectual property is actually used by Paul. Although it is acceptable to speak of your involvement with certain work products, information classified as confidential must remain so after employment has ended; supplying other entities with certain types of information may constitute a breach of fiduciary responsibilities.

Section 5- Paul PCS Practices

1. Dress Code

Staff should dress in a manner that will add dignity to our school environment and model for our students the highest level of professionalism. Business and business casual attire is appropriate for school days when students are present. Casual wear (i.e. khakis) are permitted on Fridays only (usually accompanied with a school spirit shirt). Staff should refrain from wearing the following:

- Flip flops
- Hats inside the building

- Suggestive clothing (low-cut, back out, etc.)
- Sweat suits
- Shorts
- Sheer /mesh clothing
- Leggings
- Ripped clothing
- Jeans (outside of special event days where this level of casual attire is permissible)

Employees violating this policy will be asked to return home to change into acceptable clothing; a corresponding deduction may be taken from the employee's leave bank for the missed time from work. Repeated violations will result in disciplinary action.

2. Attendance and Punctuality

Regular attendance and punctuality is imperative to the smooth operation of Paul PCS. Attendance is tracked by ADP recorders located near the main entrance of the building and the entrance nearest the staff parking lot. Employees are required to use their key card to swipe in each day they are working in the building. Each workday that an employee does not have their attendance properly recorded via the ADP machine will result in a loss of their PTO balance. Paul will not excuse a pattern of tardiness or chronic absenteeism. Employees are encouraged to provide as much advance notice as possible of the need to take time off from work or to report to work after their scheduled start time. The School recognizes that unforeseen circumstances may make it impossible to provide adequate advance notice.

In those situations, employees must follow these procedures:

- **Contact your supervisor:** Any employee who is unexpectedly unable to report for work on time or for any portion of the day must make every effort to call/text his or her supervisor's cell phone by 6:00 a.m., before the start of the scheduled workday, and either communicate 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, instant messages, and email messages are not acceptable forms of notification unless otherwise approved by the supervisor. If extenuating circumstances prevent the employee from contacting the supervisor personally, his or her spouse, significant other or another responsible person should contact the supervisor.
- **Input the absence immediately in Paul PCS online payroll system (ADP – www.workforcenow.adp.com).**

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/her employment and has voluntarily terminated the employment. In such cases, the School will provide notice to the employee that his or her employment has terminated.

a. School Year/School Day

All 10- and 11-month employees are required to report to work on the first day of professional development before students begin school until three days after students are dismissed from school unless specified otherwise in the employee's offer letter. All 10 and 11-month employees will not otherwise be required to work when school is not in session, as delineated in their offer letter. Year-round employees are not required to work on school holidays, but are required to work during winter, spring and summer breaks unless they opt to use personal or vacation days unless otherwise directed by the Executive Team. The Executive Team shall establish a school calendar before the beginning of each school year that identifies all school holidays. The Chief Executive Officer will approve duty hours and days, terms, and will adopt a school calendar annually before issuance of employee contracts.

i. Blackout Days

Generally, requests for leave will not be approved on the following days:

- Summer orientation weeks (PDI)
- First week of school
- Testing periods and other campus determined high priority days
 - First work day before and after a school break or holiday
 - Last week of school

ii. Personal/Sick Leave

Sick leave should be used for absences due to personal illness or injury that prevent the employee from working for the following reasons:

- a) An emergency caused by an accident or illness that requires the employee to be absent from work
- b) Illness of a minor child for whom the employee is a parent or primary caregiver
- c) Doctors' appointment
- d) Birth or adoption of a child

iii. Long Term Leave

Leave of absence without pay is up to the discretion of the Chief Executive Officer and will be reviewed on a case-by-case basis. A formal request for long term leave must be made in writing to the Chief Executive Officer. Reasons for long term leave may include, but are not limited to, maternity/childbirth/adoption, occupational and non-occupational disabilities, military service, or personal. The Chief Executive Officer may require supporting documentation to substantiate the request for long term leave. In no event shall long term leave extend beyond the end of the employee's contract unless the contract is renewed. Any benefits paid by the School will continue to be provided during this leave for the first 30 days. Employees on long term leave will be subject to lay-off on the same basis as employees who are not on leave or at work. Employees on long term leave are expected to communicate with the Director of Talent on a regular basis, at least twice a month, regarding their status and anticipated return date to work.

iv. Family and Medical Leave

I. Introduction

Federal and District of Columbia law require that faculty and staff employees be provided with leave for specific family or medical-related situations and for certain situations related to military service. In this policy these types of leave are referred to collectively as Family Medical Leave Act ("FMLA Leave").

FMLA Leave is unpaid but provides the employee with employment protection. At the same time, Paul provides certain types of paid leave that can be used in concurrence with FMLA Leave so the employee may remain in paid status for at least part of their FMLA Leave. This policy summarizes the various types of FMLA Leave and how they work together with paid Paul leave.

Calculating FMLA Leave and paid Paul leave can be complex and situation dependent. Employees should contact the Executive Director of Talent Management as soon as the need for FMLA Leave arises to determine how leave will work in their specific case.

II. Definitions

A. Family Member under District of Columbia FMLA, consistent with Paul's mission, means:

- A person related to the employee by blood, legal custody, or marriage;
- A foster child;
- A child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility; or
- A person with whom the employee shares or has shared, within the last year, a mutual residence and maintains a committed relationship.

These terms are further defined by the District of Columbia Municipal Regulations 4 DCMR Chapter 16.

B. Family Member under federal FMLA, consistent with Paul's mission, means:

- An employee's spouse;
- An employee's son or daughter; or
- An employee's parent.

These terms are further defined by the Code of Federal Regulations 29 CFR Part 825.

C. Serious Health Condition means a physical or mental illness, injury or impairment that involves (a) inpatient care in a hospital, hospice, or residential health care facility, or (b) continuing treatment or supervision at home by a health care provider or other competent individual.

III. Employees Eligible for Leave under this Policy

All Paul employees are eligible for FMLA Leave if they have:

- A. Worked for the Paul for at least 12 months. The 12 months of service need not be consecutive. However, if an employee has a break in service of more than seven years, prior periods of employment with Paul will not be counted toward the 12-month service requirement unless the break was due to employee's military obligations;

and

- B. Satisfied the hours requirements under the DC FMLA and/or the federal FMLA:
 1. Under DC FMLA, work at least 1,000 hours without a break in service during the 12 months immediately preceding the request for leave (paid holiday, sick, and vacation time and military leave count in this calculation).
 2. Under federal FMLA, work at least 1,250 hours during the 12 months immediately preceding the request for leave. Only actual hours worked are counted toward this calculation. Paid or unpaid leave are excluded from the hours worked calculation.

All periods of absence from work due to covered service under the Uniformed Services Employment and Reemployment Rights Act (USERRA) are counted in the length of service and hours of work when calculating FMLA eligibility.

If two family members are employees of Paul in the same school, department or office, in which both employees have the same or interrelated duties and the absence of both employees would disrupt unduly the conduct of Paul business, the School may limit FMLA Leave to the extent permitted by law.

IV. Employment Protection

The term "Employment Protection" refers to how the individual's Paul position/job and benefits are maintained during the period that the individual uses FMLA leave.

A. Position Protection

Upon return from FMLA Leave, the employee is restored to the position of employment previously held or to an equivalent position with equivalent benefits, pay, seniority, and other terms and conditions of employment to the extent required by law. A medical release from the treating health care provider is required prior to an employee's return to work if the leave was for the employee's own Serious Health Condition.

B. Benefits Protection

As long as the employee is using Paul-provided paid sick or annual (vacation) leave as part of the FMLA Leave, benefit contributions will be made in accordance with Paul policies for sick or annual leave. Once the employee begins to use unpaid leave, benefits may be affected.

An employee does not lose benefits accrued at the time of the approved FMLA Leave. FMLA Leave will not count as a break in service for purposes of retirement eligibility.

An employee will continue to be eligible to participate in health insurance on the same basis as if the leave were not taken. Paul's contribution to health insurance will continue during the approved leave period so long as the employee contribution continues.

Dependent Care and Flexible Spending Account (FSA) benefits may be affected by use of FMLA. Individuals should consult the Executive Director of Talent Management for how such benefits may be affected in specific instances.

Unless an employee is using paid leave, Paul will not contribute to the retirement plan(s) for any participating employee. Paul will continue to contribute to life insurance for employees on approved FMLA Leave.

V. Types of Family and Medical Leave Act (FMLA) Leave

If leave is covered under both the DC Family and Medical Leave Act and the federal Family and Medical Leave Act, FMLA Leave will be granted under both Acts and will run concurrently.

A. DC FMLA

Under the DC FMLA, an eligible employee is entitled to 16 work weeks of Family Leave and 16 work weeks of Medical Leave during a 24-month period.

Family Leave can be taken for one or more of the following reasons:

- The birth of a child of the employee, but only during the first 12 months after the birth;
- The placement of a child with an employee for adoption or foster care, but only during the first 12 months after the placement;
- The placement of a child for whom the employee permanently assumes and discharges parental responsibility, but only during the first 12 months after the placement; and
- The care of an employee's Family Member with a Serious Health Condition.

Medical Leave can be taken for an employee's Serious Health Condition that makes the employee unable to perform the essential functions of his or her position.

B. Federal FMLA

Under the Federal Family and Medical Leave Act eligible employees are permitted up to a total of 12 work weeks of family and medical leave during a 12-month period for the following reasons:

- The birth of a child of an employee and to care for the child, but only during the first 12 months after the birth;
- The placement with an employee of a child for adoption or foster care and to care for the newly placed child, but only during the first 12 months after the placement;
- To care for a Family Member with a Serious Health Condition;

- A Serious Health Condition that makes the employee unable to perform the essential functions of his or her position.

Federal FMLA provides eligible employees with up to 26 workweeks of leave for Military Caregiver and Qualifying Exigency Leave as defined below.

An eligible employee is limited to a combined total of 26 workweeks of leave for any federal FMLA-qualifying reason during a single 12-month period.

A rolling 24-month or 12-month period, as applicable, measured backward from the date an employee uses any Family and Medical Leave, will be used to calculate the amount of leave an employee is eligible for in any given 24-month or 12-month period.

C. Military Caregiver and Qualifying Exigency Leave

1. Military Caregiver Leave

a. Military Member

Eligible employees are permitted up to 26 workweeks during a single 12-month period for military caregiver leave to care for a military member if the military member is their spouse, child, parent or “next of kin” (nearest blood relative).

A military member is defined as a current member of the Armed Forces, including a member of the National Guard or Reserves, or a veteran for up to 5 years after he or she leaves military service under any discharge other than dishonorable who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. Serious illness or injury is as defined in 29 CFR § 825.127 as follows:

- For a current member of the Armed Forces or National Guard or Reserves an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating;
- In the case of a covered veteran, an injury or illness that was incurred or was aggravated by service on active duty in the Armed Forces and is:
 - a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

- an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Intermittent or reduced schedule leave may be taken for military caregiver leave.

b. Serious Injury or Illness

For current members of the Armed Forces, serious illness or injury is defined as a condition incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the service member medically unfit to perform their duties.

For covered veterans, a serious injury or illness means an injury or illness that was incurred or aggravated in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran.

2. Qualifying Exigency Leave

Eligible employees are permitted to take up to a total of twelve (12) weeks of unpaid Qualifying Exigency leave during a twelve (12)-month period if their spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty or is on a foreign deployment.

Qualifying exigencies include the following: short-notice deployment; military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; parental care leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and additional activities to address other events which arise out of the covered service member's active duty or call to active duty status, provided Paul and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

D. Intermittent or Reduced Schedule Leave

If certified as medically necessary by a health care provider, leave may be taken intermittently (taking leave in separate blocks of time for a single qualifying reason) or on a reduced schedule basis (temporarily reducing your usual weekly or daily work schedule) for a Serious Health Condition of an employee, family member, or covered service member. For the birth of a healthy child or placement of a healthy child for adoption or foster care, intermittent or reduced schedule leave may only be taken if both the employee and Paul agree in advance.

Employees are expected to make a reasonable effort to schedule intermittent or reduced schedule leave in advance, whenever possible, and at times that cause the least disruption to Paul's operations.

Paul reserves the right to transfer an employee who is on intermittent or reduced schedule leave, on a temporary basis, to an alternative schedule, location, or position for which the employee is qualified and which better accommodates recurring periods of leave. For example, if an employee is scheduled to work on a particular shift, but takes intermittent leave, Paul can alter the employee's schedule to accommodate Paul's need to have the necessary number of staff on any given shift.

E. Combining FMLA Leave with Paid Paul Leave

FMLA Leave “runs concurrently” with other Paul paid PTO, which means that employees who are on FMLA Leave may, at the same time, be on Paul paid leave in accordance with Paul policies. Under DC FMLA, the employee may elect to use paid leave for unpaid leave but is not required to do so.

Employees accrue PTO throughout the year. These forms of paid leave are used by the employee at the same time that they are on FMLA Leave. This system allows staff employees to continue receiving Paul pay for as long as possible while taking advantage of FMLA Leave under the law, which minimizes the effect on other Paul benefits such as health care and retirement.

When the staff employee begins a period of FMLA Leave, the employee shall begin using their accrued PTO. If, after applicable leave is exhausted, the staff employee remains on FMLA Leave, the employee would continue on unpaid Paul leave of absence until their FMLA Leave is exhausted.

3. Medical Certification

When an employee requests FMLA Leave because of the employee's own Serious Health Condition, or the Serious Health Condition of a covered family member, the employee must provide appropriate medical certification to the Executive Director of Talent Management. Medical certification should be provided in advance whenever possible. When advanced submission is not possible, the employee must submit the certification to Human Resources within 15 calendar days of a request.

Appropriate medical certification includes, at least, sufficient information to determine if the leave qualifies for FMLA and the anticipated duration of the leave. Failure to provide satisfactory medical certification may result in denial of leave until appropriate medical certification is provided.

Employees also may be required to provide a periodic medical recertification supporting the need for leave. The requested information must be provided to the Office of Human Resources within 15 calendar days of a request. If an employee fails to provide appropriate medical certification, Paul may deny the employee continuation of leave.

a. Second and Third Opinions

Paul may, at its expense, seek a second or third opinion on the status of an employee's health condition. The second opinion may not be given by a health care provider employed on a regular basis by Paul, and Paul cannot regularly contract or otherwise regularly use the services of the provider. If the opinions of Paul's and the employee's health care provider differ, Paul can require a third opinion at its expense. The third opinion should be from a health care provider agreed to by the employee and the supervisor. The third opinion is final and binding.

VI. Applying for Leave Under this Policy

Employees seeking FMLA leave must provide as much advanced notice as possible to the Executive Director of Talent Management.

v. Maternity/Paternity Leave

Employees planning to have a baby can submit a claim to be covered by short-term disability to cover time away from work that is related to the delivery of a child and complications relating to pregnancy. There may be an elimination period in which employees must wait for benefits to take effect.

Short-term disability is available to employees who work 30 hours a week who are able to perform their job functions before the disability occurs (before the birth of the baby or upon a doctor's certification of medical necessity, in the case of pre-delivery complications). The benefit provides 50% of the employee's before-tax weekly earnings, from a minimum of \$25 per week to a maximum of \$1,500 per week. A partial benefit may also be available to cover employees who are unable to work full time until they can work full time again. This benefit is available for up to 5 weeks.

Expectant mothers are eligible to take unpaid medical leave for the recovery from the birth of the child through the District of Columbia Family and Medical Leave Act (DCFMLA), which provides 16 weeks of medical leave in a rolling 24-month period and/or federal Family and Medical Leave Act. Short-term disability and FMLA can both be used in the event that an employee gives birth where the employee is eligible for both. Short-term disability and FMLA would run concurrently.

In addition, an expectant mother can be eligible for up to 16 work weeks in a 24-month rolling period for unpaid family leave under the DCFMLA and up to 12 work weeks in a rolling 12-month period of federal Family and Medical Leave Act to bond with the child. If eligible for both DCFMLA and federal FMLA, the unpaid leaves would run concurrently.

vi. Jury Duty

Upon notification by a court to report for jury duty, the employee shall immediately request jury duty during non-school months. In the event this request is not granted, time off with no loss of salary limited to ten (10) working days will be provided for jury duty required to be served during the school year. If an employee receives a jury summons, he/she must notify his/her supervisor immediately. No employee shall be compensated for jury leave without written notice of service from the court in which jury service was performed. The employee must report to work on days or parts of days when not required to report to jury duty.

vii. Bereavement Leave

School employees shall receive paid time off in the event of a death in the immediate family not to exceed five (5) consecutive days per incident. An immediate family member is defined as: (1) a spouse, and parents thereof; (2) sons and daughters, and spouses thereof; (3) parents, and spouses thereof; (4) brothers and sisters, and spouses thereof; (5) grandparents and grandchildren, and spouses thereof; (6) domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 of this definition.

If there are circumstances requiring additional leave - e.g., responsibility for managing funeral arrangements, travel - the Chief Executive Officer may grant additional time but without pay, when the request is made in advance.

b. 10-Month Employee Leave (Teachers and 10-month Support Staff)

Full-time, 10-month employees shall accrue paid leave at a rate of one day (6.4 hours) per month from September to June, for a total of 8 days per year. A maximum of 15 paid leave days (120 hours) can be rolled over into the next school year. Paid leave days are accrued on the first of each working month (September to June) for full-time 10-month employees. Unused paid leave time shall not be paid upon separation. The CEO or Director of Talent Management may advance paid leave not yet accrued up to ten days.

****All employees should note: When an employee has exhausted all of their sick or PTO balance, salary will be reduced for absences in hourly increments.**

b. 11-Month Employee Leave (Counselors, Mental Health Clinicians, Social Workers)

All 11-month salaried school employees shall receive "Paid Time Off" (PTO). PTO is intended to allow employees to take time off as needed (in case of illness) or as desired (in case of vacation). These days may be used at the employee's discretion with approval of their immediate supervisor. Requests for PTO leave must be approved by an immediate supervisor (school principal for school-based employees). Supervisors may deny PTO based on the needs of the organization.

Full-time, 11-month employees shall accrue PTO at a rate of one day (6.4 hours) per month from September to June, for a total of 8 days per year. Eleven-month employees may rollover up to 120 accrued and unused vacation hours to the next year. PTO days are accrued each pay period and prorated for partial years. Employees may not take PTO leave subsequent to providing notice of resignation.

Employees will be required to request PTO one week in advance as may be convenient and not in conflict with their responsibilities unless an emergency occurs. No more than 120 PTO hours can be carried over from one year to another.

Upon separation from the School, 11 month employees who have earned PTO time will receive payment for the unused accrued time up to a maximum of 120 hours at his/her current rate of pay. Employees who used more PTO than they earned at the time of termination must repay the School for the overpayment.

****All employees should note: When an employee has exhausted all of their sick or PTO balance, salary will be reduced for absences in hourly increments.**

c. 12-Month Employee Leave

All 12-month salaried school employees shall receive “Paid Time Off” (PTO). PTO is intended to allow employees to take time off as needed (in case of illness) or as desired (in case of vacation). These days may be used at the employee’s discretion with approval of their immediate supervisor. Requests for PTO leave must be approved by an immediate supervisor (school principal for school-based employees). Supervisors may deny vacation based on the needs of the organization. Twelve-month employees may rollover up to 120 accrued and unused vacation hours to the next year. Vacation days are accrued each pay period and prorated for partial years. Employees may not take vacation leave subsequent to providing notice of resignation.

12-month employees receive PTO based on the following chart:

<u>Years of Service</u>	<u>Days/Year</u>	<u>Hours/Pay Period</u>
0-5	15	5
5-10	20	6.67
10+	25	8.34

Employees will be required to request PTO one week in advance as may be convenient and not in conflict with their responsibilities unless an emergency occurs. No more than 120 PTO hours can be carried over from one year to another with one exception. **Staff hired prior to July 2016 are grandfathered in and can carry over up to a maximum of 240 hours.**

Upon separation from the School, employees who have earned PTO time will receive payment for the unused accrued time up to a maximum of 120 hours at his/her current rate of pay with one exception. **Staff hired prior to July 2016 are grandfathered in and will receive payment for the unused accrued time up to a maximum of 240 hours at his/her current rate of pay.** Employees who used more PTO than they earned at the time of termination must repay the School for the overpayment.

****All employees should note: When an employee has exhausted all of their sick or PTO balance, salary will be reduced for absences in hourly increments.**

d. Military Duty

In accordance with the Uniformed Services Employment and Reemployment Rights Act (“USERRA”), unpaid military leave of absence will be granted to employees who are absent from work due to service in the United States uniformed services. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Continuation of health insurance benefits is available as is required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plan for which the employee is otherwise eligible. Employees may continue their health insurance benefits but are responsible for paying their portion of the health insurance premiums.

3. Compensation

a. Salary

The Board of Trustees shall approve the school budget annually. The Chief Executive Officer together with the personnel and finance committees of the board establishes a salary structure annually. Employees are paid semi-monthly through direct deposit, unless manual check is requested by the employee. Pay statements are accessible through our payroll web portal ADP (www.workforcenow.adp.com). Paul PCS will recover any overpayments and/or past due premiums on the next scheduled pay date corresponding with the discovery of the issue unless other arrangements are made with Human Resources. Additionally, any corrections to pay will be made on the next scheduled pay date corresponding with the discovery of the issue. If an employee has any questions or concerns about his/her pay they should reach out to Human Resources immediately to resolve the issue.

b. Payroll Checks

Employees will be paid semi-monthly. No one other than the employee to whom a check is written is allowed to pick up a paycheck unless prior written authorization has been given for another individual to do so. If there is an error in an employee's paycheck, it must be reported immediately to the Director of Talent Management.

An employee may elect to have his or her paycheck deposited directly to a banking institution. No direct-deposit transaction can be made without a completed authorization form.

Paul PCS does not honor requests for paycheck advances except in extreme circumstances. Employees who are experiencing a catastrophic event (i.e.: family loss, loss of housing, medical emergency, etc.) may request a paycheck advance, only to be granted at the discretion of the Director of Operations or designee. A paycheck advance will not be granted more than once to a given employee in a calendar year.

c. Pay Schedule

Regular pay is issued to Paul staff on a bi-monthly basis, on the 5th (for the period of the 16th through the last day of the preceding month) and the 20th (for the period of the 1st through the 15th of the month) of every month. Whenever payday falls on a Saturday, then pay will be issued on the preceding Friday. Whenever payday falls on a Sunday, then pay will be issued on the following Monday. When payday falls on a bank holiday, then pay will be issued on the following workday.

d. Holiday Pay

The school observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr's Birthday
- Inauguration Day

- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veterans Day
- Thanksgiving Day and the Wednesday before and Friday after Thanksgiving
- Christmas Day

During these days the building will be closed and no staff members are required to be at work.

e. Jury Duty Pay

An employee must provide their immediate supervisor with written notification of the jury duty obligation at least two (2) weeks prior to the start of the service. At the end of jury duty, employees must provide certification of having served jury duty and the amount of money that was received.

Instructional employees are expected to make every reasonable attempt to defer their jury duty service to a time when it will not disrupt services to children. Failing that, where available, they should attempt to serve on an "on call" basis. Employees must report to work when excused or dismissed from official jury duty. Employees must also provide the juror's fee slip or other appropriate evidence of service, upon their return to work.

f. Salary Increases

Unless otherwise provided for, salary and wages are reviewed annually and increases are awarded based on successful performance plus market and business considerations. Salary increases are not automatic and are ultimately awarded at the discretion of the Chief Executive Officer, in consultation with the School's Board of Trustees.

g. Benefits

The Charter School will offer a selection of health, dental, life, long term and short term disability insurance, flexible spending accounts, and voluntary supplemental benefits to full time. The portion of the school's contribution will be determined annually based on the school's budget and quoted premiums. Part time employees who work 20 hours per week or more may also request such coverage and the School may pay a prorated premium in proportion to the hours worked by the employee.

Dental, life, long term and short term disability insurance will be provided to all current employees working more than 35 hours per week and the monthly premiums may be fully paid by the Charter school. Flexible Spending Accounts, and voluntary supplemental benefits, such as supplemental life, accident and cancer insurance will be offered to all employees through Select Benefits, LLC, but employees will be responsible for 100% of the premiums.

Full-time employees regularly scheduled to work thirty (30) hours or more are generally eligible to participate in the health and wellness benefits offered by Paul PCS. Employees may purchase medical, dental and/or vision insurance offered by Paul PCS. At no cost to employees, Paul PCS offers Short-term, Long-term, Life and Accidental Death and Dismemberment (“AD&D”) insurance. For detailed eligibility rules for any of the health and wellness benefits offered by Paul PCS please consult the summary plan descriptions for each plan, which is available through the Human Resources department. Coverage may change from time to time as Paul’s goal is to ensure the best coverage for its staff and their families.

h. Retirement Benefits

The School will make the required employer contribution toward Social Security for all employees. All employees regularly working more than 30 hours per week will be offered a retirement plan under Section 403b of the Internal Revenue Code. The Charter School will automatically contribute 3% of the employee's salary to the 403b plan and will match any employment contribution on a one-to-one basis up to an additional 3% of the employee's salary.

An employee must work for the Paul Public Charter School for two years before having a one-hundred (100) percent vested interest in the contributions of the Charter School to the employee's 403b plan. The School will contribute these same amounts to existing retirement plans for employees on leave from the District of Columbia Public School System who elect to retain their existing retirement plan with the District of Columbia Public Schools System unless they elect to participate in the Charter School's 403b plan.

i. Garnishments

If Paul PCS receives an order to garnish an employee’s wages, we will comply with that order and reduce take-home pay by the amount ordered. A wage garnishment can be released only at the direction of the federal, state, or local agency ordering the garnishment.

j. Workers’ Compensation

Paul provides worker’s compensation insurance for all employees as required by law. Please contact the Director of Talent if any information is needed regarding what claims may be covered and the manner in which claims may be made. All employees should promptly report to the Director of Talent Management any injuries suffered as a result of employment activity at or on behalf of Paul PCS. Failure to report an injury promptly may result in loss of benefits. Neither Paul nor its insurer will be liable for the payment of worker’s compensation benefits for any injury that arises out of an employee’s voluntary participation in any off-duty recreational, social, or athletic activity that is not part of, required by, or an expected part of the employee’s work-related duties.

k. Stipends for Additional Duties

Stipends, or monies for additional duties/responsibilities (i.e.: department chairs, additional duties, curriculum work, extended day / athletic activities, etc.), are determined and

distributed by Executive Leadership. Stipend amounts will depend on number of students served, impact on the school community, and alignment with Paul's mission. The number of hours spent outside normal work schedules will also be considered when calculating individual stipends. If at any time the employee transitions from the role, whether voluntarily or involuntarily (fails to perform the agreed upon duties or does not meet the expectations detailed in the position) the stipend will immediately cease. Extended Day staff and athletic coaches will be required to submit attendance rosters and will only be awarded their stipends upon documented proof of meeting quarterly attendance quotas as established by the Director of Schools or designee.

I. Cell Phone Reimbursements and Expectations

While appropriate communication and accessibility is expected of all staff members, certain eligible staff members may be granted a partial cell phone reimbursement in accordance with their role. Those receiving cell phone stipends are expected to be responsive to their supervisors and those they supervise, as well as other stakeholders with whom they collaborate. The cell phone reimbursement is considered a privilege and not a right at all times, and will be distributed on a per-pay-period basis.

Eligible employees include supervisors and other staff members whose role obligates the substantive use of a cell phone outside of the building or of normal work hours. Those eligible for a cell phone reimbursement will be determined solely at the discretion of the Executive Team, as will the amount of the reimbursement. Eligibility may be removed without warning for staff members whose role changes or who do not abide by the standards laid out above.

Section 6 - Building Operations

1. Parking Procedures

During school hours, parking is available in the rear paved area and is provided as a privilege for all staff. Outside of school hours, the parking lot is available for event parking as approved by Paul personnel. Safety and orderly utilization of the paved area available for parking is of the utmost importance; failure to comply with this standard will result in a bar from the premises. Preservation of the privilege requires compliance with the procedures and rules set forth herein. All parking on the premises of Paul Public Charter School shall be available on a first-come basis with the exception of reserved parking spaces. Staff members must register their vehicles with the Facilities Manager at the beginning of their employment and again at the beginning of each school year. Owners of vehicles parked on the lot do so at their own risk. Paul Public Charter School assumes no responsibility for any damage to any vehicle parked on the lot. Visitor parking on the premises is also a privilege and not a right notwithstanding the purpose of the visit.

Procedures/Rules:

1. Parking is permitted in any space that is not marked “reserved.” The manner of parking in assigned space may not be such that it hinders or interferes with neighboring spaces.
2. Visitor parking is on a space-available basis only. There is street parking available according to DC Government parking regulations.
3. Vehicles parked in handicap designated spaces must have handicap tags or display a valid handicap permit. Vehicles parked in handicap designated spaces without a valid permit displayed shall be towed off the premises at owner’s expense.
4. The speed limit on the premises is 5 mph.
5. Citations for infractions of rules listed herein may be issued by authorized Paul staff. Failure to pay the requisite fine for cited infraction within twenty days of issuance shall cause the fine to double.
6. Unauthorized vehicles parked on the premises shall be subject to tow at owner’s expense.
7. Other than emergency repairs, i.e. flat tires, jump start or battery charge, headlight or brake light lamp replacement, vehicle repair and maintenance activities are not permitted on the premises without prior authorization.
8. Overnight parking without prior authorization is prohibited. Authorization can only be given by Paul PCS’s Facilities Manager, Director of Operations, or designee.
9. Vehicles parked in fire lanes, drive lanes and designated “No Parking” zones are subject to immediate towing at owner’s expense.
10. As few as one instance of boisterous, profane, disorderly and/or abusive behavior toward Paul PCS staff responsible for enforcing this policy is sufficient to support bar of an individual and vehicle from the premises. To excise the bar provision under this item of the policy, permanently or temporarily, is at the sole and exclusive discretion of the CEO or designee.
11. The Metropolitan Police Department may be requested to assist the school in discharging its responsibilities under this policy.

2. Visitor Policy

To provide for the safety and security of employees and the school facilities, only authorized visitors are allowed in the workplace.

All visitors should enter and sign in at the foyer welcome desk and receive a visitor pass to be worn on their outermost garment. Authorized visitors will be escorted to their destination by their host or security based on availability; upon completion of their visit, guests should be escorted back to the foyer for dismissal. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on school premises, employees should immediately notify an administrator or escort the individual to the main office.

3. Access to Building and Rooms

As a general rule, all of the perimeter doors to the main building are kept locked at all times. The doors regularly used to enter the main building have devices installed to control access by visitors and staff. All staff shall be issued an access card at the beginning of the school year. Staff may gain

entrance during regular hours of operation via approved staff entrances. Visitors may gain entrance to the building by ringing the bell at the front (8th street side) door.

Access cards must be returned at the end of the school year. Lost cards will be replaced at a cost of \$20.00 each.

4. Classroom Keys

Classroom keys are issued at the beginning of the school year and must be returned at the end of the school year. The schedule for issuing keys will be announced during the teacher/staff orientation session in August. Lost keys will be replaced at a cost of \$50.00 each, as lost keys compromise the safety and security of our staff and scholars.

Cards and keys may be obtained from the Facilities Manager.

5. Return of School Property

Upon separation of employment from Paul, employees must return all supplies, keys, security access cards, technology equipment, phones, student and family information and any other Paul property in their possession. If Paul property is not returned in a timely manner, Paul will exercise its right to initiate a police investigation with the Metropolitan Police Department for the return of stolen property.

6. Private Electrical Appliances

Private electrical appliances may be utilized in the building provided the appliance has been approved for use by the Facilities Manager or designee. Private appliance includes mini refrigerators, microwave ovens, space heaters, fans and ungrounded extension cords. These appliances are not permitted in classrooms nor in spaces that do not have sufficient adult supervision. All such appliances must be approved and registered with the Facilities Manager prior to use and may be used only in the location for which it is approved. Appliances with excessive wattage/amperage requirements or with amperage requirements which exceeds the capacity of the proposed location will not be approved in accordance with the D.C. Fire Code. Unapproved appliances will be removed immediately from the location by the Operations team without notification.

To deter roaches, rodents and pests, any food must be sealed in strictly airtight containers and food waste must not be disposed in classroom or private office waste baskets. Food waste must be disposed in hallway receptacles only.

7. Fire Drills

To ensure the efficient, safe, and orderly exit from the building in a fire drill or emergency, the safeguarding of human life takes precedence over ALL other matters.

General Instructions

1. Staff members shall post fire drill exit directions in their rooms/offices and are expected to be thoroughly familiar with the procedures.
2. Teachers will orient all students on the fire drill plan procedures and thereby ensure that all students in every period know exactly what they are to do.
3. Each teacher will be responsible to account for and supervise their students and report missing students to administrators.
4. Teachers must designate that the first person to reach any door should keep the door in an open position until all have cleared the room.

Special Instructions

1. Stop work immediately.
2. Close windows and turn off lights.
3. Class should line up, emphasizing silence and good order, and wait for instructions from their supervising adult.
4. Direct the class to walk briskly towards exits indicated for your classroom.

Final Directions

1. All security and custodians will be directly responsible in helping to maintain free flow or exiting students and to keep driveway clear and accessible to fire fighting vehicles.
2. The fire alarm signal (bell) will be used as the signal to start the drill.
3. Walk rapidly! DO NOT RUN, PUSH, or take several steps at a time on the stairways.
4. Everyone will be requested to leave the building during a fire drill.
5. Any conditions likely to interfere with safe exit should be brought to the attention of an administrator.

Additional emergency evacuation procedures are distributed to staff at the start of each school year as procedures are updated.

8. Responding to Emergencies

If an employee discovers a clear and present emergency situation that would endanger the safety of students and/or employees (such as a fire, gas leak, or a disruptive intruder) he or she should immediately contact the Main Office.

The Chief Executive Officer or the Chair of the Board of Trustees will serve as spokespersons in such situations. No employee is to discuss any emergency with the media, parents or other individuals; all requests for information should be directed to the Chief Executive Officer.

9. Unscheduled School Closing

The CEO or designee will determine whether to close the school due to emergency conditions. When there is inclement weather or such weather is forecast, employees should listen to local radio or TV stations and check with the school website for announcements concerning school closings. Per the discretion of the CEO or designee, make-up school days may be added by extending the school year or by canceling spring break.

Section 7 - Business Operations

1. Purchase Requests

Purchase Requests shall be made to the Business Office only with the signed approval of the Principal or designated Budget Manager. The requesting staff members must complete a **Purchase Request Form** in its entirety before approval by and signature of the principal / budget manager. The Budget Manager should ensure all important information is included such as accounting line items, due dates, invoice numbers, quantity of items, ordering website, etc. To purchase something on a staff members' own accord, Petty Cash can be requested up to \$200 with a budget manager's approval; for all requests greater than \$200, check advances will be distributed. Reconciliation of distributed funds (associated receipts or remaining funds) are due back to the Business Office within 7 business days of distribution. Failure to reconcile will result in the originally distributed amount being deducted from the employee's next paycheck. Reimbursements will only be granted with the written approval of a Budget Manager.

1. Expense Reimbursements

Permission must be granted in writing from your supervisor before expending personal funds on behalf of the school. Once permission has been obtained, the requested items may be purchased. Staff must complete an Expense Reimbursement Form and attach all original receipts. All forms must be given to the business office.

To the extent that the form is completed correctly, payment will be issued within 5-7 days.

3. Maintenance Requests

All faculty members are expected to maintain the cleanliness and good order of each of their classrooms and offices. When normal maintenance is needed, faculty should report this to the "facilities@pulcharter.org" email address. As part of the year-end procedures, all teachers are to submit a list of repairs to be accomplished during the summer months. The list is to be prepared by the teacher, indicating location, specific nature of repair and returned to the Facilities Manager.

4. Technology Requests

Technology requests and requests for set-up or troubleshooting support should be submitted to "techsupport@paulcharter.org". Staff should describe the issue, question or need in detail, as well as

list the desired timeline. The technology department will confirm and respond to the request as they are able, or will confirm that the request is denied in with a detailed explanation of rationale.

5. Professional Development Requests

Funds for professional development activities are available for staff on a limited basis and only per the approval of the principal or Executive Team. Only those professional development activities that benefit the school and its programs and that agree with the mission of the school will be considered for approval. To request professional development opportunities outside of what is offered within Paul, staff members must submit a **Professional Development Request Form** to their direct supervisor and then to the budget manager (usually the principal or Executive Team member). If an exterior professional development opportunity is approved, staff members must take detailed notes and at the end, produce an evaluation of the professional development opportunity and a report on how this opportunity will contribute to the betterment of Paul PCS's mission and goals.

Once the PD has been approved, the employee must note this in ADP so that HR is informed of the absence.

Some, but not all, PD opportunities may include a "per diem" accompaniment, per the discretion of the approving Executive Team member. "Per diem" stipends will be calculated by the Business Office and will be commensurate with those values stipulated by the US General Service Administration (GSA).

6. Educational Trips

Basic Guidelines

- a. Staff may act as a sponsor or assistant for an officially approved school activity under school guidelines during instructional and non-school hours. During non-school hours, staff may also assist an officially recognized parent or other group when that group has complied with these guidelines for trips. The group must clearly indicate in all of its communications that the school does not sponsor the trip or activity.
- b. All Field Trips are initially reviewed and approved by the Principal. For trips taking place outside of the Washington DC area, trip approval requires sign off by both the Principal and Director of Schools or his/her designee. International trips must be reviewed and approved by the CEO. Completed plans must be submitted to the Principal and the Director of Schools for final approval no later than three weeks before the trip. In the case of international travel, the deadlines will be far greater and are subject to determination the Director of Schools and final approval by the CEO.
- c. Before any plans are made with students or parents, teachers/sponsors must complete a **Field Trip Request Form** and submit it for proper approval. This includes any and all plans for financing the trip. Teachers/sponsors will be notified once they have received the proper approvals to take the trip.

- d. Trips taken during regular school hours on days scheduled for instruction must have a verifiable educational purpose directly related to current study. Field trips are intended to enrich and extend the curriculum. They should not be used as an incentive or reward.
- e. A trip may not be school-sponsored unless a majority of participants in the group are students and parents participate as chaperones. All trips must provide for adequate rest, nutritious and timely meals, and reasonable hours of departure and return. Provision for student health and safety should be clearly stated in on the Field Trip Request Form.
- f. In planning trips, it should always be kept in mind that every student has a right to participate and should be provided a reasonable opportunity to participate regardless of the economic status of the student. Staff should not plan class trips that might exclude a member of the class from participating due to economic reasons. Staff members should also be cognizant of economic conditions in the community when planning trips. The announced price for a trip should include all necessary trip expenditures.
- g. Students and parents should be prepared and informed as to the purpose of the trip, what to look for when they arrive, itinerary, and specific expectations and goals for student learning.
- h. Advance arrangements for eating, sleeping (on overnight trips), transportation, and health safeguards for carrying out the itinerary, must be confirmed for each participant making the trip. Parents and students should agree in advance on the recommended amount of spending money, if any, each student will have. A copy should be retained in the school's Business Office or otherwise designated place. In addition, a detailed, approved, itemized itinerary must be left on file at the school along with a list of addresses and telephone numbers where students and adults on the trip may be reached in case of an emergency. The final written plans will include the roster of participants for the trip and must be approved in writing by the Principal or Director of Schools.
- i. All trip itineraries should avoid planned non-supervised time. Chaperones must assume responsibility for students throughout the entire trip. Chaperones shall behave to the highest standards of safety; staff members who break this confidence or standard will be recommended for immediate termination, and non-staff chaperones who do not abide by this standard will be revoked permanently of their privilege to chaperone. A teacher/sponsor shall not change an approved itinerary while the trip is in progress, except where the health, safety or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip. If there is any necessary deviation from the established itinerary and/or time schedule affecting either the entire group or any member of the group, if there is any suspicious or disorderly conduct by a student or chaperone, the individual(s) in charge of the trip should use a pre-determined system for the principal or Executive Team member of the change or concern immediately. The Executive Team will be responsible for any communication to families.
- j. Students may be barred from participating on a trip if they have accumulated a certain amount of demerits. Teachers/sponsors must submit the student roster to the Principal or designee in advance such that students who have reached the maximum number of demerits can be notified that they will not be able to attend the trip.

Parental/Guardian Permission

A **Parental Permission Form** must be sought and obtained before any student leaves the school building on a trip. Parental permission shall include written consent from parents/guardians authorizing the supervisors to arrange for necessary medical treatment. Permission received by telephone is not permitted, as it must be written documentation. If a student does not have written permission, he/she will remain in a supervised area/classroom at Paul until the class returns from the trip.

The teacher/sponsor(s) shall provide parents and guardians with information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return, arrangements for supervision, cost to the student, safety precautions (if high risk activity is involved), and a detailed itinerary when the field trip will extend beyond the school day.

Teacher/sponsors should inform parents in advance about the recommended amount of spending money, if any, each student should have. Special provisions may be required when seeking permission from parents if language, literacy or cultural barriers exist.

For school activities that involve more than one trip outside the boundaries of the school such as swimming lessons, outdoor education classes and sports activities, a single parental permission will suffice if the information to the parent includes a complete schedule of all activities. Should any of these activities change, a separate field trip parental permissions must be obtained.

A single parental permission will suffice for scheduled and unscheduled walking field trips in the neighborhood of the school.

Safety

Student safety shall be a primary consideration. It is responsibility of the trip sponsor and the principal to ensure that suitable supervision and safety measures are provided for in the initial request. The staff is responsible for being familiar with and conducting a safety assessment of the proposed site of the field trip. Each trip must be properly monitored and supervised (See Adult Supervision below). Field trips classified as high risk student excursions/field trips require approval by the CEO and additional safety precautionary measures and supervision must be in place.

Where the Principal deems it appropriate or where it is required by law, supervision shall include individuals suitably trained in first aid. Prior to participating in the field trip, staff should review with students the conduct standards and emergency procedures that provide for their safety. Student behavior while on all field trips must comply with the Character Education Policy and all other rules policies and procedures of the school.

Parents should be informed of rules and regulations and any consequences of infraction of rules should be clearly explained. The signed permission form should contain a statement of understanding and acceptance of rules by a parent and the student. Permission notes for any trip should include authorization to obtain emergency medical care and any pertinent insurance dates, such as name of carrier and insurance number.

In the event of an emergency situation, the teacher/sponsor(s) is responsible for notifying the Principal or any other administrator by telephone as soon as possible.

Students are expected to travel to and from the field trip with the staff responsible for the trip, unless otherwise noted in writing on the permission slip distributed to and signed by parents/guardians. Student travel by any other means is discouraged. Students will not be permitted to leave the field trip group during the trip. The Board assumes no liability for students who are for any reason transported by parents or in private cars.

Adult Supervision

When large groups are involved, adult chaperones or parent sponsors should be assigned to assist the staff at the ratio of eight students to one adult for middle school and ten to one for high school. All trips should include a minimum of two adult chaperones. Ratios larger than this must be requested to and approved by the Principal or Director of Schools, and will only be granted on a case-by-case basis. Chaperones' responsibilities include securing from the staff his/her specific student assignments and being aware of the expectations and goals for student learning.

Agreements with Bus, Travel or Other Outside Agencies

Booking travel and other arrangements should occur through the school Business Office, and only with those companies that have been vetted, approved and accepted by Business Office personnel. If travel arrangements are necessary, ensure that it is noted on the field trip request form and that the Business Office gets a copy of the approved form. Principals will approve all transportation agreements.

Personal Transportation

When a small group of students is involved, teacher/sponsors should avoid using their personal vehicles unless there is an emergency and they have the approval of Director of Operations, written permission of the parent and with the appropriate personal insurance. Teachers/Sponsors must submit a copy of their personal insurance policy to the school before taking the trip. Students are expected to travel to and from the field trip with the teacher/sponsor(s) responsible for the trip. Parents/guardians desiring to take their children home before a field trip ends (i.e. at the end of scheduled activities, or program) must submit a note to the teacher/sponsor in advance of the trip about such arrangements. The Board assumes no liability for students who are for any reason transported by parents or in private cars.

Fundraising

The raising of funds by students and parent organizations is important to promote parent participation, to increase school and community spirit, and to generate necessary financial support

for student-related activities. The purpose of this policy is to provide guidelines and procedures for school-related fundraising activities and to ensure that fundraising activities do not interfere with the instructional program responsibilities of Paul staff and the rules and regulations governing school operations. These activities shall not be confused with development office activities which are not governed by this policy.

Policy Guidance

A. Recognized Purposes for School-related Fundraising

1. Supporting activities of school organizations or clubs
2. Supporting activities that benefit the student body
3. Providing supplemental funds to help defray the cost of optional activities that enhance Paul programs (i.e. field trips)
4. Providing supplemental materials or equipment that enhance the instructional program or the administrative function of the school
5. Providing supplemental support for staff to participate in professional development activities

B. Examples of Appropriate Fund Raising Groups

1. School-sponsored clubs and activities
2. Individual school classes or grade level groups
3. Parent Action Group (PAG)
4. Citywide student organizations

C. Procedures for Carrying Out a Fundraising Activity.

1. The Principal or designee must authorize in advance and in accordance with this policy all fundraising. Authorization may be obtained by submission of a **Fundraiser Request Form** to the Principal or designee at least 2 weeks before the event, which should then be submitted to the Business Office.
2. The Business Office will notify the sponsor whether the activity has been approved or denied. Once the activity has been approved, the sponsor may start the fundraising activity.
3. If the fundraiser involves purchasing goods or items for resale, the purchase of those goods must be coordinated with the Business Office and approved by the Principal / budget approver.
4. The sponsor must ensure adequate controls over the cash collection process exist. This may require:
 - i. The use of a cash box for high volume, low dollar amount sales. (i.e. candy, pencils) Register tapes must be turned in with all cash receipts for a particular day.
 - ii. Use of a receipt book for low volume, high dollar amount and all refundable sales. (i.e. yearbooks, admissions, sweatshirts). Carbon copies of receipts must be turned in with all cash collected in a particular day.
 - iii. Other control devices as determined by the Business Office.
5. Balance reports will be issued to activity sponsors upon request.

6. Once the funds have been collected, all disbursements must be made by using the **Purchase Request Form**. No funds will be disbursed without ascertaining whether adequate funds exist.

D. Additional Guidelines

1. All funds collected must be submitted on a daily basis to the safe located in the Business Office.
2. If funds are used to purchase education materials or equipment, the property becomes school property and will be tagged and inventoried appropriately.
3. The sponsors must inform the parents that neither the school nor the Board of Trustees endorse the products that are sold or sanctions the services that are offered by businesses.
4. Fundraising activities are not to include residential door-to-door sales by any student

Acknowledgement of Employee Handbook

I acknowledge that I have received a copy of the Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in the Employee Handbook and any revisions made to it. I further acknowledge that the Employee Handbook supersedes all prior oral or written statements by Paul PCS concerning its employment policies, guidelines and benefits.

I understand and agree that Paul PCS reserves the right to change, modify, or delete any of the information, policies, and benefits described in the Employee Handbook at any time, with or without notice, except to the policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Only Paul PCS has the ability to adopt any revisions to the policies in this Employee Handbook. Furthermore, I understand and agree that this handbook is neither a contract of employment nor a legal document, and my employment with Paul PCS is at-will and of no definite duration. Nothing contained in the Employee Handbook or any oral representations alter the at-will status of this employment relationship.

The Employee Handbook describes important information about my employment with Paul PCS and I understand that if I have any questions regarding any materials contained in, or not answered by, the Employee Handbook, I should consult with the Director of Talent Management.

Employee name (please print): _____

Employee Signature: _____

Date: _____