



## **The Family Place Public Charter School Employee Handbook**



**The mission of The Family Place Public Charter School is to improve the literacy and workplace skills of low-income, limited English proficient adults in the District so that they and their family are self-sustaining, employable, and engaged in their community.**

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## **WELCOME NEW EMPLOYEE!!**

Welcome to The Family Place Public Charter School (“TFPPCS”). The staff and the Board wish you every success here. We believe that you bring significant skills, talents and experience to TFPPCS, and we would like you to share them with us. Each employee contributes directly to TFPPCS’s growth and success, and we hope you will take pride in being a member of our team. As such, you have chosen to be a national leader in adult education and we look forward to our collective contributions to the field.

This handbook contains some of the expectations of employees at TFPPCS. These expectations are described as policies programs, and benefits that are available to eligible employees. Please read the content of this handbook as soon as possible and refer back to it and as often as needed. It may answer many of your questions. If it does not, please consult your supervisor.

We hope that your period of employment at TFPPCS will be enjoyable and rewarding. It may be challenging at times, yet be assured that the staff and others are here to support you and make your time successful. The Board is committed to making our educational nonprofit one of the best places to work for nationwide.

If you have any questions, please do not hesitate to ask your immediate supervisor or any member of our management team, including Board members.

Our best wishes to you, and thank you for taking this first step in getting to know TFPPCS a little better.

Sincerely,

Michael Barnett

Haley Wiggins

Michael Barnett  
Board Chair

Haley Wiggins  
Executive Director

## **INTRODUCTORY STATEMENT**

This Employee Handbook (“Handbook”) will introduce you to information about working conditions, employee benefits, and policies affecting your employment at TFPPCS. Please read and familiarize yourself with the information, so that you can comply with all provisions of this Handbook. Described here are many employee responsibilities. TFPPCS has developed programs, benefits, procedures, and policies, to help you as an employee. We wish you personal and professional growth, and we hope the information contained in this Handbook will achieve this goal.

The intent of this Handbook is to create customized policies that are consistent with local and federal laws. Should there be any inconsistency, TFPPCS will enforce the policy consistent with the applicable law.

The policies in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between TFPPCS and any of its employees. The provisions in this Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended, modified, suspended or cancelled at any time in TFPPCS’s sole discretion.

The provisions in this Handbook supersede all previously existing policies and practices and may not be amended or added to without the express written approval of the Executive Director and final approval by the Board of Directors.

It is clear that no Employee Handbook can anticipate every situation or answer all questions about policy. However, as TFPPCS continues to grow and as needs arise, TFPPCS reserves the right to review, revise, edit, or rescind any policies or portions of this Handbook. Employees will be notified of changes to the Handbook as soon as they occur.

## **NATURE OF EMPLOYMENT**

### ***“Employment-at-Will”***

Employment with TFPPCS is entered into voluntarily – at-will- and both you and TFPPCS are free to end the employment relationship at any time, for any reason, with or without cause or advance notice, as long as there is no violation of applicable federal, state, or local law.

No one at TFPPCS other than the Executive Director has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this at-will employment policy. The Executive Director can do so only in an express written agreement that is signed by both the Executive Director and you. The at-will employment relationship may not be modified by any oral or implied agreement, or by any person, statement, act, series of events, or pattern of conduct. These statements about the at-will nature of employment constitute the complete understanding between TFPPCS and its employees regarding this subject.

### ***Employee Relations***

We believe that the working conditions, wages, and benefits TFPPCS offers to its employees are competitive with those offered by other employers in this area and in the industry. Employees who have concerns about work conditions or compensation are strongly encouraged to voice these openly and directly to their supervisors.

Experience demonstrates that when employees deal openly and directly with their supervisors, the work environment can be excellent, communication can be clear, and attitudes can be positive. We at TFPPCS will show our commitment to employees by responding effectively to employee concerns.

### ***Equal Employment Opportunity***

TFPPCS offers equal employment and advancement opportunities to all individuals. Thus, employment decisions at TFPPCS are based on merit, qualifications, and abilities. We, at TFPPCS, do not discriminate against any person according to race, color, creed, religion, sex, national origin, disability, age, genetic information, marital status, domestic partnership status, citizenship status, military service, veteran status or any other characteristic protected by law (referred to as “Protected Characteristics”). This nondiscrimination policy extends to all terms, conditions, and privileges of

employment and applies as well to the use of all company facilities, participation in all company-sponsored activities, and all employment-related matters such as promotion, compensation, benefits and termination of employment.

### ***Prohibition of Harassment, Discrimination and Retaliation***

TFPPCS is committed to providing a work environment that is free of harassment or discrimination on the basis of any Protected Characteristics. Discrimination and harassment in all of these forms is unlawful and violates both the spirit of equal opportunity and the rights of the individual. It undermines the integrity of the employment relationship and can destroy the morale and commitment of the individuals involved. Even if an employee's conduct does not violate local, state, or federal law prohibiting harassment or discrimination, such conduct may be found by TFPPCS to violate its strong policy against improper harassment or discrimination of any individual.

TFPPCS's anti-harassment and anti-discrimination policy applies to all persons involved in the operations of TFPPCS, and prohibits harassment or discrimination based on a Protected Characteristic by any employee of TFPPCS, including supervisors and managers, as well as vendors, independent contractors, participants, donors and any other persons. It also prohibits harassment and discrimination based on the perception that anyone has any of the Protected Characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Harassment covers a range of behaviors, including subtle and not-so-subtle, verbal and non-verbal behavior. It can be engaged in or experienced by both males and females. TFPPCS will not tolerate any form of harassment based on a Protected Characteristic at any level. Harassment may take many forms, but the most common forms include:

- Verbal harassment such as jokes, epithets, slurs, negative stereotyping, and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or talents; references to a person as honey, doll, sweetheart, or similar remarks; questions about a person's sexual practices; and patronizing terms and remarks;
- Physical or sexual harassment such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical



- contact, staring at a person's body, and threatening, intimidating, or hostile acts that relate to a Protected Characteristic;
- Visual harassment such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings and gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion towards an individual because of a Protected Characteristic that is placed on walls, bulletin boards, or elsewhere on TFPPCS's premises, or circulated in the workplace or online; and
  - Retaliation for reporting or threatening to report harassment.

Harassment or discrimination based on a Protected Characteristic is unacceptable both in TFPPCS's offices and in any work-related setting outside TFPPCS's offices such as during business trips, on office outings, at parties, and at business-related social events. It is also unacceptable to harass persons who are not TFPPCS employees but who may be encountered through or in connection with TFPPCS's activities, such as visitors, independent contractors, participants, donors, clients, or others connected with TFPPCS.

Any employee who believes that he or she has been subjected to harassment or discrimination must report the incident to his or her supervisor, any other supervisor, or the Executive Director as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. Supervisors will refer all harassment or discrimination complaints to the Executive Director. TFPPCS will promptly undertake an effective, thorough, and objective investigation of the allegations. While TFPPCS will investigate such reports in as confidential a manner as possible, it cannot guarantee confidentiality at the expense of a thorough and effective investigation.

If TFPPCS determines that harassment or discrimination in violation of this policy has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by TFPPCS to be responsible for harassment or discrimination in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

It is unlawful to retaliate or take reprisals in any way against an employee who has articulated a good faith concern about harassment or discrimination based on a Protected Characteristic against him or her or against another individual. TFPPCS will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

TFPPCS encourages all employees to report any incidents of harassment or discrimination forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that government agencies investigate and prosecute complaints of harassment, retaliation, or discrimination in employment. If you think you have been harassed or discriminated against, or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency.

### ***Complaint Resolution Process***

Any employee who wishes to lodge a complaint should report the issue to his or her supervisor, any other supervisor, or the Executive Director as soon as possible. You will be asked to provide details of the issue, names of individuals involved, and names of any witnesses if there was a specific incident involved in the complaint. Supervisors will refer all harassment or discrimination complaints to the HR representative or Executive Director. TFPPCS will promptly undertake an effective, thorough, and objective investigation of the complaint. While TFPPCS will investigate such reports in as confidential a manner as possible, it cannot guarantee confidentiality at the expense of a thorough and effective investigation.

TFPPCS will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

### ***Prohibition of Sexual Abuse/Molestation/Sexual Misconduct***

TFPPCS will not tolerate sexual abuse, molestation or sexual misconduct in the school or any organization related activity. We uphold the expectation that all students will be educated in a safe, affirming, nonviolent environment and that all staff will experience the same in this workplace. There will be “zero tolerance” of physical, emotional, or sexually abusive behavior, including psychological intimidation and harassment toward or by a student, staff member, parent or visiting person.

### ***Business Ethics and Conduct***

The successful business operation and reputation of TFPPCS is founded upon the principles of fair dealing and ethical conduct of all employees. TFPPCS’s integrity and excellence requires careful adherence to the spirit and letter of all applicable laws and regulations. We expect the highest standards of conduct and personal integrity.

Our success at TFPPCS is built on our participants' trust and we are dedicated to its preservation. Based upon this trust, then, we expect that employees will display values of integrity and hard work and will, thus, merit the continued trust and confidence of the public and the families at TFPPCS.

TFPPCS complies with all applicable local, state and federal laws and regulations and expects its directors, employees, and board members to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

The use of good judgment is based on the highest ethical principles and will serve as a guide to employees with respect to parameters of acceptable conduct. If a situation occurs where it is difficult to determine the proper course of action, the matter should be discussed openly with the immediate supervisor and, if necessary, with the Executive Director for advice and consultation.

Courtesy is the responsibility of every employee. Everyone is expected to be courteous, polite, and friendly both to our TFPPCS participants and to our fellow employees. Under no circumstances are you to ever talk in a derogatory manner or behave rudely to a participant, vendor or donor.

Whenever people work together, there are bound to be conflicts. We do not expect everyone will always get along with one another or like each other. Regardless of how you feel about another employee, under no circumstances are you to ever talk in a derogatory manner about an individual. Derogatory comments about your co-workers create a negative work environment that is counterproductive. Such behavior is a serious offense and will be dealt with accordingly. If you have a problem with any other employee or a participant, you must contact any supervisor, manager, or the Executive Director.

To ensure orderly operations and provide the best possible work environment, TFPPCS expects employees to follow rules of conduct that will protect the interests and safety of all employees, TFPPCS participants, and the organization. Management may, in its discretion, communicate any deficiencies and establish corrective action steps.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Unsatisfactory work quality or quantity.
- Unsatisfactory work attitude (*e.g.*, insubordination, rudeness, or lack of cooperation).
- Excessive unexcused absenteeism, tardiness, or abuse of break privileges.
- Failure to follow instructions or TFPPCS procedures.
- Discourteous or unprofessional treatment of TFPPCS employees, clients, participants, volunteers, or the public.
- Dishonesty or theft.
- Misusing or destroying TFPPCS property or the property of another on TFPPCS premises.
- Violating conflict of interest rules.
- Using confidential or proprietary information, or disclosing such information to anyone outside TFPPCS.
- Falsifying or altering TFPPCS records, including time records and employment application.
- Interfering with the work performance of others.
- Altercations, horseplay, practical jokes, or other disorderly conduct.
- Smoking while on TFPPCS premises.
- Harassing (sexually or otherwise) employees, volunteers, participants, donors or vendors.
- Being under the influence of, or manufacturing, dispensing, distributing, using, or possessing, alcohol or illegal substances on TFPPCS premises or while conducting TFPPCS business.
- Possessing a firearm or other dangerous weapon on TFPPCS premises or while conducting TFPPCS business or threatening to bring or use a dangerous weapon on TFPPCS premises.
- Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of TFPPCS, its employees, participants, or property.

Employees should be aware that conduct not specifically listed above, but that adversely affects or is otherwise detrimental to the interests of TFPPCS, other employees, participants, donors, vendors or third parties is also discouraged. Every employee has a responsibility to comply with TFPPCS's policy of business ethics and conduct. Nothing in this policy of business ethics and conduct alters the at-will nature of your employment with TFPPCS. Both you and TFPPCS may terminate the employment relationship at any time, with or without cause or prior notice. Disregarding or failing to comply with this

standard of business ethics and conduct could lead to disciplinary action, including possible termination of employment.

“Nepotism” is understood as the hiring of any relative of an employee. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. TFPPCS has no prohibition against employing relatives of current employees; however, we are committed to monitoring situations in which such relationships exist in the same area or department. In such cases, TFPPCS has the right to take prompt action, including reassignment or, if necessary, termination of employment for one or both of the individuals involved.

### ***Compliance with Immigration Law***

TFPPCS is committed to employing United States citizens and immigrants who are authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form 1-9 and present documentation to establish identity and employment eligibility in accordance with the Immigration Reform and Control Act of 1986. Any former employee who is rehired may also be required to complete the form. All employment offers and continued employment are conditioned upon furnishing satisfactory evidence of identity and legal authorization to work in the United States.

Please contact your immediate supervisor if you have any questions or need more information on immigration law compliance without fear of reprisal.

### ***Conflict of Interest***

A “Conflict of Interest” is defined as any situation in which an employee is in a position to influence a decision that may result in a personal gain for the employee or relative as a result of TFPPCS business dealings. For the purposes of this policy, a “relative” is understood as any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Each employee of TFPPCS has an obligation to conduct business within guidelines that preclude actual or potential conflict of interest. The policy only sets the framework within which TFPPCS wishes the business to operate. This

guideline provides a general direction so that employees can seek further clarification on issues related to the topic of acceptable standards of operation. Please contact the Executive Director, if you have more questions or concerns about conflict of interest.

Interactions and transactions with outside firms or partners must be conducted within a framework established, guided, and led by the Executive Director of TFPPCS. Business dealings with outside firms or partners should not result in “unusual gains” for those firms. Unusual gains refer to bribes, kickbacks, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed ultimately to benefit the employer or the employee, or both. Promotional plans that could be interpreted to involve unusual gains require specific executive-level approval.

Any violation of this policy may lead to discipline, up to and including termination of employment. In the event of any situation that involves a real or apparent conflict, please speak with the Executive Director.

### ***Outside Employment***

As long as employees meet the performance standards of their job at TFPPCS, they may hold an additional job outside TFPPCS. Every employee will be assessed by the same performance standards and will be subject to TFPPCS scheduling requirements, regardless of any existing outside work requirements.

If TFPPCS determines that an employee’s outside employment interferes with performance or the ability to meet the requirements of TFPPCS as modified from time to time, the employee may be asked to terminate the outside employment, if he or she wishes to remain on staff at TFPPCS.

Outside employment that creates a conflict of interest as defined above is prohibited. Employees may not receive any income or material gain from individuals outside TFPPCS for materials produced or services rendered while performing their jobs at TFPPCS. Materials produced under employment at TFPPCS, such as but not limited to curriculum and lesson plans, are the property of TFPPCS and cannot be used for material gain outside of TFPPCS. Such materials can only be shared publicly with express permission of supervisor or Executive Director.

### ***Non-Disclosure***

The protection of confidential business information and trade secrets is vital to the interests and the success of TFPPCS. Such confidential information includes, but is not limited to, these examples:

- Computer Programs and Codes
- Participant Lists
- Participant Preferences
- Financial Information
- Marketing Strategies
- Pending Projects and Proposals
- Research and Development Strategies
- Curricula and Educational Products

All employees must safeguard TFPPCS's confidential information, as well as that of participants, employees, volunteers, donors, and others, from disclosure.

Employees may not, during their employment with TFPPCS or thereafter, use or disclose such proprietary and confidential information to any person, firm, company, or corporation for their personal benefit or for the benefit of any person, firm, company, or corporation other than TFPPCS. Disclosing this information would be an invasion of participant, employee, volunteer, or donor privacy and might have a negative impact on TFPPCS's operations, financial position, or relationship with the community.

Do not access new voicemail or email messages with others present. Messages containing confidential information should not be left visible while you are away from your work area. E-mail messages containing confidential information should include the following statement, in all capital letters, at the top of the message: "CONFIDENTIAL: UNAUTHORIZED USE OR DISCLOSURE IS STRICTLY PROHIBITED."

E-mail and Internet/web access is not entirely secure. Others outside TFPPCS may also be able to monitor your email and Internet/web access. For example, Internet sites maintain logs of visits from users. These logs may identify which TFPPCS computer, and even which particular person, accessed the service.

If you have any questions regarding whether or not confidentiality will be breached in any particular situation, you should consult your immediate supervisor. Any violation of this confidentiality provision may lead to

discipline, up to and including termination of employment, even if the employee does not actually benefit from the disclosed information.

## **WHISTLE-BLOWER PROTECTION**

### ***Reporting Responsibility***

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that TFPPCS can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about serious violations of TFPPCS's policies or suspected violations of law or regulations that govern TFPPCS's operations.

### ***No Retaliation***

It is contrary to the values of TFPPCS for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of TFPPCS. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### ***Reporting Procedure***

TFPPCS has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or Board Chair/Co-Chair. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Executive Director, Board Chair/Co-Chair or designated employee or board member, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director, Board Chair/Co-Chair or other designated employee or board member.



### ***Accounting & Auditing Matters***

The Executive Director, Accountant and any other staff or board member shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

### ***Acting in Good Faith***

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

### ***Confidentiality***

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

### ***Handling of Reported Violations***

The Executive Director, Board Chair/Co-Chair, or other designated employee or board member will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

### ***Disability Accommodation***

TFPPCS is committed to complying fully with the Americans with Disabilities Act and applicable state and local laws ("Disability Laws"), and to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

The hiring procedures have been designed and written to provide individuals with disabilities meaningful employment opportunities. Any pre-employment

inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodations for qualified individuals with known disabilities will be made unless to do so would be an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the person.

Qualified persons with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

TFPPCS is also committed not to discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability. TFPPCS will follow all Disability Laws.

Employees who wish to request reasonable accommodation should contact the Executive Director. Supervisors who learn that an employee may need an accommodation should also contact the Executive Director. TFPPCS encourages employees to discuss any need for reasonable accommodation as early as possible and to offer suggestions of possible reasonable accommodations. This will help everyone to work together to arrive at an appropriate accommodation.

This policy is neither exhaustive nor exclusive. TFPPCS is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with applicable Disability Laws.

### ***Job Posting***

TFPPCS offers employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. All regular, full-time job openings at TFPPCS are posted. TFPPCS, however, reserves its discretionary right not to post a particular opening.

Job openings are usually announced at staff meetings and posted on idealist.com and normally remain open for thirty (30) days. Each job posting includes: the date of the posting period, job title, department, location, pay range, job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, an employee should submit a job posting application to the contact listed on the posting listing job-related skills and accomplishments. The applicant should describe how their current experience with TFPPCS, as well as prior experience and/or education, qualifies them for the position.

The job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may be used to fill open positions in the best interest of TFPPCS.

### ***Public Statements and the Media***

Employees do not have the authority to make public statements on behalf of TFPPCS without prior approval of the Executive Director. Employees must refrain from answering any questions or providing any information, in written or oral form, on behalf of TFPPCS to any representative of the press or media. Employees must protect the privacy at all times of students and clients. This includes both on and off the record statements, including social media posts. Failure to abide by this policy will result in disciplinary action, up to and including termination of employment.

## **EMPLOYMENT STATUS AND RECORDS**

### ***Employment Categories***

The intent of TFPPCS is to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Both the employee and TFPPCS retain the right to terminate the employment relationship at-will at any time.

Each employee is categorized as either **NONEXEMPT** or **EXEMPT** from federal and state wage and hour laws. **EXEMPT** employees are excluded from specific provisions of federal and state wages and hour laws. An employee's **EXEMPT** or **NONEXEMPT** classification may be changed only upon written notification by management.

**Regular full-time** employees are those who are not in a temporary status and who are regularly scheduled to work at TFPPCS on a full-time schedule. Under

the terms and conditions of the Fair Labor Standards Act, a regular full-time employee is one who works forty (40) or more hours per week.

**Part-time** employees are those who are not assigned to a temporary status and who work continuously for a specified number of hours per week that is less than a regular schedule of (40) or more hours per week. Part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance). Regular part-time employees working at least 20 hours per week are entitled to the vacation and holiday benefits described in this Handbook on a prorated basis.

### ***Access to Personal Files***

TFPPCS maintains a confidential personnel file for each employee. This file includes such information as the employee's job application, résumé, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of TFPPCS and access to the information they contain is restricted and confidential. Usually, only supervisors and management personnel of TFPPCS, and of course the employee, have a legitimate reason to revise information in a file are allowed to do so.

With reasonable advance notice, employees may review their own files at TFPPCS offices and in the presence of an individual appointed by TFPPCS to maintain the files.

### ***Employment Reference Checks***

The policy of TFPPCS is to review employment references of all applicants to ensure that all considered candidates at TFPPCS are well-qualified and have a strong potential to be productive and successful.

Employees other than the Executive Director or designee are strictly forbidden from responding to inquiries or requests for letters of reference from current or former employees.

TFPPCS will respond in writing or verbally only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and positions(s) held. No employment data will be released without a written authorization and release signed by the person who is being reviewed. TFPPCS will comply with proper

legal requests for employee information, such as those obtained through legal process, subpoena or court order.

### ***Personal Data Changes***

Each employee has the responsibility to notify TFPPCS promptly of any changes to his or her personnel profile information, such as personal mailing address, telephone numbers, number and names of dependents, individuals to contact in the event of emergency, educational accomplishments, and other such informational items. At all times, personal profile information should be accurate and current. Employees are requested to notify their immediate supervisor whenever there are changes to their personnel profile.

### ***Introductory Period of Employment***

The introductory period of employment is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their and TFPPCS's expectations. TFPPCS uses this period to evaluate an employee's capabilities, work habits, and overall performance. Either the employee or TFPPCS may end the employment relationship at-will at any time during or after the introductory period with or without cause or advance notice.

All new and rehired employees at TFPPCS work on an introductory basis for the first sixty (60) days after their date of hire. Absences from work will automatically extend the introductory period by the length of the absence. Should TFPPCS determine that the designated introductory period is not sufficient to evaluate an employee's performance thoroughly; the introductory period may be extended.

An employee enters "regular employment classification" as soon as the introductory period has been completed satisfactorily.

## **BENEFITS**

### ***Employee Benefits***

TFPPCS has a wide-range of benefits, including social security, workers' compensation, state disability and unemployment insurance, etc. for eligible employees.

Eligibility for benefits depends upon a variety of factors, including employee classification. Supervisors can identify the programs for which an employee is eligible. Details of many of these programs can be found elsewhere in this Handbook.

These are some of the benefit programs available to eligible employees:

- Medical Insurance
- Dental Insurance
- Vision Care Insurance
- Vacation and Sick Leave
- Holidays
- 401 (k) Savings Plan
- Optional Supplemental Life and Disability Insurance
- Pre-tax payroll deduction for transit expenses
- On-site Childcare
- Maternity and Paternity Leave
- Professional Development

The benefit package for regular full-time employees represents an additional cost to TFPPCS of approximately 30 percent of wages. TFPPCS reserves the right to change insurance carriers and/or coverage, as well as the right to add and/or remove benefits. Contact your supervisor for more information about these benefits.

### ***Medical, Dental, and Vision Insurance***

All regular employees of The Family Place Public Charter School that work 20+ hours per week will be eligible for medical, dental, and vision insurance, at 80% coverage for employees. Full-time employees will also be eligible for family medical, dental, and vision insurance at 50% coverage. Should an employee choose to enroll in TFPPCS's medical insurance program, 20% of the monthly

premium for employees and 50% of the premium for families will be deducted from their paycheck.

### ***Vacation Benefits***

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in these employment classification(s) are eligible to earn and use vacation time as described in this policy.

- All Employees

The amount of paid vacation time employees receive each year increases with the length of their active employment service as shown in the following schedule:

- Upon initial eligibility the employee is entitled to six (6) hours per month (72 hours per year) for the first 3 years of employment.
- For the fourth and fifth year the employee is entitled to eight (8) hours per month (96 hours per year)
- Beginning the sixth year of employment and thereafter, the employee is entitled to ten (10 hours) per month (120 hours per year).

Part time employee time will be calculated on a percentage of time basis. Employees working on a temporary basis will not be eligible for paid vacation time.

The length of eligible service is calculated on the basis of a “benefit year.” This is the twelve (12)-month period that begins when the employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation (Please see the individual leave of absence policies for more guidance).

Once an employee enters an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation can be used, a waiting period sixty 60 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period. If employment is terminated (either voluntarily or involuntarily) before successful completion of the waiting period, accrued vacation will not be paid to the employee.

Paid vacation time can be used in minimum increments of one hour. To take vacation time off, employees should request advance approval from their supervisors. Requests will be reviewed and decisions will be based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation for the number of hours absent. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As an employee, make use of your available paid vacation time for rest, relaxation, and personal pursuits. If available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year up to but not to exceed forty (40) hours. When the maximum accrual is reached, vacation accrual will cease. As soon as the employee uses accrued vacation time and brings the total accrued amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

### ***Holidays***

- New Year's Day – January 1
- Martin Luther King Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- DC Emancipation Day (April 16)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- The week between Christmas and New Year's Eve
- New Year's Eve (December 31)

TFPPCS will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be



calculated based on the employee's straight-time rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- All employees

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

### ***On-site Childcare***

TFPPCS believes in supporting working parents of young children. Employees with children 4 and under can bring their child to work with them under certain conditions and with approval from their supervisors. The children may participate and stay in our Early Childhood Education rooms as long as the following conditions are met:

- Children of TFPPCS parents will never take a seat from a client's child. The ECE classrooms will always maintain the ratio of one instructor to four children.
- No public charter funds will be used to pay for employee's onsite childcare.
- No employee's child will be given any preferential treatment in the ECE classrooms and must follow all the classroom rules and regulations.
- On-site childcare does not interfere with the employee's availability to attend meetings, job duties and functions.
- Employees must sign a liability waiver for their child, holding TFPPCS exempt from any culpability in case of the child's injury.

### ***Workers' Compensation Insurance***

TFPPCS offers a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to the applicable legal requirements, workers compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee who suffers work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that you report it immediately in order to qualify for coverage as quickly as possible.

Neither TFPPCS nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or other activity sponsored by TFPPCS.

### ***Sick Leave Benefits***

TFPPCS offers sick leave benefits to all employees for periods of temporary absence due to illnesses or injuries. Eligible employee classifications:

- All employees

Eligible employees will accumulate sick leave benefits at the rate of twelve (12) days per year (one (1) day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided, confirming the nature of the disability, and, if possible, its beginning and expected ending dates. Other sick leave absences may be requested in writing, also.

Sick leave benefits will be calculated based on the employee's pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Sick leave is not considered time worked for purposes of computing overtime pay.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or TFPPCS's provided disability insurance program. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick leave benefits will be allowed to accumulate indefinitely. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to an employee either while they are employed or upon termination of employment.

Employee sick leave may be used to care for employee's children under 18 or dependent parents. Sick leave does not cover extended family or friends. If sick leave is used for 3 days or more, in situations to take care of dependents, a doctor's note should be provided.

In most circumstances sick leave used for routine doctor's appointment would be for, at maximum, 4 hours or half a day. For doctor's appointments that require the entire day off, the employee must submit an appointment notice and explanation of wait-times or procedures.

### ***Time off to Vote***

TFPPCS encourages employees to perform their civic responsibility by participating in elections. Employees are urged to vote either before or after their regular work schedule. If, however, an employee is unable to vote in an election during nonworking hours, TFPPCS will grant up to four (4) hours of paid time off to vote.

An employee should request time off to vote from their supervisor at least two working days before the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

An employee must submit a voter's receipt on the first working day following the election to qualify for paid time off.

### ***Bereavement Leave***

All employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately (see below for definition of immediate family member).

Up to three (3) days of paid bereavement leave will be provided to all eligible employees.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement leave is not considered time worked for purposes of computing overtime pay.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

TFPPCS defines "immediate family" members as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose relationship with the employee was similar to any of the above relationships.

### ***Maternity/Paternity Leave***

TFPPCS is committed to supporting working parents, whether our clients or staff. Full-time employees may take 4 weeks paid maternity leave at the rate of 40% of their annual base pay. Paid maternity leave is available to expectant fathers and mothers and those that choose to adopt.

Employees who have worked at TFPPCS for at least one year and are in good standing may take maternity leave at any point during pregnancy or 6 months after birth or adoption.

To ensure the least stressful transition, employees requesting maternity leave must submit a maternity plan to their supervisor for approval.

### ***Retirement Savings***

TFPPCS provides a 401(k) Retirement Savings Plan (the Plan) to help employees accumulate financial resources for retirement.

#### **Eligibility**

To be eligible to join the 401(k) Plan, an employee must complete 12 months of service and be 21 years of age or older. The employee may join the Plan on the first day of the calendar year quarter following completion of the first year of service—January 1, April 1, July 1 or October 1. Prior to eligibility, the employee will be given the Plan's summary plan description for review and all necessary forms to complete to participate in the Plan.

### **Contributions**

Subject to statutory limits on tax deductibility, the Plan allows employees to elect how much of their salary they want to contribute to the Plan and to direct the investment of their funds into professionally managed investment funds. An employee is fully vested in his or her own contributions and entitled to those contributions upon termination of employment regardless of the length of employment. The company may, but is not required under the Plan, to make a matching contribution to employees' contributions at plan year-end. At the end of three years of employment, an employee is fully vested in the company's matching contributions.

TFPPCSPCS will match 50% of the first 6% of an employee's retirement contribution up to 3%.

### **Plan Termination**

The company reserves the right to terminate the Plan at any time.

### ***Jury Duty***

TFPPCS requests employees to perform their civic responsibilities by serving on jury duty when required. Regular full-time employees will receive five (5) days of paid leave to serve on a jury.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- All employees

If an employee is required to serve on a jury beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Jury duty pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives,

commissions, bonuses, or shift differentials. Jury duty leave is not considered time worked for purposes of computing overtime pay.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Either TFPPCS or the employee may request an excuse from jury duty if, in TFPPCS's judgment, the employee's absence would create serious operational difficulties.

TFPPCS will continue to provide health insurance benefits for the full term of the jury duty absence.

Additional vacation leave benefits will continue to accrue during unpaid jury duty leave.

### ***Witness Duty***

TFPPCS encourages employees to be present in court for witness duty when subpoenaed.

If an employee has been subpoenaed or otherwise requested to testify as a witness by TFPPCS, the employee will receive paid time off for the entire period of witness duty. Witness duty pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Employees will be granted unpaid time off to appear in court as witness when requested by a party other than TFPPCS. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted where necessary to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

### ***Military Leave***

All employees may take a leave of absence to accommodate service in the military. Federal, state and local law governs the specific terms of the absence

and of your rights to reinstatement, seniority, benefits, and compensation after a military leave. You may direct any questions about military leaves of absence to the Executive Director.

### ***Employee Assistance Program (“EAP”)***

TFPPCS cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. At times it is possible for employees to solve their problems either on their own or with the help of family and friends. However, it is sometimes essential for employees to seek professional assistance and advice.

Through its EAP, TFPPCS provides confidential access to professional counseling for help in confronting such personal problems such as substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard the employee’s privacy and rights. Information given to the counselors may be released only if requested by the employee in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is kept confidential. No information related to an employee’s participation in the program is entered into the personnel file.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

If ignored, minor concerns can become major problems. No issue is too small or too large, and a professional counselor is available to help you when you need it. Call the EAP at (888) 231-7015 to contact an EAP counselor 24 hours a day, 7 days a week.

## **HOURS, COMPENSATION AND PAYROLL PROCEDURES**

### ***Compensation***

It is the practice and policy of TFPPCS to compensate employees accurately in compliance with all applicable local, state and federal laws.

### ***Salary Administration Program***

The Salary Administration Program at TFPPCS was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Recruiting and retaining talented employees is critical to our success. Thus, TFPPCS is committed to compensating its employees with equitable wages that reflect the requirements and responsibility of their positions and are comparable to the wages received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by a number of factors, such as the essential duties and responsibilities of the job and salary data on the compensation practices of other employers. TFPPCS periodically reviews its Salary Administration Program and restructures it as necessary. An employee should bring their compensation-related questions or concerns to the attention of their immediate supervisors who are responsible for the fair administration of departmental compensation practices.

### ***Time Keeping***

Accurately recording time worked is the responsibility of every nonexempt employee. Federal, state and local laws require TFPPCS to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure for personal reasons. Overtime work must always be approved before it is performed.



Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should not report to work prior to their scheduled starting time nor stay after their scheduled stop time without the express, prior authorization from their supervisor.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record submitted for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

### ***Paydays***

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have their paycheck directly deposited into their bank accounts if they provide advance written authorization to TFPPCS. Employees will receive an itemized statement of wages when TFPPCS makes direct deposits.

### ***Pay Advances***

TFPPCS does not give pay advances on unearned wages to employees.

### ***Deductions and Setoffs***

The law requires that TFPPCS make certain deductions from every employee's compensation. These deductions include applicable federal, state, and local income taxes. TFPPCS must also deduct Social Security taxes up to the Social Security wage base in effect for a given year. TFPPCS matches the amount of Social Security taxes paid by each employee.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental, or life insurance, or voluntary contributions to a 401(k) or pension plan.

Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of any voluntary programs offered by their employer.

Pay setoffs are wage deductions taken by TFPPCS usually to help pay off a debt or obligation to TFPPCS or others and will be made where applicable in compliance with federal, state and local law.

In addition, under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary may be reduced for these reasons:

- Full day absences for personal reasons.
- Full day absences for sickness or disability, if TFPPCS, has a sickness or disability policy that provides for wage replacement benefits and you have exhausted or have not yet accrued enough leave time.
- Full day disciplinary suspension for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment for jury and witness fees or military pay.

Your salary will not be reduced for any of these reasons:

- Partial day absences for personal reasons, sickness or disability.
- Absences for jury duty, attendance as a witness or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.
- Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off from an employee's leave bank for full or partial day absences for personal reasons, or for sickness or disability, if the employer has a sickness or disability policy that provides for wage replacement benefits.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in answering your questions.

### ***Review Your Pay Check***

TFPPCS makes every effort to ensure our employees are paid timely and correctly. However, inadvertent mistakes can happen. When such mistakes are called to our attention, we will promptly make any corrections necessary. Please review your pay check when you receive it to make sure it is correct. If you believe a mistake has occurred or you have any questions, please use the reporting procedure outlined here:

### Non-exempt Employees

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. You must accurately record your hours in accordance with TFPPCS time keeping procedures. Your time record must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks. Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work you may perform but fail to report. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of TFPPCS policy for an employee to falsify or alter his or her or another employee’s time. It is also a serious violation of TFPPCS policy for any employee or manager to instruct another employee to report hours incorrectly or falsely. If any manager or employee instructs you to: 1) incorrectly or falsely under – or over-report your hours worked; or 2) alter another employee’s time records to report inaccurately or falsely that employee’s hours worked, you should report it *immediately* to your supervisor.

### Exempt Employees

If you are classified as an exempt, salaried employee, you will receive a set salary which is intended to compensate you for any hours you may work. This salary will be established at the time of hire or when you become classified as an exempt employee. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

## **Work Schedules**

The normal work schedule for all full-time employees is 8 hours a day, 5 days a week. Supervisors will advise employees of the time their schedules will normally begin and end. Staffing needs and operational demands may

necessitate variations in starting and ending times as well as in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

### ***Rest and Meal Periods***

Full-time non-exempt employees are provided with two (2) rest periods of fifteen (15) minutes in length each during each workday. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstation beyond the time allotted for that rest period.

Employees may not skip rest breaks to shorten the workday. TFPPCS expects that every employee will take his or her rest breaks. Any employee who believes that he or she is unable to take required rest breaks for any reason should report that situation to their supervisor immediately. Employees must obtain approval from their immediate supervisor before taking any break.

### ***Overtime***

Non-exempt employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Time off, whether paid or otherwise, for sick leave or vacation, will not be counted. TFPPCS will attempt to distribute overtime evenly and accommodate individual schedules.

Overtime work must be approved in advance by your supervisor or the Executive Director. Non-exempt employees should not start work before their scheduled start time or work beyond their accustomed ending time without such prior approval. TFPPCS provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek will be treated as overtime;

- Compensation for hours in excess of forty (40) for the workweek, or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh (7th) consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay; and
- Compensation for hours in excess of twelve (12) in one workday and in excess of eight (8) on the seventh (7th) consecutive workday in a workweek shall be paid at double the regular rate of pay.

Exempt employees are not entitled to receive overtime pay. In carrying out their responsibilities, exempt employees may often work long hours and extra days.

The workweek for calculating overtime begins at 12:01 a.m. on Sunday and ends at midnight on Saturday. The workday for calculating overtime is from 12:01 a.m. to midnight.

### ***Business Travel Expenses***

TFPPCS will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Executive Director.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual and documented costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by TFPPCS. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include these:

- Airfare or train fare for travel in coach or economy class at the lowest available rate.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.

- Cost of meals, no more lavish than would be eaten at the employee's own expense.
- Tips not exceeding 15 per cent of the total of a meal or 10 per cent of a taxi fare.
- Charges for telephone calls, fax and similar services required for business purposes.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by TFPFCS may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within ten (10) days. Reports should be accompanied by original receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expenses reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## **HEALTH AND SAFETY**

### ***Workplace Safety***

We support and provide a safe and healthful work environment for employees, participants, and visitors. This workplace safety program is a top priority for TFPPCS and it relies on the alertness and personal commitment of all.

TFPPCS offers information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improving safety in the workplace are requested to raise them with their supervisor or with another supervisor or manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act of 1970 and state and local regulations. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, where applicable or remedy such situations, may be subject to disciplinary action, up to and including suspension and/or termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with applicable laws and initiate insurance and worker's compensation benefits procedures.

### ***Substance Abuse***

TFPPCS is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can adversely affect an employee's work performance, efficiency, safety, and health, and, therefore, seriously impair the employee's job performance. In addition, the use or possession of these substances on the job

constitutes a potential danger to the welfare and safety of other employees and exposes TFPPCS to the risks of property loss or damage, or injury to other persons.

These rules and standards of conduct apply to all employees either on TFPPCS property or during the workday (including meals and rest periods). Behavior that violates TFPPCS policy includes, but is not limited to:

- Possession or use of alcohol, or being under the influence of alcohol while on the job.
- Driving on TFPPCS business while under the influence of alcohol or controlled substances.
- Distribution, sale, or purchase of an illegal drug or controlled substance while on the job.
- Possession or use of an illegal drug or controlled substance without a prescription, or being under the influence of an illegal drug or controlled substance, without a prescription, while on the job.

If you are taking a legal drug or other substance, whether prescribed or not, which could affect job safety or performance, you must notify your supervisor and provide a physician's written statement that the substance does not adversely affect your ability to safely and efficiently perform your job duties and/or provide any work restrictions. You need not disclose the drug or substance prescribed or the underlying condition for which the drug or substance was prescribed. This written statement must be provided to your supervisor before you report to your work. You may not be permitted to perform your job duties unless it is determined that you can do so safely.

Violation of these rules and standards of conduct will not be tolerated. TFPPCS also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, TFPPCS reserves the right to conduct searches of its property or employees and/or their personal property with or without notice to employees or consent, and to implement other measures necessary to deter and detect abuse of this policy, with or without notice to employees or consent, consistent with applicable law.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off TFPPCS property will not be tolerated because



such conduct, even though off duty, reflects adversely on TFPPCS. In addition, TFPPCS must keep people who sell or possess controlled substances off TFPPCS premises in order to keep the controlled substances themselves off the premises.

All employees should report evidence of alcohol or drug abuse to a supervisor or other manager immediately. If the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee is required to report the violation. Failure to do so could result in disciplinary action, up to and including termination of employment, for the non-reporting employee.

TFPPCS will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation consistent with applicable law. Employees desiring such assistance should request a treatment or rehabilitation leave. TFPPCS is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is TFPPCS obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to comply with the terms of any rehabilitation program, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect TFPPCS's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

TFPPCS may require employees to undergo drug and/or alcohol testing if it has reasonable suspicion that the employee is under the influence of drugs or alcohol while performing work for TFPPCS. In addition, TFPPCS may require drug or alcohol testing in connection with a work-related accident in accordance with state law.

### ***Smoking***

In keeping with TFPPCS's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is also prohibited in all TFPPCS activities. This policy applies equally to all employees, participants, and visitors.

### ***Emergency Closing***

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt TFPPCS operations. In extreme cases, these situations may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to appear for work may use available paid leave time such as unused vacation benefits.

### ***Visitors in the Workplace***

TFPPCS allows only authorized visitors in the workplace to ensure the safety and security of employees, families, and the facilities. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter TFPPCS at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on TFPPCS premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

### ***Use of Equipment and Vehicles***

Equipment and vehicles essential to accomplishing job duties are expensive and may be damaged, defective, or in need of repair. Prompt reporting of such damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

All TFPPCS employees whose job duties include driving a TFPPCS vehicle must first receive clearance from TFPPCS's insurance company. A copy of the employee's driver's license must be submitted at least one week prior to driving any TFPPCS vehicle.

If a TFPPCS employee uses his or her own vehicle for a work-related activity, the employee will not be covered by TFPPCS's auto insurance policy. Employees must maintain their own automobile insurance in compliance with state laws. If a TFPPCS employee plans to drive any TFPPCS participants in his or her own vehicle, the employee must provide TFPPCS with a copy of his or her current insurance coverage at least one week prior to doing so.

TFPPCS assumes no responsibility for fire, theft, collision, personal liability, parking, or moving violations at any time. All TFPPCS employees are expected to maintain a good driving record and inform their supervisor if they have an accident or moving violation.

Employees must report to their supervisor and pay any parking tickets they receive while using a TFPPCS vehicle.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

### ***Safe Use of Electronic Communication Devices While Driving***

TFPPCS's policy requires that all employees must use hands-free devices whenever using a cell phone while driving or safely pull off the road.

Employees may never communicate by text messaging or email while driving. Safety must come before all other concerns.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued electronic communication devices (*i.e.*, cell phones, pagers, or other wireless communication devices) for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of electronic communication devices while driving will be solely responsible for the payment of all traffic tickets that result from such actions.

Violations of this policy will be subject to disciplinary action, up to and including termination of employment.

### ***Security/Workplace Violence***

TFPPCS has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuables in or around your workstation that may be accessible. The security of facilities as well as the welfare of TFPPCS's employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify their supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

### ***Personal Property***

TFPPCS is not responsible for any personal property that is lost, damaged, stolen, or destroyed. We recommend that you do not bring personal items of value to TFPPCS. If you must bring valuable personal items, please see that they are left in a secure area or locked in a cabinet or drawer.

### ***TFPPCS Property***

Employees may use TFPPCS's property, equipment, materials, and information while employed with TFPPCS. While employees may decorate their office workspaces with their personal possessions (such as pictures, plants, and the like), employees must remember that property supplied by TFPPCS remains the property of TFPPCS. When circumstances raise a reasonable suspicion of improper or unlawful conduct, TFPPCS reserves the right to search any TFPPCS property (*e.g.*, personal computers, desks, lockers, or other storage areas) at any time. TFPPCS also reserves the right to inspect personal property (*e.g.*, tool boxes, purses, briefcases) on TFPPCS property. Refusal to allow inspection may lead to disciplinary action, up to and including termination of employment.

## **TECHNOLOGY POLICIES**

### ***Use of Phone and Mail Systems***

Personal use of the organization's telephone line for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse TFPPCS for any charges resulting from their personal use of the telephone line.

The use of TFPPCS paid-postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

### ***Use of Computer, Email and Electronic Resources***

Computers, computer files, the email system, technology resources, and software furnished to employees are TFPPCS property and, thus, are intended for business use. Employees should not use passwords, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer, email and technology resources usage may be monitored.

This policy applies to all technology resources that are owned or leased by TFPPCS, used on or accessed from TFPPCS premises, or used in connection with TFPPCS business. This policy also applies to all activities using any TFPPCS-paid accounts, subscriptions or other technology services, such as Internet and world wide web access, voicemail, and email, whether or not the activities are conducted from TFPPCS premises. Voicemail systems, email systems, computer systems, the computer network, and the data transmitted or stored therein are and remain at all times the property of TFPPCS. As such, all voicemail and email messages and data created, sent and received, and any and all information stored on computers and the computer network are and remain the property of TFPPCS.

Employees have no right of privacy in any information or file transmitted or stored through, or maintained in or on, TFPPCS's property, including its technology resources. The privacy of email, voicemail messages, and computer system messages cannot be guaranteed to anyone. Although voicemail, email, and TFPPCS's computer systems may accommodate the use of passwords or

codes for security, the reliability of such for maintaining confidentiality cannot be guaranteed. You must assume that any and all messages may be accessed by someone other than the intended or designated recipient. Use of passwords or other security measures does not in any way diminish TFPPCS's rights to access, monitor, and review materials on its systems, nor does it create any privacy rights of employees.

TFPPCS's technology resources are provided for the benefit of TFPPCS. Incidental personal use of TFPPCS's technology is, however, permitted, provided any personal use does not adversely affect your productivity, TFPPCS's business, or violate any TFPPCS policy. Communications must always be professional and in compliance with TFPPCS's policies. TFPPCS strictly prohibits any communications that contain explicit or implicit threats; disparaging comments about TFPPCS, its employees, participants, donors or vendors; information that may breach a person's privacy or publicity rights; misrepresentations of fact; or offensive, harassing, or derogatory language, graphics or images, which serve no legitimate business purpose.

You should not send email or other communications that either mask your identity or indicate that they were sent by someone else. You should never access any technology resources using another employee's password. Similarly, you should only access the libraries, files, data, programs, and directories that are related to your work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems, computer software programs, or other property of TFPPCS, or improper use of information obtained by unauthorized means, is prohibited.

Employees are prohibited from reading messages delivered to someone else's email, or from listening to someone else's voicemail, without proper authorization. Anyone who receives an email or voicemail message for which they are not the intended recipient must (i) read or listen only to what is necessary to determine that he or she is not the intended recipient, (ii) immediately inform the sender that the message was sent in error, and (iii) delete the message from the unintended recipient's mailbox.

TFPPCS's policies against discrimination and unlawful harassment apply fully to the use TFPPCS's technology resources. Therefore, sending, saving, displaying, receiving, viewing, storing, or transmitting any material that may reasonably be considered offensive to any employee is prohibited. Offensive material includes, but is not limited to, sexual comments, jokes, or images,

racial, ethnic, or gender slurs, gender-specific negative comments, or any comments, jokes, or images that would offend someone on the basis of his or her of race, color, age, sex, sexual orientation, gender identity, ancestry, national origin, disability, military service, religion, medical condition including genetic information, marital status, registered domestic partnership status, pregnancy, childbirth or related medical condition, veteran status, or membership in any other category protected by applicable federal, state or local law. Any use of TFPPCS's technology resources to harass or discriminate is unlawful, prohibited by TFPPCS, and/or violates TFPPCS's nondiscrimination and harassment policies. Violators will be subject to disciplinary action, up to and including termination of employment.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

TFPPCS purchases and licenses the use of various computer software for business purpose and does not own the copyright to this software for its related documentation. Unless authorized by the software developer, TFPPCS does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. TFPPCS prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### ***Internet Use***

Internet access to global electronic information resources on the World Wide Web is provided by TFPPCS to assist employees in obtaining work-related data and technology. The following guidelines and examples have been established to help ensure responsible and productive Internet usage:

- All Internet data that are composed, transmitted, or received via our technology systems are considered to be part of the official records of TFPPCS and, as such, are subject to disclosure to law enforcement or other third parties. All employees should ensure that the business

information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

- The equipment, services, and technology provided to access the Internet remain at all times the property of TFPPCS. As such TFPPCS reserves the right to monitor Internet traffic and to retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.
- The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any materials over the Internet has appropriate distribution rights.
- Abuse of the Internet access provided by TFPPCS, whether in violation of law or TFPPCS policies, will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The behaviors below are examples of actions and activities that are prohibited and can result in disciplinary action:
  - ✓ Sending or posting discriminatory, harassing, or threatening messages or images
  - ✓ Using TFPPCS's time and resources for personal gain
  - ✓ Stealing, using, or disclosing someone else's code or password authorization
  - ✓ Copying, pirating, or downloading software and electronic files without permission
  - ✓ Sending or posting confidential material, trade secrets, or proprietary information outside of TFPPCS
  - ✓ Violating copying law
  - ✓ Failing to observe licensing agreements
  - ✓ Engaging in unauthorized transactions that may incur a cost to TFPPCS or initiate unwanted Internet services and transmissions



- ✓ Sending or posting messages or materials that may incur a cost to TFPPCS's image or reputation
- ✓ Participating in the viewing or exchange of pornography or obscene materials
- ✓ Sending or posing messages that defame or slander other individuals
- ✓ Attempting to break into the computer system of another organization or person
- ✓ Refusing to cooperate with a security investigation
- ✓ Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- ✓ Using the Internet for political causes or activities, religious activities, or any sort of gambling
- ✓ Jeopardizing the security of TFPPCS's electronic communications systems
- ✓ Sending or posting messages that disparage another organization's products or services
- ✓ Passing off personal views as representing those of TFPPCS
- ✓ Sending anonymous email messages
- ✓ Engaging in any other illegal activities

### *Blogging*

"Blog" is an abbreviated version of "weblog," which is a term used to describe an individual's website featuring personal, diary-type commentary about one's personal thoughts; it is not authorized by, sponsored by, or sanctioned by an individual's employer. Blogging is not business-related and should not be done during work hours. For employees who may have their own blogs, it is important to note that the personal opinions contained on such blogs may contravene TFPPCS policy, as well as applicable laws, and can create potential legal liability for both TFPPCS and the individual blogger. You are to exercise personal responsibility whenever you blog and be mindful of the following guidelines:

- Do not disclose any information that may be considered confidential and/or proprietary. Do not disclose information obtained in the course of your employment with TFPPCS which has not been disclosed to the public, including, without limitation, anything related to TFPPCS inventions, trade secrets, intellectual property, strategy, financials,

products, product plans, participants, donors, vendors, competitors, policy, etc. Disclosing confidential and/or proprietary information is absolutely prohibited. TFPPCS's confidentiality policy applies even if you are not on work time. The disclosure of confidential and/or proprietary information will result in disciplinary action, up to and including termination of employment.

- Whether you are publishing your own blog or participating in someone else's, make it clear that you are expressing your own views and opinions, and that you do not speak on behalf of TFPPCS.
- Be respectful of your potential readers. Do not use discriminatory, harassing, or retaliatory comments, ethnic slurs, racial comments, off-color jokes, personal insults, libel, or slander, or engage in any other conduct that violates TFPPCS policy and/or applicable law.

### *Social Networking*

Social networking has increasingly become a form of communication for thousands of individuals throughout the world. A "social network" focuses on building online communities of people who share interests and/or activities, or who are interested in exploring the interests and activities of others. Most social network services are web-based and provide a variety of ways for users to interact, such as email and instant messaging services. Please be mindful of the following guidelines:

- Do not disclose any information that may be considered confidential and/or proprietary. Do not disclose information obtained in the course of your employment with TFPPCS which has not been disclosed to the public, including, without limitation, anything related to TFPPCS inventions, trade secrets, intellectual property, strategy, financials, products, product plans, participants, donors, vendors, competitors, policy, etc. Disclosing confidential and/or proprietary information is absolutely prohibited. TFPPCS's confidentiality policy applies even if you are not on work time. The disclosure of confidential and/or proprietary information will result in disciplinary action, up to and including termination of employment.
- Be respectful of those with whom you communicate, especially other employees, vendors, participants, independent contractors, clients, and potential clients. Do not use discriminatory, harassing, or retaliatory

comments, ethnic slurs, racial comments, off-color jokes, personal insults, libel, or slander, or engage in any other conduct that violates TFPPCS policy and/or applicable law.

### ***Workplace Monitoring***

Workplace monitoring may be conducted by TFPPCS to ensure quality control, employee safety, security, and participant satisfaction.

Employees who regularly communicate with participants via the telephone may have their conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through target training. Improved job performance enhances our participants' image of TFPPCS and satisfaction with our service.

Computers furnished to employees are the property of TFPPCS. As such, computer use and files, including email use and related files, may be monitored or accessed. TFPPCS asks you to keep in mind that, when you are using TFPPCS's computers and other wireless communication devices, you are creating TFPPCS documents using TFPPCS assets.

TFPPCS reserves the right to retrieve, access, review, copy, read, listen, monitor, disclose, or delete any message, file, or data composed, sent, or received via voicemail, or email, or sent or received via the Internet, handheld electronic devices, or stored on TFPPCS's computers or on the computer network, at any time, with or without advance notice, in order to serve the needs of TFPPCS's business. All information, including text and images, may be disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

Monitoring may be performed by observation or through aural, mechanical, electronic, or other means. Monitoring may take place on a regular or random basis and may be used to monitor your job performance, for training or quality control purposes, to determine compliance with TFPPCS policies, to investigate employee misconduct, to assess compliance with TFPPCS's policies, to evaluate personal use of TFPPCS's technology resources, or for other business reasons.

Additionally, TFPPCS reserves the right to install "Blocking" hardware and software on TFPPCS equipment and premises to preclude employee access to websites TFPPCS deems inappropriate.

All information, including voicemail and email messages and files that are created, sent, or retrieved over TFPPCS's technology resources is the property of TFPPCS, and should not be considered private or confidential from TFPPCS. Employees should also be aware that even when a file or message is erased or a visit to an Internet or website is closed, it is still possible to recreate the message or locate the website.

Because TFPPCS is sensitive to the legitimate privacy rights of employees, every effort will be made to conduct workplace monitoring in an ethical and respectful manner.

### ***Social Security Number Privacy***

Officers and employees are permitted to access and use certain personal information, such as Social Security Numbers, only as necessary and appropriate for such persons to carry out their assigned tasks for TFPPCS and in accordance with TFPPCS policy.

The unauthorized access, viewing, use, disclosure, or the intentional public display of such information and the unauthorized removal of documents from TFPPCS premises that contain social security number information is prohibited and can result in discipline, up to and including termination of employment.

If you come into contact with Social Security Numbers or other sensitive personal information without authorization from TFPPCS or under circumstances outside of your assigned tasks, you may not use or disclose the information further, but must contact your supervisor and turn over to him or her all copies of the information in whatever form it exists.

When necessary, documents containing social security information will be properly destroyed through shredding or other means prior to disposal to ensure that confidential social security information is not disclosed.

For more information about whether and under what circumstances you may have access to this information, review your job description or contact your supervisor.

## **EMPLOYMENT TERMINATION**

Ending of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are

examples of some of the most common circumstances under which employment ends:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the organization.
- Layoff- involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of services, and any other criteria for retirement from the organization.

TFPPCS will often schedule exit interviews at the time of employment termination. The exit interview will give an employee and TFPPCS an opportunity to discuss such issues as employee benefits, conversion privileges, and repayment of outstanding debts to TFPPCS or return of TFPPCS -owned property. During the exit interview, the employee has an opportunity to share suggestions, complaints, and questions.

Since employment with TFPPCS is based on mutual consent, both the employee and TFPPCS have the right to terminate employment “at will,” with or without cause, at any time.

Whenever possible, the employee is requested to submit, in writing, a signed statement of resignation that identifies the reasons for resignation, the anticipated date of termination, and the name of the new employer if the employee has found other employment. Although notice is not required, TFPPCS also requests that employees give two weeks advance notice of their intent to resign. Except for unusual or extenuating circumstances, failure to give advance notice may result in the employee being permanently ineligible for rehiring by TFPPCS. TFPPCS, however, reserves the right to accept a resignation immediately, and to recognize the resignation date as any date it chooses between the date the resignation is submitted and the date requested by the resigning employee as the last date of employment. The actual date of your resignation or termination will determine the final date of your active employment with TFPPCS, and no accrued vacation can be used to extend the date of your resignation for employee benefits or any other reason.

If your employment is terminated, you should complete the following activities before your last day of work:

- Return all property (including but not limited to information, materials, keys, equipment, records, computer disks, rolodexes, and documents) belonging to TFPPCS; and
- Remove all of your personal property from TFPPCS.

All unused accrued vacation, along with all other wages due, will be paid upon Termination in accordance with applicable law. You will receive your final paycheck and information regarding COBRA consistent with applicable law.

## **ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK AND UNDERSTANDING OF AT-WILL EMPLOYMENT STATUS**

I acknowledge that I have received a copy of the The Family Place Public Charter School, Inc. ("TFPPCS") Employee Handbook ("Handbook"). I understand that I am responsible for knowing and adhering to the policies set forth in the Handbook during my employment with TFPPCS. I understand that the statements contained in this Handbook are guidelines concerning some of TFPPCS's policies and benefits, and do not create any contractual or other legal obligations. I have read and I understand the contents of these policies, and I have been given the opportunity to ask any questions I might have about policies that I did not understand. I understand and agree that if the terms of this Acknowledgment are inconsistent with any policy or practice of TFPPCS now or in the future, the terms of this Acknowledgment will control.

I recognize that this Handbook cannot anticipate every situation or answer every question about my employment by TFPPCS. I understand that TFPPCS reserves the right to change or revise all or any portion of this Handbook – except the at-will employment policy – without advance notice and at any time that TFPPCS, in its sole discretion, deems that revision is appropriate or necessary.

I understand and agree that my employment with TFPPCS is at-will, and can be terminated with or without cause or notice by either TFPPCS or myself. I also understand that no supervisor or any other employee of TFPPCS other than the Executive Director has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the at-will relationship described above. The at-will relationship will remain in effect throughout my employment with TFPPCS unless it is specifically modified by an express written agreement signed by the Executive Director and me.

I acknowledge that these statements about the at-will nature of my employment constitute the complete understanding between TFPPCS and me regarding this subject, and I agree that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to subjects covered in this Acknowledgment.

[SIGNATURE PAGE FOLLOWS]

Acknowledged and Accepted:

DATE:

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

DATE:

\_\_\_\_\_

\_\_\_\_\_  
Employer Representative