



DC Bilingual Public Charter School

Employee Handbook

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Section 1 – About Us

Welcome to DC Bilingual...

At DC Bilingual our greatest asset is our loyal, well-informed employees. The continuing success of DC Bilingual (The School), is attributed to employees who are responsive to our students' and families' needs, are friendly, are willing to work hard, and uphold complete integrity. You have been selected to join our organization because we believe you have the necessary qualities and the desire to help us continue to succeed.

Accordingly, this employee handbook is intended to promote understanding and administration of the policies, procedures, and benefit programs of our School. In general, it will describe what you may expect from us and what we may expect from you as an employee. Your contributions will be an important part of our team, and we, in turn, intend to provide you with opportunities for personal growth and job satisfaction.

These policies are being presented in an easily amendable format to reinforce our philosophy that, while these policies are current, they are subject to change. If you have any questions, please bring them to the attention of your manager or immediate supervisor. We believe that all questions and concerns can be resolved through an on-going dialogue between members of administration and our employees.

Our record of achievement is due, in large part, to the ability, loyalty and teamwork of our employees. I am happy to have you join our School, and I look forward to a mutually beneficial association.



Daniela Anello
Head of School, DC Bilingual



About DC Bilingual (The School)

DC Bilingual Public Charter School (DCBPCS) is a learning community that ensure high academic achievement for all students in both Spanish and English by developing leadership and values in all cultures found within the School.

We were founded in 2004 in the District of Columbia, and we serve more than 400 students in grades Pre-K3 through 5th grade throughout the District. All grades undergo a two-way immersion learning program in Spanish and English, regardless of their home language.

Each member of the School believes strongly in the mission and guiding values of the entire organization. All decisions made within the School are guided by the standards set forth in our values. Our culture is also driven by our values and our philosophy. We have a team oriented culture, and the foundation of the culture is centered on our values. With the values we hold, and the philosophy of how we interact with individuals on a daily basis, we uphold the highest standards of service and provide the best care and environment for our students and families.

Mission Statement of the School

DCBPCS is a learning community that ensure high academic achievement for all students in both Spanish and English, develops leadership, and values all cultures.

Values

The School seeks to implement an academically demanding dual language program to foster bilingualism and bi-literacy for all children. DCBPCS's mission is guided by the following principles:

- Every child has a right to a quality education
- Parents have an important role to play as partners with us in their children's education
- Effective schools value children's language and culture
- Continuity of care can help children building trusting relationships and a positive self-image
- Every member of a learning community can contribute to its strength and excellence by committing to life-long learning

DCBPCS Rights/Handbook Disclaimer

Welcome to the School! It is our hope that all employees will enjoy their experience working in our organization. The School's Employee Handbook is designed to answer questions that employees may have concerning our practices and policies. The provisions of these policies, with respect to employment, may be changed at any time, with or without advance notice. They are guidelines only and will be modified, eliminated, or otherwise altered when deemed appropriate by the School. At times, because of the nature of our business, it may be necessary for certain departments to have more stringent work rules. In the event that a department does have more stringent work rules, those rules must be observed. The policies in this handbook supersede all previous verbal and written policies.

All policies and procedures included in this handbook are monitored by the Human Resources Department. Should you have any questions or concerns regarding these policies and procedures,



please contact the Human Resources Department. We ask that you thoroughly read and understand this handbook.

Complaint/Concern Procedure

We recognize that open communications can help facilitate better relations with our employees. In order to facilitate communication, the following steps have been established to assist the employee in voicing a concern:

1. If an employee has a concern or problem at work, he/she may arrange to speak privately with his/her supervisor
2. The supervisor should assess the employee's concern and make an effort to resolve the concern
3. If the employee is dissatisfied with the supervisor's response, the employee may bring the issue to the attention of the Principal or the Human Resources Department. He/she will review the issues with the employee and seek to resolve the issue by balancing the concern of the employee with the responsibilities of our School
4. If the issue or problem remains unsolved, the matter may, at the request of the employee, be personally reviewed by the Head of the School. The decision of the Head of the School will be final
5. If the employee's issue or concern is related to any of the following, the Human Resources Department or the Principal should be notified immediately:
 - a. Allegations of illegal activity on the part of any employee
 - b. Allegations of harassment or obscene activity
 - c. Allegations of unethical behavior or behavior detrimental to the organization
 - d. Any other behavior or activity that would cause harm to the School or reputation of the School

If, for any reason, you fail to get satisfaction from your supervisor, or if you feel that you cannot use the problem resolution process described above, please seek out the person in the Administration that you feel might best be able to assist you.

If a parent comes to you with a complaint about one of your coworkers, please direct the parent to speak with someone within Administration to handle the issue or concern. At no time is it appropriate for you to resolve the issue or concern yourself if this situation were to happen.

Confidentiality

Employees that are given access to confidential information, data, DCBPCS property, keys to the School's premises, or any other DCBPCS related property or information in the performance of their duties must protect and use the information for the interest of DCBPCS. Employees may not disclose or use any part of any confidential information outside of their job duties performance and in the interest of the School. Employees may not authorize or be involved in the inappropriate use or disclosure of confidential information during, or after, their employment without the School's written consent, other than what is required by law.



Confidential information includes, but is not limited to, any information in any form relating to DCBPCS which is not public domain. Employees must act in good faith towards DCBPCS and must prevent the unauthorized disclosure of any confidential information.

Personnel and student records are legally protected and must be treated as such. This means, as required by law, personnel files are to be kept in locked file cabinets at all times, except when they are being reviewed or supplemented by an authorized employees. Personnel and student files should never leave the office, except as permitted by DCBPCS's Confidentiality policy. It is illegal and unethical to discuss certain matters with friends, family, relatives, or anyone else, unless ordered to do so by a court or otherwise required to do so by law. Prospective employers, financial institutions, and residential property managers may contact the School to request information about a former or current employee's work history and salary. All such requests must be referred to and completed by the Principal. For written requests, information will be provided on the request form only when it's accompanied by a signed authorization from the employee to release the requested information. The written form will be returned directly to the requesting party. In the case of prospective employers, the disclosure will be limited to dates of employment and job title only, unless the employee provides written consent for the Head of School or Principal to provide a reference.

Employees may view their employee file by scheduling an appointment with the Head of School, Principal, or HR Department in writing. The person with whom the appointment is scheduled must remain present at all times. Employees may request photocopies of documents in their file. They may not remove or add documents without the explicit agreement of the Principal. No employee is allowed to see another employee's file, unless it is required for legitimate business purposes.

If an employee leaves the School, he/she must return all information-bearing items in his/her possession, whether or not containing confidential information, including but not limited to: access cards, keys, discs, USB storage sticks, other storage media, notebooks, reports, and others from any third party which contains confidential information of the School.

If it is determined that a violation has occurred of the Confidentiality policy, it may result in disciplinary action, up to and including termination.

Equal Employment Opportunity Statement

The School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The School complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

The School expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of The School employees to perform their expected job duties is absolutely prohibited.



Open Communications

Communication is a joint responsibility shared by the organization and its employees. If you have any questions about the information contained in this handbook or about any other aspect of your job, we welcome your questions.

Your opinions, suggestions and questions are important to us. Feel free to talk with any member of the administration about an issue at work that concerns you. We will attempt to provide you with honest, straightforward responses to your questions and comments.

If a working relationship with a co-worker is preventing you from accomplishing your job requirements, we encourage you to approach that person first and attempt to resolve the issue. If that does not resolve the problem, go to your supervisor next. In some cases, you or your supervisor may decide to refer the problem to the next higher level of management. If a problem arises and you feel you cannot use normal channels, you may also speak with any member of the administration with whom you feel comfortable. All discussions will be held in confidence whenever possible.



Section 2 – About Your Workplace

Americans with Disabilities (ADA)/Americans with Disabilities Amendments Act (ADAAA) Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the School to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the School's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, termination, compensation, training or other terms, conditions and privileges of employment.

The School will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the School. Contact the Human Resource department with any questions or requests for accommodation.

Anti-Retaliation Policy

The School strictly prohibits any form of retaliation against any employee for filing a good faith complaint concerning discrimination, harassment, or for truthful, good faith assistance in a complaint investigation. Any employee who believes he or she has been subjected to retaliation in violation of this policy should immediately report the retaliation to Human Resources or to any member within the School's administration.

The School treats all claims of retaliation seriously. Complaints of retaliation will be investigated promptly, and as appropriate, actions will be taken to resolve such complaints. Any employee who, after appropriate investigation, is found to have violated any of the School's policies, will be subject to disciplinary action, up to and including termination of employment.

DCBPCS Equipment and Electronics Use Policy

Our organization maintains equipment and electronics for the conduct of its business. This includes, but is not limited to, telephone (and voicemail) systems, Information Technologies (computer, internet, software and email) systems and other equipment such as faxes, copiers, printers, scanners, etc. The School has established the following policies with regard to access and use of these resources. Adhering to these policies protects the organization's resources and allows systems to run most efficiently in order to enable employees to carry out their job responsibilities.

Telephone

- The School requests that employees do not conduct incoming and outgoing personal calls



- Personal use of the School's telephones for long-distance and other toll calls is not permitted. Noncompliance may lead to disciplinary action, up to and including termination
- Employees may not use the School's telephones when making local personal calls. If a personal call must be made, please place the call on a personal phone while restricting this activity to meal periods or immediately before for after work hours, or with prior permission from management
- Everyone who has a voicemail box should program it with internal and external greetings in his/her own voice. If an employee is expecting to be out of the office for a period of time, he/she should change their personal greeting so that callers will know they are out of the office and who they may contact in the employee's absence

Information Technologies (E-mail, Internet and Electronic Communications)

- Please note that all equipment and data stored in the School's equipment and systems are and at all times remain the exclusive property of the School. As such, all messages created, sent, received or stored in these systems are the property of the School
- Google Docs should only be shared with other DCB employees. If a non-DCB employee asks for a document on Google Docs, you will need to send the document as a PDF instead of sharing the Google Doc
- The computing resources of School-owned computers and systems have storage and performance limitations. Please be mindful that their capacity at any given time is limited
- Computers can create garbage as fast as they can create solutions. Review your files periodically to make sure they are still needed and accurate. Delete obsolete files. Organize current files into meaningful directory structures and file names – this will greatly enhance productivity as well as efficiency of file retrieval
- Users should observe resource limitations as shared and limit their individual storage requirements to a minimum. This includes deleting unnecessary, duplicate or outdated files and email messages
- Personal use of School computers, email and internet should not be used during work hours, including social media or online shopping use
- Unattended workstations should never be left logged on for an extended length of time or overnight. Workstations left unattended for a brief period of time should be protected by a password-enabled screen saver
- Employees are responsible for keeping passwords confidential and changing them when directed
- Solicitation for non-job-related activities, unlawful activities or commercial purposes not under the auspices of the School is strictly prohibited
- Composing, displaying, seeking, storing or distributing any offensive or disruptive messages (among those considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religion, political beliefs, national origin, or disability or any other characteristic protected under the law) is strictly prohibited
- The transfer of any proprietary school information through use of telephone, email or internet to anyone other than a bonafide customer or potential customer is unacceptable and grounds for termination. All electronic transmissions of proprietary information should be marked "confidential"

The School's resources are not unlimited—bandwidth and storage capacity have finite limits, and all employee connected to the School's systems have a responsibility to conserve resources. Employees must not deliberately perform acts that waste resources including, but not limited to, unnecessary printing, wasting toner and paper, spending excessive amounts of time on the Internet, unnecessary uploading or downloading large files, accessing streaming audio and/or video related files, and otherwise unnecessary loads on the network traffic associated with non-business related use of the Internet.

The School and its designated agents retain the right to inspect any computer file on any computer system owned by the School. Users should not have the expectation of privacy as to any material stored in any electronic files or on the internet or with respect to use of any such media. Remember that any file or email created can most often be retrieved through backup files. These policies apply to all categories of employment and compliance is a term and condition of employment; noncompliance may lead to disciplinary action, up to and including termination.

DCBPCS Property Policy

Employees are responsible for safeguarding and exercising care when using school property, specifically issued or otherwise. Negligence in the care and use of school property will result in discipline, up to and including termination. Each supervisor/manager is responsible for instructing employees on the proper use of school property and equipment.

School property should only be taken off the premises with knowledge and authorization of management and only when there is a business need. If school property is damaged by you, i.e., dropping your laptop on concrete, you are responsible for the repair or replacement of the property.

The School may conduct searches for illegal drugs, stolen property, weapons, alcohol, or other items improperly stored on school property when there is reason to suspect that these items are present. Searches may include, but are not limited to lockers, desks, clothing, toolboxes, lunch boxes, briefcases, purses, or other containers. Failure on the part of any employee to cooperate with a search on school property will be subject to disciplinary action, up to and including discharge.

Property issued to employees including, but not limited to hardware, telephones, software, uniforms, manuals, books, proprietary information, student/medical records, and business records must be returned if employment with the School ends, regardless of the circumstances.

Dress Code

A neat, tasteful appearance contributes to a positive impression you make on our customers. You are to be suitably attired and groomed during working hours or when representing the School.

Employees are to present a professional, business like image to customers, prospects, and the public at all times. Favorable personal appearance is an outgoing requirement for employment with the School. Radical departure from conventional dress or personal grooming and hygiene standards are not permitted.



If your attire or grooming habits are not suitable as determined by your immediate supervisor or department head, you may be asked to leave your worksite until you are properly attired. Non-exempt employees will not be paid for the time they are off the job for this purpose. Your immediate supervisor or department head has the sole authorization to determine appropriate dress, and anyone who deliberately or consistently violated this standard will be subject to appropriate corrective action.

Families, students, and the public are welcome to visit our offices at any time. As such, we request that you dress in a professional manner in order to best reflect the School and yourself. You may dress in business casual clothing or you can wear jeans with a nice top and shoes. If you wear jeans, you must wear a DCB pin or you can wear DCB apparel with jeans.

Our goal is to allow everyone to feel comfortable at work, yet always look professional. If you have any questions about any particular clothing items, please ask your immediate supervisor, department head and/or call the Human Resources Department.

You may be asked to return home for change of clothes if your supervisor finds your clothes to be unacceptable. The School reserves the right to change this policy or to disallow casual dress should appropriate attire to become an issue.

Drug and Alcohol-Free Workplace

As a part of the School's ongoing commitment to a safe and healthy work environment, we maintain a drug-free workplace. Any employee who reports to work while under the influence of drugs or alcohol runs the risk of endangering his/her safety and the safety of others, destruction of or damage to personal or School property, and a loss of productivity and workplace morale.

All employees must comply with the School's policy. Failure to comply with the guidelines of this policy can result in disciplinary action, up to and including termination.

It is unlawful to manufacture, distribute, dispense, possess, use, and/or be under the influence of a controlled substance, including cannabis and alcohol, while on school property. The serving of alcohol at an official event that occurs during non-working hours may be approved by a member on the administration team.

Leave may be granted for medical treatment if the employee agrees to abstain from the continued use of the substance, provided the leave will not cause the School an undue hardship. If you have any questions relating to this, please contact the Human Resources Department for more information.

The legal use of controlled substances prescribed by a licensed medical physician is permitted so long as it does not impair the employee's ability to perform the essential functions of the job and does not endanger coworkers or students at the School.

All active employees may be required to submit urine, blood, hair or breathe alcohol specimen to determine the presence of alcohol or drugs in the following instances:

- As a condition to employment, in compliance with the Omnibus Transportation Employee Testing Act of 1991, for "safety-sensitive" positions, such as commercial drivers



- Whenever an employee is involved in an accident, resulting in injury or damage to school property, while on duty
- Whenever cause exists to reasonably suspect that an employee's health or ability to perform his or her work may be impaired based upon behavior, observations, or other sufficient evidence.
- When an employee is observed using or possessing alcohol or other drugs while at work.
- Any other circumstances that give the School reasonable cause to believe an employee may be using drugs or alcohol at work or have the presence of alcohol or other drugs in the body.

Employees refusing to submit to a test, or testing positive for drugs and/or alcohol, will be subject to disciplinary action, up to and including termination. An employee who tests positive for drugs and/or alcohol has the right to appeal the results and have the original re-tested at his/her expense.

Employment-at-Will

This handbook is not an employment contract. The policies, practices and procedures described herein are not conditions of employment. Continued employment is voluntary and you are free to resign at any time, for any reason. Similarly, we have the right to terminate your employment at any time, for any reason. Nothing in this Handbook creates any legal right or entitlement to continued employment, to employment under any specified conditions or standards, or to the utilization of specified procedures in the employment relationship. What someone may tell you does not modify the written contents of this handbook. No written or verbal statement by a supervisor, by anyone in administration, or by another employee should be construed as a contract or a guarantee of continued employment or to specified conditions of employment. Offer letters of employment are not contracts and are not intended to bind the School to any specific pay, benefits, bonuses or other reimbursements. We are a diverse and dynamic organization that must respond to the changing needs of those we serve. These policies are subject to change at any time, with or without notice. This Handbook does not include all the terms and conditions of employment.

Harassment Policy

We believe that each of us should be able to work in an environment free from any form of harassment, including race, gender, sexual orientation, religion, or any other characteristic protected by law. To ensure that all of us enjoy a harassment-free workplace, we prohibit any offensive, physical, written or spoken conduct of a sexual or derogatory nature or based on any other characteristic protected by law. Anyone engaging in sexual or other harassment will be subject to discipline, up to and including termination.

The very nature of harassment makes it difficult to detect unless the problem is reported. Employees experiencing harassment, therefore, are strongly encouraged to file complaints. Complaints should be directed to the employee's manager or immediate supervisor or any other member of the administration with whom the employee feels comfortable.

Complaints will be treated as confidentially as possible in light of the School's need to fully investigate the matter and take appropriate disciplinary action. In all cases, great care will be taken to preserve the dignity and privacy of all persons involved. Employees who report harassment or who assist in the investigation of a complaint of harassment will not be subject to retaliation of any kind.



Complaints will be promptly and thoroughly investigated. Depending on the nature of the alleged harassment, interim measures may be taken. These measures might include temporary reassignments or separating the alleged harasser and the employee alleging the harassment. If the investigation reveals that an employee has engaged in sexual or other harassment, that employee will be subject to disciplinary action, up to and including termination.

All managers and supervisors are responsible for the implementation of this policy and for ensuring that employees know and understand this policy. All employees will be held responsible and accountable for eliminating prohibited conduct. However, if it is determined after an investigation that an employee willfully and intentionally provided false information regarding the complaint, that individual will be subject to disciplinary action, up to and including termination.

Immigration Status

In accordance with Federal law, it is our policy to employ only those individuals who are legally eligible to work in the United States.

The Immigration Reform and Control Act of 1986, as amended, requires employers to verify the identity and work eligibility of all individuals hired by the School within three (3) days of employment. The required documentation will be consistent with the current immigration laws, as amended.

Changes in immigration status must be reported to the Human Resources Department as soon as they occur. Failure to make such report or any misrepresentations, falsifications or material omissions in any of this information or data may result in the School's exclusion of the individual from further consideration for employment, or if the person has been hired, the School's termination of their employment.

Job Duties

General job responsibilities are assigned to every employee. It is not economically feasible to maintain additional employees to act as back-up persons for each job. Therefore, at times, you may be asked to go beyond your usual job responsibilities to assist or fill in for another employee.

Our organization encourages all employees to continually improve in their job skills and within the department in which they work. Anyone interested in job advancement or career opportunities is encouraged to talk with their manager or the Human Resources Department.

Employment Status Changes

It is our policy that all promotions, reclassifications, transfers and layoffs for lack of work are made so that employees are treated as fairly and equitably as is practical. We will consider an employee's skill, ability, work record and length of service in cases of promotion and layoff.

Promotions

A promotion is an employer-initiated process. Department heads may initiate the procedure and recommend employees for an open position. An employee's eligibility for promotion will be determined by the requirements of the new job. Additionally, employees must have held their current position for at



least six (6) months, have a satisfactory performance record, and must not have any disciplinary actions in their file.

Internal promotion opportunities are posted on the employee bulletin board, as well as announced on the School's website. Employees seeking promotion may also be required to have a medical examination if the examination is job-related and consistent with business necessity. All promoted employees will be subject to the provisions of a new probationary period for their new positions.

It is against School policy to base promotion decisions on certain protected characteristics, including but not limited to: race, color, religion, national origin, age, disability, veteran status, sexual orientation, or any other characteristics protected by state and Federal law.

Transfers

When a position becomes available, every possible effort will be made to fill the position with a qualified DCBPCS employee. Positions will be filled based on the individual's abilities, past performance, and his/her qualifications.

The majority of vacant or open positions are communicated through the School's website, email, and posted internally on the Human Resources Boards, and they are also updated on a regular basis. Any interested individual should contact the Human Resources Department for more information or how to apply for an open position.

Regular part-time employees are eligible to transfer to a full-time position, as long as he/she show satisfactory performance, possess the required experience, skills, and education after he/she completes the 90 day probationary period. Once an employee decides to apply for another position within the School, he/she must notify the Human Resources Department and his/her immediate supervisor. If an offer is extended and accepted, the Human Resources Department will notify the employee's immediate supervisor. The employee may be expected to stay in his/her current position for 15 to 45 days until a qualified replacement is found.

Demotions

A demotion can occur when:

- An employee is reassigned to a position with a salary range that is lower than the salary range of his/her former position
- An individual is assigned to a position which requires performance at a significantly decreased responsibility or complexity
- An employee is unable to perform adequately in his/her current position
- As a result of a reorganization
- As a result of disciplinary action

If a demotion occurs because the employee was unable to perform his/her job to satisfaction or as a result of disciplinary action, the employee's salary cannot exceed the maximum of the new salary range.

If a demotion occurs as a result of a reorganization (not due to the employee's performance), and his/her salary is above the maximum of the new salary range, his/her salary would remain fixed as the current salary level until the maximum of the new salary range is increased and exceeds his/her salary.



Probationary Period

The first ninety (90) days of employment will be considered a probationary period for new employees. This period is an essential part of the training and evaluation of new employees. Where circumstances warrant, the probationary period may be extended at the discretion of the School. Further, successful completion of the probationary period is not a guarantee of continued employment. Completion of the probationary period does not customarily necessitate a payroll change.

Personal Appointments

All employees are encouraged to schedule personal appointments outside of regularly scheduled hours of work whenever possible. If it is necessary to be absent, or if you have to leave for a personal appointment, please notify your manager or immediate supervisor as soon as possible, but no later than the day before such an appointment.

Personnel Records

The School relies on the accuracy of information contained in the employment application as well as the accuracy of other data presented by the employee throughout the hiring process and employment relationship. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the School's exclusion of the individual from further consideration of employment or, if the person has been hired, the School's termination of employment.

It is the responsibility of each employee to promptly notify the School of any changes in personal data. Changes could affect tax withholding or insurance coverage, therefore the Human Resources Department must be notified in writing of any changes in the following information: name; address; telephone number; marital status (for benefits and tax purposes); births and deaths; names and number of dependents and changes in the dependent(s)' eligibility for benefit purposes; address and telephone number of dependents and spouse/former spouse (for benefit purposes only); beneficiary designations for any School insurance, disability and pension/profit-sharing plans; person to be notified in case of emergency; arrest/conviction records; and/or changes in immigration status. It is also the employee's responsibility to obtain and maintain all job-related licenses and/or certifications. These licenses and/or certifications must also be in the employee's personnel file on site.

Access to an employee's confidential personnel records is limited to management, the employee, and/or his/her designated representative(s). If an employee wishes to review his/her personnel record, he/she must submit a written request to the Human Resources Department. During the review, a representative from the Human Resources Department will be present.

Smoking Policy

In the District of Columbia, it is illegal for any person to smoke in and around the building or in an area where it is prohibited. It is also a violation of state law for an employer, owner, manager, or person in an authority position to permit smoking in prohibited areas or failing to post "No Smoking" signs. This policy applies to all tobacco products, including electronic cigarettes. If someone: smokes in a prohibited area; obscures, removes, defaces, mutilates, or destroys any sign posted in accordance with the law;



fails to post or maintain warning signs; fails to notify a person observed smoking; he/she may be imposed with fines or penalties.

Social Media Policy

The School recognizes the growing importance of online social media and networks as a communication tool. This policy includes employees' use of such networks including personal websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other kind of social media. The School respects the right of employees to use these media during their personal time. Personal use of these media during School time or on School equipment, however, is prohibited. The School takes no position on employees' decisions to participate in the use of social media networks. In general, employees who participate in social media are free to publish personal information, without censorship by the School. Given that employees' personal use of social media may negatively reflect on the School, however, the School retains the right to take adverse employment actions against any employee if it determines that such employee's social media use has negatively impact the School. Accordingly, the School has developed the following guidelines for the personal use of social media:

- The School prefers that employees not identify themselves as School employees on personal social media sites, in order to preserve the distinction between their personal lives and their professional roles. To the extent that there is any question whether an employee's use of social media is personal in nature or as an employee, the employee must state in clear terms that the views expressed are the employee's alone and that they do not necessarily reflect the views of the School.
- Employees who participate in social media may still decide to include information about their work at the School as a part of their personal profile as it would relate to a typical social conversation This may include:
 - Work information included in a personal profile, to include school name, job title, and job duties.
 - Status updates regarding employee's own job promotion.
 - Personal participation in School sponsored events, including volunteer activities.
- School employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. Be mindful, however, that there are limitations to privacy settings. Private communication published on the internet can easily become public. Furthermore, social media sites can change their default privacy settings and other functions. As a result, employees should ensure that they understand the rules of the social media site being utilized.
- All School policies, including those regarding the protection of confidential information and prohibiting discrimination and harassment apply to employees' use of social media.
- Employees are prohibited from disclosing information on any social media network that is confidential or proprietary to the School or to a third party that has disclosed information to the School. For example, employees must not disclose or post personally identifiable student information.
- Employees are prohibited from displaying the School logo, linking to the School's website, or posting any School material on any personal social media site without permission from the School. Also, they may not post images of co-workers without the co-worker's consent. Finally, employees are prohibited from posting any non-public images of the School's premises, property, students, and families.



- Employees are prohibited from acting as a spokesperson for the School or posing as a representative of the School.
- Employees are prohibited from engaging in any use of social media that is discriminatory or which constitutes harassment, including toward other employees, students, or parents.
- Employees may be required to disclose annually to the School whether or not they have a personal website or web blog.

An employee, who is responsible for a social media posting that fails to comply with the guidelines set forth in this policy or that otherwise causes harm to the School, will be subject to discipline up to and including termination. Employees will be held responsible for the disclosure, whether on purpose or inadvertent, of confidential or proprietary School information, information that violates the policy rights or other rights of a third party, and for the content of anything posted on the social media. Further, employees may be liable for monetary damages for such disclosure.

Anything posted on an employee's website or web log or other internet content for which the employee is responsible for, will be subject to all School policies, rules, regulations, and guidelines. The School is free to view and monitor an employee's website or web log at any time without consent or without prior approval.

Finally, employees should let their supervisor, the Human Resources Department, and/or Administration know if they encounter incorrect information about the School that might randomly appear online. Employees themselves should not attempt to correct any such information that appears online about the School that is not theirs.

Nothing in this policy is intended to prevent non-supervisory employees from union organizing activity or from discussing the terms and conditions of employment for the purposes of concerted action, consistent with the National Labor Relations Act and other applicable laws. While the School views its compensation practices as confidential business information with respect to those outside of the School, employees may disclose compensation information internally or to their employee representatives or in response to inquiries from applicants.

Solicitation

Our employees are encouraged to actively participate in civic affairs and worthy charitable activities. However, in order to prevent disruption of operations, interference with work and inconvenience to other employees, solicitation for any cause or distribution of literature should be discussed with your manager prior to distribution. Work time is defined as that time when an employee should be working. An employee who is not on work time may not solicit an employee who is on work time for any cause or distribute literature of any kind to that person without prior permission by a manager. Work time does not include lunch periods or breaks.

Persons not employed by our organization normally may not solicit for any purpose or engage in distribution of literature of any kind on School premises at any time. Exceptions to this policy must be approved, in advance, by management.

Standards of Conduct



We expect business-like, professional conduct from our employees. In general, this means that we expect employees to maintain the following examples of appropriate conduct, including but not limited to:

- Prompt and regular attendance
- Professional ethical behavior at all times, including a respectful demeanor to all coworkers and management
- Complete attention and efforts to work matters during work time
- Acceptable standards of work quality and quantity
- Compliance with and support of our safety and housekeeping guidelines
- Individual integrity (e.g., employees will not falsify records, including time worked, or misrepresent reasons for absence, tardiness or benefit eligibility)
- Employees will conduct themselves in a manner consistent with the guidelines of society and good, courteous business practices
- Employees will not engage in any workplace violence, threats of violence, fighting, horseplay, malicious pranks, profanity or illegal conduct. This includes possession or use of weapons or explosives on School premises (See Conceal and Carry)
- Employees will not engage in any form of gambling on School premises
- Employees will comply with and support our policies and procedures, including but not limited to, discrimination, harassment and alcohol or drugs
- Employees will not steal School property, student property, or coworker property (i.e., medications, electronics, money)

An employee who commits an act that is contrary to the guidelines of common sense or decency or which violates a policy or guideline of the School will face discipline, up to and including termination. The basic purpose of discipline is to provide correction so that the employee can improve his or her conduct or performance, unless the School believes that, under the circumstances, the employment relationship should not be continued.

Depending upon the circumstances involved, discipline issued MAY be a verbal warning, written warning, suspension (with or without pay) or termination. Depending upon the nature or severity of the violation and the surrounding circumstances including, but not limited to, the employee's past work record and past conduct, one or more steps of the progressive discipline system may be repeated or skipped. In some circumstances, termination may be the first step of the discipline procedure.

Termination/Resignation

We hope you will be with us for many years. We recognize, however, that either you or the School may terminate the employment relationship at any time. If you decide to leave, a two-week (2) notice period for non-management positions is appreciated. Management/Administration level employees are expected to provide a thirty (30) day notice.

Upon resignation, an exit interview may be conducted with the appropriate manager and/or the Human Resources Department. All keys, passwords, credit cards and other School property in the employee's possession must be returned to the Human Resources Department on/or prior to the your last day of employment. Failure to submit all School property may delay final payroll.



Whistleblower Policy

This policy is intended to encourage and enable all employees, and others, to raise serious concerns within DCBPCS prior to seeking resolution outside of the School. No director, officer, or employee who, in good faith, reports a violation shall experience harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone, who reports a violation in good faith, is subject to disciplinary action, up to and including termination.

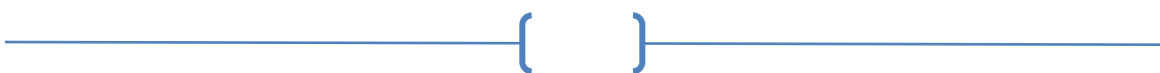
If you are uncomfortable speaking with an immediate supervisor/manager, or is not satisfied with the supervisor/manager's response, please speak with someone in the Administration with whom you feel comfortable speaking with. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Head of School who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when employees are not satisfied or uncomfortable with speaking with any employee of the School, he/she should contact one of the Board Members for DCBPCS.

If anyone files a complaint concerning a suspected violation, or a violation of the Code, must be acting in good faith and must have reasonable grounds for believing the disclosed information designates a violation of the Code. Any allegations which are not substantiated, and which prove to have been made with malicious intent or made knowing the accusation is false, will be subject to disciplinary action, up to and including termination.

Violations, or suspected violations, may be confidentially submitted by the employee or may be submitted anonymously. These reports will be kept confidential to the extent possible consistent with the need to investigate the report.

Weapon-free Workplace

You are not permitted to bring weapons of any kind onto or within 1,000 feet of the School's premises (D.C. Code §22-4502.01) or to DC Bilingual functions. If you are suspected of possessing a weapon, you will be subject to a search at DCB's discretion. Such searches may include, but not be limited to, your personal effects, desk, and workspace. Any violation of this policy shall subject the offending employees to disciplinary action, up to and including termination. Customers and invitees who violate this policy will be banned from the School's premises.



Section 3 – Compensation

Direct Deposit

All employees must submit the appropriate documentation to set up his/her direct deposit for his/her pay check. A Direct Deposit Authorization form must be submitted, along with either a voided check or a deposit slip from his/her financial institution while completing his/her new hire paperwork. If you ever need to change your direct deposit information, please do so as soon as possible so you are not waiting for your paycheck. You will need to contact the Human Resources Department for more information on what is needed to change your direct deposit.

Employment Classifications

Full-Time

An employee who is regularly scheduled to work at least 40 hours per week. Full-time employees are eligible for full School benefits, provided they meet the eligibility requirements of the benefit plans.

Part-Time

An employee who is regularly scheduled to work less than forty (40) hours per week. Part-time employees are not eligible for full School benefits. Part-time employees are eligible for accrued sick leave in accordance with mandated law.

Temporary

An employee who holds a position, either part-time or full-time for a limited time only, such as summer or seasonal help. Temporary employees are not eligible for any School benefits, unless otherwise specified by mandated law.

Contract Employees

Any person who works through an outside contractor or temporary employment agency is not an employee of our organization and, therefore, is not eligible for any of the benefits set forth in this handbook.

Non-Exempt

Full-time or part-time employees who are not exempt from minimum wage, overtime and timekeeping provisions of the Fair Labor Standards Act as amended. Non-exempt employees are eligible to receive overtime pay.

Exempt

Full-time or part-time employees who are exempt from the minimum wage, overtime and timekeeping provisions of the Fair Labor Standards Act as amended. Executive, management, department heads, professionals, administrators, technical staff, lead teachers, directors, coordinators, and certain other employees are not eligible to receive overtime pay.

10, 11, and 12 Month Employees

10 month employees are those employees who only work during the school year – this includes all classroom-based employees and those needed while the students are present in the building. 11 month employees are those employees who work one additional month prior to the start of the new school year – this includes all instructional coaches. 12 month employees are those employees who work year round.



Deductions from Pay for Exempt Employees

DC Bilingual pays on a “salary basis” those employees who are exempt under the Fair Labor Standards Act (FLSA). The purpose of this section is to provide those exempt employees with a general understanding of what it means to be paid on a salary basis and to communicate the mechanism by which you may raise any questions regarding deductions from your salary.

1. **Predetermined Amount:** Exempt employees are paid a predetermined amount (salary) each pay period, regardless of the number of hours actually worked.
2. **Deductions from Pay:** FLSA permits reductions from that salary in certain circumstances:
 - a. As an exempt employee, your salary is not subject to reduction because of the quality or the quantity of your work performed. Deductions from your pay shall not be made for partial day absences. However, if you perform no work for an entire workweek, you are not entitled to be paid your salary for the week (although you can offset this failure to work if you have sufficient accrued benefits under DC Bilingual's paid time off policy). Furthermore, deductions in increments of not less than one day may be made when you are absent from work for a day or more for personal reasons (although you can offset this absence if you have sufficient accrued benefits under DC Bilingual's paid time off policy).
 - b. If you are absent for one or more full days because of sickness or disability, you may have your salary reduced, unless you have accrued benefits under DC Bilingual's paid time off or you are otherwise covered by DC Bilingual's disability policy.
 - c. If your absence from work is due to jury duty, attendance as a witness at a trial, or temporary military leave, you will be entitled to receive your full salary for the week, but DC Bilingual may offset your salary by any amounts you receive as jury fees, witness fees, or military pay. You must submit documentation of your attendance at jury duty prior to being paid for the time.
 - d. You may be suspended without pay for disciplinary violations involving workplace conduct rules.
 - e. In your initial or final week of employment, you may receive only a proportionate part of your full salary for the time actually worked in accordance with our current pay period schedule and on your start or termination date.
 - f. Errors in payment should be immediately reported to the HR Department
2. **Complaint Procedure:** As noted, DC Bilingual is committed to observing the salary basis requirements of the FLSA. If you are an exempt employee and believe your salary has been improperly reduced, you should follow the following procedure to ensure that any such reduction was not unlawful.

Notification Procedure: If you believe that DC Bilingual has made an improper deduction from your salary, you should immediately (or as soon as possible) notify the Human Resources Department in writing of the date of the payroll in which the reduction occurred, the amount of the reduction, and the reason given on the paystub (if any) for the reduction.

Investigation of Complaint: The Human Resources Department will investigate all complaints and will make a determination as to whether the deduction from your salary was lawful. The result will be communicated to you in writing. If the Human Resources Department determines that DC Bilingual has made an improper pay deduction, DC Bilingual will reimburse you the amount of the improper deduction and will take steps to ensure that such improper deduction does not occur again in the future. If the Human Resources Department determines that DC Bilingual's reduction of salary was lawful, you may



appeal that decision to the Board of Trustees, which will review the matter and make a final decision as to whether the deduction was permissible under the FLSA.

Non-Retaliation: You will not be retaliated against for making a complaint or assisting with the investigation of a complaint. A knowingly false complaint, however, may result in disciplinary action, including possible termination of employment.

DC Bilingual is strongly committed to avoiding improper pay deductions. All complaints will be taken seriously. If you have questions, please see the Human Resources Department.

Error in Pay

If you believe an error has been made in regards to your payroll, please contact the Human Resources Department immediately. The Human Resources Department will take the necessary steps to assure any necessary corrections will be made promptly and timely. The School is not responsible for correcting non-reported errors in your payroll. If the School learns that a payroll error has been made, the School will notify the employee directly. If an overpayment occurs on your payroll, you are obligated to repay the School or agree upon a monthly schedule which satisfies the overpayment.

Expense Reimbursements

Any work-related expense must be approved by your supervisor. In order to be reimbursed for all authorized expenses, you must submit an expense report that also includes the original receipt within three (3) days of the incurred expense. You can obtain an expense report from the Finance Department. If you fail to submit an expense reimbursement within sixty (60) days from the date of the incurred expense, you may forfeit your reimbursement.

If you are asked to conduct DCBPCS business using your personal vehicle, you will be reimbursed at the standard rate per mile as set forth by the IRS.

Overtime

From time to time it may be necessary to schedule overtime to better meet the needs of the School's operation. When overtime is scheduled, you will be expected to work the hours required for the job and/or the department. If the occasion arises where you must work overtime, you will be given as much advance notice as possible. Every effort will be made to notify you about overtime as far in advance as possible. However, in unforeseen situations, advance notice may not be possible.

Overtime Pay

If you are an hourly or non-exempt employee, overtime is paid at the rate of time and one-half for all hours worked over forty (40) per work week. Absences for vacation, holiday, jury duty, bereavement, and military leave will not be considered time worked for overtime purposes.

Authorization

All overtime work must be authorized by your manager or immediate supervisor beforehand. Employees who fail to obtain prior approval from his/her manager to work beyond the normal 40 hour workweek may be subject to disciplinary action, up to and including termination.

Pay Periods



Employees are paid bi-weekly. The work week for overtime purposes is defined as Sunday through Saturday. All paychecks will be direct deposited into an employee's checking and/or savings account. Direct deposit is required for all employees. For details, please see your supervisor.

Recording Hours of Work/Time Cards

It is important that School employees use a paper time sheet to keep accurate records of your hours so that your paycheck will be correct. For this reason, all employees are required to accurately record their time each workday. Please observe the following guidelines:

- Each employee should record his or her time only.
- If an employee is found to have knowingly recorded time for another employee, both persons will be subject to disciplinary action up to and including termination.
- Each employee utilizing a paper timesheet will be required to verify that the hours on his/her timesheet are accurate by signing the timesheet.
- Other paid time, such as vacations and holidays, should be entered on the timesheet by the employee and verified by the supervisor.
- Any discrepancies between an employee's time sheet and his/her paycheck should be immediately reported to his/her supervisor.

Falsification of time records, including time worked, is a serious offense. Anyone found to have knowingly falsified time records will be subject to discipline, up to and including termination.

Contacting DOES

It is important that School employees feel comfortable about contacting anyone on the leadership team or in the Human Resources Department about any concerns regarding safety, wage and hour issues, or discrimination. However, if you are not comfortable, the Department of Employment Services, specifically the Office of Wage-Hour (OWH), is to be contacted as that office is the designated enforcement agency for the concerns about safety, wage and hour, or discrimination. The OWH can be contacted at 202-671-1880 or via e-mail at owh.ask@dc.gov. The office is located at 4058 Minnesota Avenue, NE, Suite 4300 Washington, D.C. 20019. The office is open Monday –Thursday 8:30-4:30 and Friday 9:30-4:30.



Section 4 – Benefits



General Information

We believe in the importance of the health and well-being of all of our employees. That is why we provide a benefit program designed to provide protection and help. Eligibility for some or all of the benefits will depend on the specific eligibility requirements of each plan.

This section represents an outline of the benefits available to eligible employees. It is not a complete description of all of the benefit plan provisions. Eligible employees will be given summary plan description booklets at the time of eligibility and/or enrollment. These booklets describe in more detail the benefits available under the insurance and 401(k) plans, as those benefits apply to you. Any conflict between statements made in the employee handbook and the plan documents will be governed by the formal plan documents. The School may find it necessary to add, modify or change any or all benefits or premium contributions in order to provide the most competitive benefit plans.

Health, Dental, Short-term and Long-term Disability

We believe that group health, dental, and long-term disability insurance are some of the most important benefits offered at the School. All full-time and part-time employees working 30 or more hours each week are eligible for coverage the first of the month following 30 days of employment and successful completion of the orientation period. All eligible employees will receive general information and enrollment forms on his or her first day of employment, or upon notification of a qualified status change. The employee is required to complete the necessary enrollment forms to participate in any insurance plans, and the completed forms must be submitted within 31 days of his or her first day of employment or within 31 days from the effective date of the qualified status change. The School cost-shares the premium for health and dental coverage with the eligible employee(s), and the amounts are deducted from each paycheck on a pre-tax basis. The School offers short-term and long-term disability insurance for our employees, which provides a percentage of the employee's monthly salary to help cover the costs of being off of work more than 15 days for short-term disability insurance, and 90 days for long-term disability insurance. The premium amounts are subject to change as the School may incur increases annually in the premium rates. Please see the "Guide to Your Benefits" for more information, and please contact the Human Resources Department if there are more questions or if more information is needed.

Life Insurance and Accidental Death & Dismemberment (AD&D)

Life insurance is payable in the unfortunate event of death or dismemberment while insured. Accidental Death & Dismemberment (AD&D) covers death by accident, regardless of the location or time. Eligible employees are covered the first of the month following thirty (30) days of employment by group term life insurance. Generally, each policy pays a death benefit of \$50,000. Participating employees are able to purchase supplemental life and ADD&D insurance for themselves, and their dependent(s). You must complete the enrollment form within the first 30 days of your eligibility date.

Health Coverage Continuation (COBRA)

In the event of: an employee's death, termination of employment (including retirement), certain reductions of hours or entitlement of Medicare benefits, or loss of dependent status, the employee or the employee's eligible dependents will be contacted by the Human Resources Department and receive information regarding applicable continuation rights.



If the employee becomes divorced or separated or has a child who no longer qualifies as a dependent under our plan, the employee must notify the Human Resources Department and his or her supervisor within 31 days of the event in order to receive applicable continuation rights.

The employee or the employee's dependents will be entitled to continue medical coverage through the School by paying the full monthly premium for the coverage. The maximum time allowed for continuation coverage is 18 months in the event of termination or a reduction in work hours and 36 months for all other events. Failure to make timely payment of the employee premiums will result in the forfeiture of this benefit. This benefit is subject to change as necessary to comply with Federal or state law.

Retirement Benefits/401(k)

Our 401(k) Savings Plan is a voluntary, pre-tax savings plan. Individual contributions are made through payroll deductions and are subject to IRS limitations. Employee contributions apply to direct pay, consisting of base and overtime earnings, incentives, commissions and bonuses. The School may provide a discretionary match, dollar for dollar up to 3% of your compensation, which is paid to the plan on biweekly basis.

You are eligible to participate in this plan after successful completion of the orientation period, working 1,000 hours each year and being 21 years of age or older. Enrollment periods in this plan will be at the beginning of each calendar month, after all eligibility requirements are met.

Social Security

In addition to the amount you contribute to Social Security (FICA) automatically through your paycheck, the School contributes an equal amount each pay period. A full description of Social Security benefits is available through the Social Security Administration.

Questions about the Social Security tax deducted from your payroll check should be directed to the Payroll Department.

Unemployment Insurance

The purpose of unemployment insurance is to replace part of your income if you are laid off or terminated through no fault of your own. The School pays the full cost of unemployment insurance, but it does not decide who is eligible for benefit payments or the amount of the payments. This eligibility and payment amount is decided by state law.

Worker's Compensation Insurance

You are covered by worker's compensation insurance if injured in the course of your work or if you become ill due to work-related causes. This insurance is paid for by the School and may cover medical costs, as well as partial income replacement, if you are unable to work.

If you are injured on the job, notify your manager and report the incident immediately (by the end of the shift you are injured on), no matter how minor the injury may seem. If medical treatment is required



beyond the first-aid provided in the kits, you will be instructed on the Worker's Compensation process and how to obtain the appropriate care.

Section 5 – Attendance and Time Away from Work



Attendance

Regular attendance of employees is necessary to ensure the School is able to consistently provide excellent service to its students, parents, guardians, and other employees. The School does recognize that circumstances do arise that causes an employee to be absent or tardy from work. However, excessive and/or unreported absence and/or tardiness by an employee will result in discipline, up to and including termination. In addition, excessive tardiness or absences are unacceptable. Unreported absences indicate a lack of respect for the employee's job and the School. If an employee is absent without notifying the immediate supervisor (classified as a "no call/no show") for three (3) consecutive days, the employee will be subject to disciplinary action, up to and including termination. Terminations as a result of no call/no show occurrences will be considered a voluntary quit.

It is imperative that all employees follow the School's policy concerning notification if he/she will be late or missing work. If an employee is absent due to an illness, or an emergency personal day, he/she must notify the school as soon as possible by direct communication from the employee. If a teacher needs to call off of work due to illness or an emergency personal day, he/she must notify the School no later than 7:00 am.

If an employee needs to make a personal appointment, such as a doctor or dentist appointment, the appointment should be made for after work hours. If appointments during scheduled work hours cannot be avoided, employees must give at least five (5) business days' notice to the Principal by submitting a request for time off.

Early Departures

It is important that each employee arrives at work when expected, and remains until the end of the work day. When an employee is not at work when required, it may have an adverse effect on the performance of the School and other employees. Excessive early departures may result in disciplinary action, up to and including termination.

Holidays

School Holidays

The School and Administrative offices are closed as indicated in the School calendar, which can be obtained from the Human Resources Office. School offices are closed during the following holidays which fall during academic breaks: Thanksgiving Break, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Independence Day. In the event that any of these holiday occur on a weekend, School offices will be closed the Friday immediately preceding the holiday, or the Monday immediately following the holiday.

Full-time school year employees are off on School Holidays. Full-time year round employees are off on School, Federal, and Local Holidays (that the school follows), as well as winter and spring break.

Academic Breaks

The School is closed for the following breaks, as specified in the School Calendar: Thanksgiving Break, Winter Break, Spring Break, and Summer Break (staff report for duty prior to the opening date for school). Full-time school year employees are off during Academic Breaks. Full-time year round employees are expected to work during Academic Breaks.



Inclement Weather and Early Dismissals

In the event of inclement weather, the School will follow the DCPS schedule for hazardous weather and/or poor road conditions. All key employees, including the Operations and Kitchen staff, will be contacted as soon as possible in the event of a delay for the determination of when they must arrive to prepare the school for daily operation. If there is a delay in opening, key employees will be paid for this time. In the event of an early dismissal for the School, the Principal or Head of School will set the policies and make decisions about early dismissals. In the event of a snow day, all key hourly employees will be paid for a full day without using their paid time off.

Paid Time Off (PTO)

School Year Employees

Full-time employees hired on a school year basis will receive paid time off as follows:

- Paid Time Off:
 - 10 month employees receive up to 10 days per school year, and 11 month employees receive up to 11 days per school year.
 - School Year employees are able to use their PTO after the end of their probationary period as defined in his/her agreement.
 - School Year employees cannot use PTO for the first scheduled day of school, the last scheduled day of school, or the day before or after a holiday, unless given written permission.
 - If a School Year employee wants to use PTO, he/she must submit a request for the time, and it must be submitted no later than five (5) business days prior to the date he/she wishes to take PTO.
 - PTO will not be paid out upon termination.
 - PTO will carry over year to year for School year employees at the end of school year
 - Carry-over hours may only be used after the current school year's PTO has been exhausted and it may only be used if you need time off of work to care for either yourself or a family member with a serious medical issue or any reason covered by the DC Sick and Safe Leave Act
 - Carry-over hours will not be paid out upon termination

Year Round Employees

Full-time employees hired on a year-round basis will receive paid time off as follows:

- Sick Time:
 - Year Round employees receive 12 Days of sick time, and this balance will be front-loaded
 - Year Round employees are able to carry-over up to 80 hours of Sick hours into the next school year for use right away
 - Available Sick hours above 80 hours will carry over year to year for year-round employees at the end of school year
 - These carry-over hours may only be used after the current school year's Sick hours and 80 hours of carry-over have been exhausted and it may only be used if you need time off of work to care for either yourself or a family member with a serious medical issue or any reason covered by the DC Sick and Safe Leave Act
 - Carry-over hours will not be paid out upon termination

- Year Round employees are able to use their Sick hours after the end of their probationary period as defined in his/her agreement.
- If a Year Round employee wants to use Sick hours, he/she must submit a request for the time, and it must be submitted no later than five (5) business days prior to the date he/she wishes to take Sick hours.
- Sick hours will not be paid out upon termination.
- Vacation Time:
 - Year Round employees receive 15 Days of vacation time, and this balance will be front-loaded.
 - Year Round employees are able to roll-over up to 80 hours of VTO into the next school year
 - Roll Over hours will not be paid out upon termination.
 - Year Round employees are able to use their VTO after the end of their probationary period as defined in his/her agreement.
 - If a Year Round employee wants to use VTO, he/she must submit a request for the time, and it must be submitted no later than five (5) business days prior to the date he/she wishes to take VTO.
 - Unused VTO will not be paid out upon termination.

Part-time Employees

Part-time employees who work fewer than 30 hours per week and/or who are paid on an hourly basis are eligible for paid sick leave in accordance with state law. DC Sick and Safe Leave is provided to employees for protection from loss of income if the employee needs a day off for any reason, including if the employee is unable to work due to illness or injury, and such leave may be used for any purpose authorized by the D.C. Accrued Sick and Safe Leave Act.

DC Sick and Safe Leave may be used for purposes such as for an absence resulting from physical or mental illness, injury, or medical condition of the employee; an absence resulting from obtaining professional medical diagnosis or care, or preventative medical care for the employee (including medical and dental appointments); an absence for the purpose of caring for a family member; to seek medical attention for the employee or the employee's family member to recover from physical or psychological injury or disability caused by domestic violence or sexual abuse; to obtain services from a victim services organization; or, in connection with domestic violence or sexual abuse, to obtain psychological or other counseling, temporarily or permanently relocate, take legal action, including preparing for or participating in any civil or criminal legal proceeding, or take other actions to enhance the physical, psychological, or economic health or safety of the employee or the employee's family member or to enhance the safety of those who associate or work with the employee.

DC Sick and Safe Leave accrues at a rate of 1 hour for every 43 hours worked, up to a maximum of 5 days per year. It also carries over into subsequent years with no maximum accrual limit; however the use of DC Sick and Safe Leave is subject to the following guidelines:

- DC Sick and Safe Leave shall run concurrently with the federal Family and Medical Leave Act and the DC Family and Medical Leave Act, to the extent that such Family or Medical leave is applicable to the reason for the absence.
- Employees shall not receive payment for accrued, unused DC Sick and Safe Leave upon termination.



- DC Sick and Safe Leave does not count as hours worked for the purposes of computing overtime.
- DC Sick and Safe Leave may not be used in less than one (1) hour increments.
- Employees must make a reasonable effort to schedule DC Sick and Safe Leave in a manner that does not unduly disrupt the School's operations.
- Planned absences must be pre-approved by the employee's immediate supervisor, as more specifically set forth below.
- Unforeseeable absences must be reported to the employee's immediate supervisor prior to the start of the day for which the paid leave is requested.
- In the case of an emergency, the employer shall be notified prior to the start of the next work day or within 24 hours of the onset of the emergency, whichever occurs sooner.
- Unforeseen absences must be reported to the employee's immediate supervisor as early as possible on the first day of absence and each consecutive day thereafter.
- For 3 or more days of absence, the employee may be requested to supply a note from a health care provider confirming inability to work due to illness or injury, or confirming the family member's illness, or the School may request appropriate certification of the reason for the "safe leave" absence.

Administration of PTO

PTO is not considered time worked for overtime purposes. Hourly employees taking PTO will not receive overtime for forty (40) or more hours that are achieved because of the use of PTO.

For employees who are hired after the beginning of the school year, annual paid time off amounts will be prorated in accordance with the accrual process. Not all requests for time off will be approved, and will be based upon the employee's length of service with the School and the School's needs.

If an employee is on a leave of absence without pay, he/she will not accrue paid time off. If an employee is absent in excess of the accrued paid time off, he/she will be considered of a leave of absence without pay.

Leave of Absence Policies

If an employee feels that he or she is unable to work for more than three (3) consecutive calendar days (scheduled or unscheduled) due to a medical condition for him or herself or for an immediate family member, certain military obligations, or other reasons specified below, the employee is considered to be on a leave of absence. The employee must complete a Request for Leave of Absence form, and any other forms necessary for the leaves listed below.

Family and Medical Leave (FML)

It is the policy of the School to comply with the requirements of the District of Columbia and Federal Family and Medical Leave Acts (FMLA). Generally, an eligible employee will be granted up to 12 weeks of FMLA leave during a 12-month period on a rolling-backward basis and up to 16 weeks of DC FMLA leave during a 24-month period on a rolling-backward basis. The leave may be paid, unpaid or a combination of paid and unpaid, depending on the reason for the leave and the benefits to which the employee may be eligible. This policy will be administered in compliance with the National Defense Authorization Acts of 2008 and Fiscal Year 2010 as they amend the Family and Medical Leave Act of 1993, and the regulations implementing the Family and Medical Leave Act of 1993 effective March 8, 2013.



State and federal laws differ in a number of areas, and the School will comply with both. When an absence qualifies as family leave under either state or federal law or both, the following rules apply:

- The employee is deemed to be exhausting his/her entitlement under both state and federal law concurrently; and
- The law most generous to the employee will apply.

The taking of leave under this policy will not be used against an employee in any employment decision, including the determination of promotions, discipline, compensation, etc.

Eligibility

To be eligible for leave under this policy, an employee must have been employed by the School for at least 12 months. In addition, in the 12 months immediately preceding the commencement of the leave, the employee must have worked at least:

- 1,000 hours to qualify under DC law; and
- 1,250 hours to qualify under Federal law.

Amount of Leave Available

As stated above, an eligible employee is generally eligible for up to a total of 16 weeks of protected leave within a 24-month period on a rolling-backward basis for any combination of reasons. It is possible that an employee could qualify for leave only on the basis of hours worked under the DC law, which generally covers longer periods of time than the 12 weeks provided by federal law. For DC leave purposes, the 24 month period during which leave must be taken is based on a rolling-backward basis. These situations will be discussed on a case-by-case basis with affected employees.

Types of Leave Covered

- A. Birth or Placement for Adoption or Foster Care
 - a. Family leave will be available to eligible male and female employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care. Such leave must generally be completed within 12 months of the birth or placement
 - b. Under DC FML, eligible employees may be provided up to 16 weeks of family leave in a 24 month period.
- B. Serious Health Condition of Employee
 - a. An eligible employee who experiences a serious health condition as defined by the local and/or federal law may take medical leave under this policy. A serious health condition will generally occur when the employee:
 - i. Receives inpatient care in a hospital, hospice or nursing home;
 - ii. Suffers a period of incapacity of more than three consecutive full calendar days accompanied by continuing outpatient treatment/care by a health-care provider;
 - iii. Is pregnant, including severe morning sickness;
 - iv. Has a history of a chronic condition which may cause episodes of incapacity; or
 - v. Has a permanent or long-term condition which requires continuing treatment by a health care provider.

- b. Medical leave may be taken all at once or, when medically necessary, in smaller increments. The need for leave must be documented by the employee's treating health-care provider through the medical certification process.
 - c. An employee may be able to substitute his or her PTO for the duration of medical leave to the extent s/he is eligible.
 - d. A fitness-for-duty statement will be required in order for an employee to return from a medical leave. Failure to provide the statement will result in a delay in the return to work.
- C. Serious Health Condition of Immediate Family Member
- a. An eligible employee may take family leave under this policy in order to care for a son, daughter, spouse (same-sex included), domestic partner (registered or unregistered) or parent with a serious health condition (see above section for general definition). The DC FML also covers the serious health condition of an employee's parent-in-law, domestic partner (registered or unregistered), same-sex spouse, and domestic partner's parent. The employee will be required to provide certification of a domestic partner relationship. This leave may be taken all at once or, when medically necessary, in smaller increments. It will be necessary for the family member's treating health-care provider to document the need for leave through the medical certification process.
- D. Qualifying Exigency for Military Family Leave
- a. An eligible employee may take family leave under this policy while the employee's spouse, son, daughter, or parent (the "military member") is on covered active duty or call to active duty status for any qualifying exigency under federal law. This leave may be taken all at once or, in smaller increments. It will be necessary to submit a complete and sufficient certification for FMLA leave due to a qualifying exigency. Qualifying exigency leave may be taken by family members of regular armed service members, as well as family members of Reserve and National Guard members, provided the service member is deployed to a foreign country.
- E. Military Caregiver Leave
- a. An eligible employee may take up to an additional 14 weeks (not to exceed 26 weeks total) of family leave in a single 12-month period under this policy to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by active duty) for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. A covered service member may also be a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
 - b. This entitlement will be applied on a per-covered-service member, per-injury basis. The covered service member must be the eligible employee's spouse, son, daughter, or parent, or next of kin. It will be necessary for the covered service member's treating health-care provider, as defined by law, to document the need for leave through the medical certification process.

Notifying the School of the Need for Family or Medical Leave

At a minimum, the Request for a Leave of Absence form must be completed for all leave taken under this policy, and there may be additional forms to complete when necessary. When the need for leave is foreseeable, the employee should provide notice at least 30 days in advance. When this is not possible, notice should be provided as soon as the employee learns of the need for leave. In cases of emergency, verbal notice should be given as soon as possible (by the employee's representative if the employee is incapacitated) to the Principal or the Human Resources Department, and the application form should be completed as soon as possible. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay of the leave. Leave application forms are provided by the Human Resources Department or your supervisor.

Calling in "sick" does not automatically qualify as FMLA leave. An employee must provide sufficient information regarding the reason for an absence for the School to know that protection may exist under this policy. Failure to provide this information as requested will result in the employee's forfeiting all rights under the policy. This means the absence may then be counted against the employee for purposes of discipline for attendance, etc.

Medical Certification of a Serious Health Condition

Generally, the School will require medical certification to verify that an employee or family member's illness meets the definition of serious health condition and to determine the nature and duration of the leave. In the case of a family illness, the provider must also verify that the employee is needed to care for the family member.

Periodic recertification to verify that a condition is ongoing may be required as provided by the law. The appropriate form should be obtained from the Human Resources Department and should generally be returned within 15 days. Failure to provide this certification may result in delay or denial of the leave.

Additional Certifications

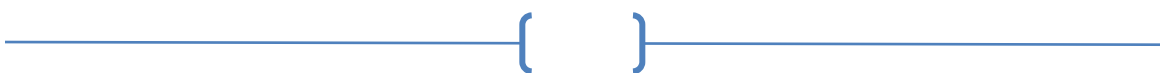
If the School has reason to question the validity of a medical certification, an employee may be required to provide a second certification from a health-care provider selected and paid for by the School. If the second opinion differs from the first, a third opinion may be required. The health-care provider for the third opinion must be mutually chosen by the employee and the School, and paid by the School. The third opinion, by law, is binding on all parties.

Concurrent Leave

Employees must use accumulated PTO time to the extent available during FMLA leave unless such leave is covered under Worker's Compensation, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

Intermittent or Reduced Schedule Leave

Intermittent and/or reduced schedule leave will be permitted when it is medically necessary and, in some cases, for birth or placement for adoption. In all cases, the total amount of leave taken in the rolling-backward basis should not exceed the 12 weeks defined earlier in this policy under FMLA, and to not exceed the 16 weeks defined under DC FML.



Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee's job. To the extent an employee has control, medical appointments and treatments related to a serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work. The School may, in some cases, transfer an employee to an alternative position, with equivalent pay and benefits, in order to better accommodate the need for intermittent or reduced schedule leave.

Health Care Insurance Continuation

The School will continue to pay the employer portion of health insurance premiums during the leave of absence periods, but not beyond the maximum amount of FML required by law, as long as the employee continues to pay his/her portion of the premium in a timely fashion. If the employee's payment of health insurance premiums is more than 30 days late, the School may discontinue health insurance coverage with 15 days' notice to the employee, and he/she will be offered COBRA to continue coverage until the employee is restored to employment. If an employee indicates that he/she will return to work after FML or Parental leave, but then doesn't return to work, the School may seek reimbursement from the employee for the costs of maintaining his/her health insurance during the leave of absence, unless the failure to return to work is beyond the employee's control.

Rights Upon Return From Leave

An employee who takes leave under this policy will be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist under other School policies.

The law provides that an employee has no greater rights upon a return from leave than the individual would have had if she/he had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work. In such cases, the official date of the layoff will mean the end of FMLA leave for the employee. If the employee is recalled, if FMLA leave is still required, it may then continue.

Worker's Compensation Absences

If it appears the absence will extend beyond three (3) days, the employee will be immediately placed on FMLA Leave. When an employee is absent due to a work-related illness or injury which meets the definition of a serious health condition, the absence will be counted against the employee's allotment of FMLA leave under federal law. In other words, the employee is using Federal FMLA leave concurrently with the worker's compensation absence. If an employee is out on Worker's Compensation and FMLA applies to the leave concurrently, the employee will not be required to substitute any other form of accrued/paid leave.

Early Return from Leave

An employee who wishes to return to work earlier than originally anticipated should provide at least two day notice of such request. A fitness-for-duty certification will be required.

Military Leave

An unpaid military leave of absence will be granted if an employee enlists, is inducted or is recalled to active duty in the Armed Forces of the United States, for a period of up to five years. Employees who perform in and return from the military service in the Armed Forces, the Military Reserves or the



National Guard will retain their rights with respect to reinstatement and length of service, as required under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees will also be eligible to continue health benefits under certain conditions.

Additional Provisions of Leave of Absences

During the period of a leave of absence, the employee must communicate with the Principal at least every 30 days regarding their status and the anticipated return to work date. If the employee needs to extend his/her leave of absence, a request must be made in writing prior to the expiration date of the current leave of absence, and appropriate documentation from the employee's physician must be submitted to certify the need for the extension. If an employee is unable to return from his/her leave of absence upon the expiration of the leave, or refuses qualified reinstatement, then the employee has voluntarily terminated his/her employment with the School.

A leave of absence will not be granted for an employee to seek employment elsewhere or to work for another employer. If it is determined that an employee has falsified the reason for a leave of absence, then the appropriate disciplinary action will occur, up to and including termination.

While an employee is on a leave of absence, no paid time off will be accrued, and if the employee's leave of absence occurs during paid holidays, those holiday hours will not be paid.

Jury and Witness Duty

Upon notification by a court to report for jury duty, employees shall immediately notify the Head of School or Principal in writing as soon as they are summoned for jury duty so arrangements can be made to fulfill the employees' job responsibilities. Employees who are called to serve on a jury will be granted paid time, up to the first full 30 days of jury duty required. For the remainder of jury duty after 30 days, exempt employees will be paid for any weeks in which they work, but not for any full weeks for which they are absent. Non-exempt employees will be paid for any hours actually worked.

For days of paid time off for jury duty, employees will be paid their regular salary, and the check received for juror fees needs to be signed over to the School and documentation that he or she were present at the courthouse. Proper documentation demonstrating the required time away from work will be requested prior to granting, or upon completion, of jury duty. If an employee is not required to report, or is released early from jury/witness duty, the employee must immediately report to work.

All employees will be granted paid time off if he/she is subpoenaed to appear as a witness in a legal proceeding. If an employee is not subpoenaed to appear as a witness, but is appearing as a witness, he/she may request either vacation or personal/sick time for the time needed.

Voting

Most employees have adequate time to vote before or after work hours. You are able to take up to two (2) hours of paid leave from work to vote in a governmental election or referendum. You must notify your immediate supervisor/manager at least two (2) days in advance.

Bereavement

The School recognizes that an employee may need to take time off due to the death of an immediate family member, and allows full-time employees to take up to three (3) days of paid bereavement leave in such cases, above and beyond any accrued vacation or personal/sick time once he/she has completed at least thirty (30) days of employment. Immediate family is defined as an employee's spouse, parent, child, sibling, grandparents, grandchildren, a child's spouse, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-parents, or step-child(ren). Special consideration will also be given to any other



person whose association with the employee was similar to any of the above relationships. Requests for bereavement leave should be made to the Head of School or Principal.

Paid Maternity/Paternity Leave

Employees who have a new child may take two (2) weeks of paid maternity/paternity leave, starting from the day of birth, or on the next scheduled day they are scheduled to report to work. For example, if there is an employee who has a baby at the end of June and is a 10 month employees, the two weeks paid benefit would begin when they are due to return in August for the new school year.

All employees who need to take maternity/paternity leave need to contact Human Resources (hr@dcbilingual.org) for the appropriate forms and certifications, which need to be completed at least 30 days in advance of the need of his/her leave. He/She must also contact his or her supervisor to make them aware of their need to take maternity/paternity leave so the appropriate coverage can be found. Once the employee receives the forms, he/she will have 15 days to get the paperwork completed by his/her doctor and returned to HR for review and approval.

If an employee wishes to take more than 2 (two) weeks off of work for maternity/paternity leave, any available PTO or sick leave can be taken. If there is no available PTO or sick leave, any time away from work past the 2 (two) week benefit, the time off will be unpaid.

Parental Involvement in Schools Leave

DC Bilingual extends to any employee who is a parent, guardian or person in loco parentis up to 24 paid hours per fiscal year to attend or otherwise be involved at his or her child's school. The leave shall be at a mutually agreed upon time between employer and employee. The employee must notify HR and will receive a form for his or her child's school to sign off on stating parent was in attendance/volunteered at the school.



Section 6 –Time at Work



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Child Abuse and Neglect Policy

All employees of DCBPCS must report all incidents of child abuse and neglect in accordance with applicable state and local law, whether it occurs within the school or outside of the student's assigned program. You will be provided training in identifying child abuse and/or neglect.

D.C. Code §16-2301(23) defines the term "abused child" to mean "a child whose parent, guardian, custodian, or caretaker (academic and residential staff) inflicts or fails to make reasonable efforts to prevent the infliction of physical or mental injury upon the child, including excessive corporal punishment, an act of sexual abuse, molestation or exploitation, physical abuse, or an injury that results from exposure to a drug-related activity in the child's environment."

In addition, negligence which leads, or could lead, to physical injuring including non-provision of food, clothing, shelter, medical attention, or reasonable supervision is considered to be abusive. Therefore, it is mandatory that any school personnel who are aware of matters concerning this type of negligence are to report such information to: the proper authorities, appropriate staff (i.e., Counselor), and to the Head of School or Principal.

Pursuant to D.C. Code § 2-1352, "any person...who knows or has reasonable cause to suspect that a child known to him/her in his/her professional or official capacity has been or is in immediate danger of being a mentally or physically abused or neglected child,...shall immediately report or have a report made of such knowledge or suspicion to either the Metropolitan Police Department or the Child

In addition to those person who are required to make a report, any other person may make a report to the Metropolitan Police Department of the District of Columbia. or the Child and Family Services Division

and/or allegation immediately to the counselor and the Head of School or Principal, who will assist the employee in contacting the Metropolitan Police Department or Child Protective Services. It is not the duty of school employees to validate the abuse, but to report it.

All school employees should be mindful of the importance of minimizing the number of interviews which a child is subjected to regarding the incident or abuse. Therefore, the person who first obtains the disclosure is the only person at the School who should speak to the child, unless otherwise authorized by an administrator. The adult to whom the disclosure was made, or who observed the injuries, should thereafter communicate with other adults as necessary to report the known or suspected physical or sexual abuse to school authorities and to the Metropolitan Police Department.

TO REPORT ABUSE/NEGLECT: 202-671-7233
FOR 24 HOUR CRISIS COUNSELING: 888-793-4357



Conflict of Interest Policy

Conflict of interests may arise whenever the professional, personal, or School interests of an employee, officer, director, consultant, volunteer, or a contractor is at odds with the best interests of DCBPCS. All employees are expected to act in good faith towards the School.

You are expected to report conflicts of interests to the Human Resources Department immediately upon discovery or suspicion of the conflict. Examples may include, but are not limited to:

- An outside business interest which competes with DCBPCS activities
- An outside vendor or a purchaser to DCBPCS
- An outside business involvement or outside employment (moonlighting) which interferes with the ability to devote the proper attention to the responsibilities at DCBPCS
- A relative or person with a significant relationship to a DCBPCS employee who has a business interest in organizations that compete with the School
- Accepting a personal gift from a vendor which benefit the employee directly.

Personal gifts and favors from individuals with whom the School has a relationship with is prohibited. It is the employee's job to give efficient, courteous and friendly service to the residents and their families. On occasion, employees may be offered a gratuity in appreciation for something he or she has done.

If an employee is unsure if a conflict of interest exists, he/she should talk with his/her immediate supervisor. Failure to inform the appropriate people of a conflict of interest, actual or perceived, may result in disciplinary action, up to and including termination.

Disciplinary Action

Employees who fail to comply with the School's policies and procedures will be subject to disciplinary action, up to and including termination. Serious violations may result in immediate termination. The list below provide examples of types of actions or behaviors that may result in disciplinary action, and it is not an exhaustive list. Types of actions or behaviors that may result in disciplinary action include, but is not limited to:

- Inappropriate contact with a student, either physical or sexual in nature
- Insubordination when an employee refuses to comply with the instructions of his/her supervisor, and/or when an employee is disrespectful to his/her supervisor(s)
- Verbal abuse of a student, parent, or fellow employee
- Sexual or other harassment of another employee, student, or parent
- Violation of confidentiality expectations regarding students and employees
- Excessive late arrivals or excessive absences
- Failure to meet basic guidelines related to curriculum development, class planning, and assignments (such as turning in lesson plans, grades, comments late)
- Failure to interact professionally with fellow employees at meetings and in required staff settings
- Failure to meet deadlines



- Possession, distribution, sale, transfer, use of, or being under the influence of alcohol or illegal drugs in the workplace.
 - This does not apply to responsible consumption of alcohol at School-sponsored events where providing alcohol for consumption by employees or other adults has been approved by the campus Director
- Theft, removal, or possession of school property
- Negligence or improper conduct leading to damage to school property
- Falsification of employment records, including timesheets
- Committing a fraudulent act or a breach of trust
- Fighting or threatening violence in the workplace
- Carrying firearms or other dangerous weapons or materials on school property or at any School-sponsored event

Employment of Relatives and Personal Relationships

The School wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. The criteria for employment with our organization will be based on appropriate job-related qualifications and equal employment opportunity. Family and personal relationships will constitute neither an advantage nor disadvantage in consideration for employment. This extends to practices that involve employee hiring, promotions, transfers, disciplines, performance management, and terminations.

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives. No individual, however, will be hired into a position that is supervised by or will work in the same department as, a relative who has or may have an effect on the individual's progress or performance, or if the employment relationship creates an opportunity for a conflict of interest.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform management and Human Resources of the relationship.

The School reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved. If further clarification is necessary, please contact your manager or Human Resources Department.

Investigations

The School is committed to ensure the staff and students are safe from harm or conflict. Whenever a manager or Administration team members receives a complaint or allegation of a policy or law, the School will complete an internal investigation. The HR Department will have primary responsibility for investigating complaints relating to any employee misconduct.



The following list, while not all-inclusive, provides examples of the types of situations that the School will investigate:

- Alleged conduct that potentially deprives a company employee or third party (i.e., customer, persons or entities desiring to engage in business with the company) of rights because of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status or other characteristics protected by law.
- Alleged verbal or physical conduct that potentially denigrates or shows hostile feelings toward any individual because of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status or other characteristics protected by law. This includes conduct that has the purpose or effect of any of the following:
 - Creating an intimidating, hostile or offensive work environment.
 - Unreasonably interfering with an employee's work performance.
 - Affecting an individual's employment opportunity at the company.
 - Alleged conduct or intentional behavior that potentially violates School policy or affects the safety or well-being of fellow employees, visitors, operations or other school-related activities. Such conduct includes threatening communication, physical injury or potential physical harm to another, aggressive or hostile action, intentional damage to company property, and possession of any weapon, regardless of government licensing.
- Allegations to student abuse and neglect
- Claims relating to unfair labor practices.
- Conduct that violate the School's rules, policies or standards of conduct or the law.

The HR Department will obtain verbal and written statements to anyone involved, including any first-hand witnesses. Once all statements are collected, all findings will be given to the Administration Team to make the final decision on any disciplinary action or corrective action.

The School prohibits retaliation including making threatening communication by verbal, written or electronic means against any individual who reports or provides any information concerning unlawful discrimination, harassment or other violations of company policies, rules and standards of conduct. Any employee found to be engaging in retaliation will be subject to disciplinary action up to and including termination.

Lunch, Rest Breaks, and Breast Feeding

DCB will provide reasonable daily unpaid break periods, as required and requested by the employee, so that the employee may express breast milk for her child to maintain milk supply and comfort. If any break period, paid or unpaid, is already provided to the employee by the employer, the break period required shall run concurrently with the break periods already provided. DCB will not be required to provide break periods if it creates an undue hardship on the operations of the school outside of the required breaks.

DCB has a sanitary room in the school building on the 2nd floor, which is not a bathroom or toilet stall, where an employee can express her breast milk in privacy and security. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all



responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering.

DCB employees who work more than six (6) consecutive hours in a workday will be required to take a 30-minute meal period. Your supervisor will schedule this break as closely as possible to the middle of your shift, in accordance with the workload. The meal period is unpaid and hourly employees are required to clock out at the start of the meal period and clock back in at the end of the meal period. Failure to record accurate time records may result in disciplinary action, up to and including termination. Employees who are required to remain at his/her workstation or who are required to perform tasks during his/her meal period should remain clocked in as they are considered working and will be paid accordingly.

Generally, you are not restricted to Company premises while taking an unpaid break, however if you intend to leave the premises, you need to notify your supervisor in case an emergency occurs during your absence. In consideration of others and the residents, employees are to leave for and return from his/her break or meal period on time. Abuse of this practice will result in disciplinary action, up to and including termination.

Outside Employment

To help ensure that employees are able to meet the School's expectations of them, they may not be employed in another position that will interfere with their normal working schedule while employed by the School. Falsification or misrepresentation of the above may result in disciplinary action, up to and including termination.

Performance Evaluations

All employees must successfully complete a ninety (90) day probationary period. Throughout this time period, a supervisor/manager will assess the employee's ability to effectively perform all required duties. A written evaluation will be completed after the probationary period.

Annual performance evaluations will be conducted at least once a school year. These evaluations identify exceptionally performed aspects of your position, as well as areas for improvement. For those employees who are highly effective, he or she will receive one performance evaluation for the school year. Those employees who have specified areas of improvement will have two performance evaluations for the school year. This evaluation will be discussed by the employee and his/her supervisor/manager, and will be submitted to the Human Resources Department to be placed in the employee's personnel file.

Safety

We are committed to providing a safe and healthy working environment. We make every effort to comply with relevant Federal and state occupational health and safety laws, and to develop the best operations, procedures, technologies and programs which are conducive to such an environment. The safety program is aimed at minimizing the exposure of the employees, students and visitors to health and/or safety risks. To accomplish the objective, all team members are expected to work diligently to maintain safe and healthy working conditions and to adhere to the proper operating practices and procedures designed to prevent illnesses and injuries. Employees who have ideas and suggestions on how to improve the safety practices are encouraged to share all ideas and suggestions with the Human Resources Department.



Responsibilities of each employee include, but are not limited to:

- Attending mandatory staff trainings
- Exercising maximum care and good judgment at all times to prevent injuries and accidents
- Immediately reporting all work-related incidents/accidents to the supervisor or manager, whether it happened to the employee or the student
- Seeking and reporting first aid for all injuries, regardless of how minor
- Knowing the fire and disaster plan, and being familiar with the locations of fire alarms and fire extinguishers and how to properly use the equipment
- Maintaining clean work areas and keeping work areas free from debris
- Storing all equipment and supplies in the appropriate location
- Reporting unsafe conditions, practices or equipment
- Wearing appropriate clothing and shoes for the job

These rules do not cover all possible safety issues and may differ upon environment and job responsibilities. Failure to follow the safety procedures may result in discipline, up to and including termination.

Searches

Workplace Searches

To safeguard the property of the employees, the students, and the School, and to prevent the possession, sale and use of illegal drugs on School premises, the School reserves the right to search any employee's office, desk, files, mail boxes and so forth are School property. The School also reserves the right to question employees and all other people entering and leaving School premises and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes or any other possessions or articles carried to and from the School's property. Inspections may be conducted at any time at the discretion of management.

People who are requesting entrance to the premises who refuse to cooperate in a workplace search/inspection will not be permitted to enter the premises. Employees working on, or entering or leaving, the premises who refuse to cooperate in an inspection, as well as those employees who are found to be in possession of stolen property, illegal drugs or other prohibited items, will be subject to discipline, up to and including termination. Local law enforcement may be notified.

Employment Reference Checks

The School has the right to check the employment references of all applicants to ensure that individuals who join the team are well qualified and have a strong potential to be productive and successful. When conducting these checks, the School will maintain confidentiality of all reports and records related to such inquiries.

When the School is contacted by other employers or vendors regarding employment references, it is the standard of the School to verify dates of employment, wage rates, and position(s) held permitted the School has authorization from the employee to release such information. All reference checks and employment verifications for current for former employees from outside organizations should be directed to the Human Resources department.



Certain employees will be required to submit a copy of his/her license or certification prior to beginning work. When this is required, the license/certification must be active and up-to-date. If you need to renew the license/certification, the renewal must be made according to state law, and a copy of the renewed license/certification needs to be submitted to the Human Resources Department. Failure to maintain current licenses/certifications may result in disciplinary action, up to and including termination.

Criminal Background Checks

The School will conduct regional and/or national background checks on all employees, and the results of such checks may effect hiring and retention decisions by the School. The School will conduct an initial background check, and reserves the right to run additional periodic background checks for employees. The results of any such search will be shared with an employee if requested by the employee, or if the results may contribute to a decision adversely affecting an individual's employment status. The School also requires that all employees are to be fingerprinted.

In accordance with state and Federal laws and regulations, the School is prohibited from hiring or employing, under any circumstances, any person convicted of certain classes of crimes. Throughout employment with the School, employees must report any new felony or misdemeanor convictions, beyond minor traffic violations, to your supervisor or Human Resources Department. Failure to provide this information, or providing incomplete or inaccurate information to the School regarding the conviction or pending charges, including while employed by the School, is subject to disciplinary action, up to and including termination.

Tuberculosis Testing

All new employees, including temporary staff and volunteers, who come in contact with the students must be screened for tuberculosis (TB). TB screening may be conducted on a continuing basis throughout employment according to state requirements. It is the responsibility of the employee or volunteer with a positive TB disease to notify management of his or her condition.

All test results are considered confidential. Access to these records will be limited to those who have a business need to know. If an employee wants a copy of his or her test/check results, the employee needs to make a written request to the Human Resource Department.

Use of Cell Phones and Personal Devices

For all employees (classroom, non-classroom, therapists, substitute teachers and after school care staff) using cell phones for talking or texting for personal use is only permitted when an employee is on their break. All individuals or organizations that would need to reach a school staff person if an emergency occurs should be given the School's main phone number, which is 202-750-6674, so they can contact you through the school if an emergency has occurred.

Any call to the building for a staff person that is for a family emergency will be forwarded to the person immediately on the school phone system. If the staff person is outside of the school building at the park or on a field trip, the school will work to contact the staff person on the emergency number / cell phone number provided by the employee to the school. For all non-emergency calls, a message will be taken for the staff person and placed in their mailbox.



Workplace Injuries

All work-related injuries are covered under the state Worker's Compensation laws. The School is required by law to maintain accurate and complete records concerning work-related injuries and illnesses, and the complete cooperation of each employee is expected. It is the employee's responsibility to report all work-related injuries to a supervisor before the end of his or her shift it occurred on, regardless of the severity of the injury. All injuries that occur on the job must be reported to your supervisor. Failure to report an accident or injury may result in the claim being questioned or denied. In the event that the accident or injury requires treatment and/or medical attention beyond first aid, the employee must inform his or her supervisor and go to either the preferred doctor of the School or go to his/her own doctor. If an employee chooses to go to his/her own doctor, the employee must give the doctor a Workers Compensation Claim Reporting Kit, which must be sent back to the School within 24 hours of being seen.

If an employee needs to go to the doctor or a clinic for an injury that does not require immediate first aid (i.e., sprained finger, sore back, etc.), the appointment should be made during non-working hours if possible. All follow-up appointments should be made during non-working hours whenever possible. If an employee needs follow-up care during work hours, prior authorization must be obtained from his/her supervisor.

The School is a modified duty employer. The purpose of the program is to return workers to full employment at the earliest date following any injury or illness. Where feasible, transitional positions will be made available to injured employees in order to minimize a period of lost wages for the employee. The transitional/temporary position is developed in coordination with the physician.

The School will determine appropriate work hours, shifts, duration and locations of all work assignments. The School reserves the right to determine the availability, appropriateness and continuation of all transitional assignments and job offers.

Workplace Violence

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, customer, vendor or business associate will not be tolerated. The School's resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The School treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, Human Resources or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Human Resources department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. The School will not retaliate against



employees making good-faith reports. The School is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to intimate partner violence.

The School will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities related to school business. The identity of the individual making a report will be protected as much as possible. The School will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the School may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt discipline, up to and including termination of employment. The School encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates. The School will not discipline employees for raising such concerns. However, if it is determined after an investigation that an employee willfully and intentionally provided false information regarding the complaint, that individual will be subject to disciplinary action, up to and including termination.



Receipt/ Acknowledge of Handbook

The School reserves the right to modify, revoke, suspend, terminate, or change any of the policies, practices, programs, and employee benefits set forth in this handbook, in whole or in part, at any time, with or without notice. The language used in your employee handbook is not intended to create a contract between our organization and any one or all of its employees. The information contained in this employee handbook is presented in summary form. It is your responsibility to be familiar with these policies and procedures. If questions regarding the application of benefit information in this employee handbook should arise, reference may be made to the appropriate unabridged benefit plan document maintained in the Main Office.

The final decision on any question regarding interpretation of all School policies rests with the executive management of the School. No person other than the Head of the School has authority to make any agreement for employment for any period of time. Any such agreement must be made in writing and signed by the Head of the School.

We ask that you sign this form indicating that you have received the handbook, that you understand it will be used to guide to your actions as an employee, and that it is your responsibility to read and understand all policies, practices, programs and employee benefits. Also, it is understood that your employment with our organization is "at will" and that you may terminate your employment at any time and that the School also retains the same right to terminate your employment at any time.

This employee handbook supersedes all previous handbook acknowledgements and written and verbal policies.

This will acknowledge that I have received a copy of the Employee Handbook which covers all employees of DC Bilingual Public Charter School.

Name (Print) _____

Signed _____

Date _____

