



Employee Handbook

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Creative Minds International
Public Charter School

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Introduction

Welcome to Creative Minds International Public Charter School

I hope that you will find your employment at Creative Minds International Public Charter School (“CMI” or “the school”) to be a professionally rewarding experience. I look forward to working with you to create a warm, positive school environment and exciting learning opportunities for our students. As a member of the CMI team, you will have multiple opportunities for professional development and growth within our unique program. We appreciate your individual talents and consider your contribution a great asset to our students and to your colleagues.

This handbook is designed to acquaint you with CMI and provide you with general information about working conditions, benefits, and policies affecting your employment. We could not begin to explain every CMI policy or rule or benefit in this handbook. These provisions can be considered as no more than general summaries of the benefits, work rules and policies they address. This handbook does not constitute a guarantee that your employment will continue for any specified period of time or end only under certain conditions. Nothing in the handbook constitutes an express or implied contract of employment or warranty of any benefits.

The information contained in this handbook applies to all employees of CMI. It is expected that all employees will review and follow the policies and procedures detailed within the handbook. Our objective is to provide you with a work environment that is constructive to your personal and professional growth.

I hope that you will support our goal of creating a culture of respect and collaboration, where each and every staff member feels valued, supported, and appreciated.

I wish you a happy and successful year!

Sincerely,

Chuck Jackson
Executive Director

Hiring

Equal Employment Opportunity

CMI is committed to the principles of equal employment opportunity and complies with all applicable laws that prohibit discrimination and harassment in the workplace. CMI is an equal opportunity employer and makes all employment-related decisions without regard to race, color, religion, sex, age, national origin, pregnancy, disability, genetic information, political affiliation or belief, gender identity or expression, sexual orientation, marital status, personal appearance, family responsibilities, matriculation, veteran or military status, credit history, or any other category protected by applicable law. We believe that each individual employed by us has the right to be free from discrimination and harassment in the terms and conditions of employment. No form of discrimination or harassment toward any employee, student, contractor, or other person in our workplace or at our work sites will be tolerated. This policy applies to recruitment, selection, training, utilization, promotion, benefits, termination, disciplinary actions, and all other personnel actions, terms, conditions, and privileges of employment. CMI adheres to a standard of selecting the best-qualified person for each position in the organization.

Employment Authorization Verification

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment. If you are currently employed and have not complied with this requirement or if your status has changed, please inform your supervisor.

Tuberculosis Tests (TB)

New staff must provide proof of a 'negative' result on a TB test or other equivalent examination (i.e. chest exam). Staff can obtain a TB test from a range of sources such as a personal medical doctor or any walk-in facility. CMI does not require a specific facility to conduct the TB test. State regulations require periodic TB screening .

Discrimination and Harassment

Sexual Harassment and Other Unlawful Harassment

Consistent with its workplace policy of equal employment opportunity, CMI prohibits and will not condone any form of unlawful discrimination or harassment based upon a person's protected characteristic(s), including sex, race, religion, ethnicity, sexual orientation, gender identity and expression, age, national origin, disability, pregnancy, marital status, genetic information, veteran or military status, credit history, or any other characteristic protected by applicable law.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting the individual, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment for the employee.

Examples of conduct that may constitute sexual harassment may include:

(1) sexual-oriented verbal kidding, teasing, or jokes; (2) unwelcome sexual flirtations, advances, or propositions; (3) verbal abuse of a sexual nature; (4) graphic or verbal commentaries about an individual's body or appearance; (5) display or distribution of sexually suggestive material; (6) subtle pressure for sexual activity; and (7) inappropriate physical conduct or contact.

Other Unlawful Harassment

Harassment is generally defined as unwelcome verbal or nonverbal conduct based on a person's protected characteristic including but not limited to sex, race, ethnicity, color, religion, national origin, age, sexual orientation, pregnancy, marital status, genetic information, disability, veteran or military status, credit history, or other characteristic protected by law that denigrates or shows hostility or aversion toward the person because of the protected characteristic and which affects the person's working

environment, employment opportunities, or benefits, has the purpose or effect of unreasonably interfering with the person’s employment opportunities or benefits, or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Harassing conduct may include, for example, epithets, slurs, or negative stereotyping; verbal abuse; threatening, intimidating, or hostile acts; denigrating jokes; display or distribution of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Scope of the Policy

This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees but also extends to interaction with vendors and students. No employee should suffer sexual or any other harassment based on a protected characteristic by any vendor, volunteer, visitor, or other third party. The school cannot always control the conduct of non-employees, but will attempt to remedy any such situations that arise. It is also the responsibility of every employee to respect the rights of students, other employees, applicants, volunteers, vendors, and visitors to CMI as required under CMI’s code of conduct.

Any unwelcome sexual overtures or other forms of harassment by an employee, vendor, volunteer, visitor, or other third party should be reported immediately to Human Resources or any other member of the administration with whom you feel comfortable. All managers and supervisors are required to report immediately any perceived occurrences of harassment and complaints of harassment which they receive from employees to Human Resources.

Complaint Procedures

CMI requires reporting of all incidents of sexual or other harassment, regardless of the identity of the offender. Complaints of harassment or discrimination in violation of this policy must immediately be reported to Human Resources or any other member of the administration with whom the employee feels comfortable. The school will conduct a thorough and prompt investigation of all complaints and maintain the investigation as confidential to the fullest extent feasible. Complaints under this policy against the Executive Director will be investigated with the oversight of the Chair of the Board of Trustees.

Upon completion of the investigation, CMI will take appropriate action up to and including termination, if necessary.

Retaliation

The school will not tolerate any form of retaliation against any employee for in good faith making a complaint or assisting in a complaint investigation. An employee who believes that he or she is being retaliated against in violation of this policy should make a report immediately to Human Resources or any other member of the administration with whom they feel comfortable. Any employee found to have retaliated against any other employee for making a complaint or for assisting in an investigation will be subject to appropriate disciplinary action, up to and including termination.

Knowingly making false and malicious complaints of harassment or discrimination, as opposed to complaints that even if erroneous are made in good faith, may also lead to disciplinary action, up to and including termination.

Health and Safety

Nonviolent Workplace Policy

The purpose of this policy statement is to formally acknowledge that workplace violence will not be tolerated. Employees are prohibited from engaging in any threatening or violent conduct, or any conduct that could lead to violence. Employees also may not possess any type of weapon while on working time or on CMI premises. Any employee who violates this policy or who commits an act of violence at work against a person or property will be immediately dismissed and, where appropriate, the matter will be referred for prosecution by the legal authorities. Workplace violence is conduct in the workplace against employers, students, employees or others in the workplace committed by persons who either have an employment-related connection with the establishment or are outsiders, involving: (1) physical acts against persons or employer property; (2) verbal threats or profanities, vicious statements which are meant to harm or cause a hostile environment; (3) written threats, profanities, vicious writings or notes, and other written conduct or intense distortion which is meant to threaten or create a hostile environment; or (4) visual acts which are threatening or intended to convey injury or hostility. Workplace violence can and must be prevented. To achieve that goal requires the combined efforts of all employees, anything less than total commitment to the elimination of workplace violence is unacceptable.

Weapons in the Workplace

CMI prohibits the possession of firearms or any other lethal weapon on school property, in a vehicle being used on school business, in any school-owned or leased parking facility, or at a work-related function. This applies to all employees, visitors, students, and students' families on school property, even those who are licensed to carry weapons. The only exception to this is an employee or visitor who is required to possess weapons in order to fulfill his or her job duties, such as a member of the Metropolitan Police Department.

Some examples of prohibited weapons include, but are not limited to:

- Firearms (pistols, revolvers, shotguns, rifles and bb guns)
- Knives (switchblades, gravity knives or any knife with a blade longer than three inches)
- Metal knuckles

- Bows and arrows
- Tasers.

We prohibit weapons in order to ensure the safety and security of all employees and persons visiting the school. Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact Human Resources.

Workplace Bullying

CMI is committed to providing a safe and healthy work environment for all employees. As such, the school prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work functions, or while traveling on business.

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates, or humiliates an individual or a group of individuals.

Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect
- Verbal or physical.

Some examples of bullying include, but are not limited to:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticism (especially in public)
- Teasing and/or spreading rumors
- Trivializing of work or achievements
- Exclusion or isolation.

Bullying can have devastating results. If you witness bullying or suspect bullying is taking place, report it to your supervisor and/or to Human Resources immediately. All suspected incidents of bullying will be thoroughly investigated, and disciplinary measures will be taken accordingly.

Alcohol, Drug and Tobacco Free Workplace

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

The following conduct is prohibited on school property, including but not limited to school buildings, grounds, parking lots, and fields, along with off-site activities with staff or students, and may result in disciplinary actions up to and including termination:

- Possession, transfer, sale, distribution, use, or solicitation of illegal drugs on CMI property (including the parking lot and adjacent areas) or during working hours.
- Use of alcohol on CMI property (including adjacent areas) or during working hours, unless specifically authorized by the school management.
- Use of e-cigarettes or tobacco products on CMI property at any time.
- Reporting to work or being present at work while being intoxicated or impaired by alcohol and/or drugs. This does not include the authorized use of alcohol at CMI sponsored functions or activities.
- Reporting to work, or being present at work, with a detectable amount of any illegal drug or its metabolites in the employee's body.
- Abuse of prescribed drugs. Prescribed drugs will be allowed only when taken in accordance with a physician's prescription, and where such use will not adversely affect the ability of an individual to properly and safely perform his or her duties. Any employee who is taking prescription drugs that may affect the employee's ability to perform the job properly and safely should inform Human Resources before or immediately upon reporting to work. Abuse of prescribed drugs will not be tolerated and will be treated in the same fashion as use of illegal drugs.

Consistent with its fair employment policy, CMI maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. CMI will attempt to assist its employees through appropriate leaves of absence and other measures, consistent with CMI's policies and

Complaint Procedures

Complaint / Improvement Policy

CMI is committed to providing a safe and productive work environment, free of threats to the health, safety, and well-being of our employees. These threats include, but are not limited to, harassment, discrimination, violations of health and safety rules, and violence.

Any employee who witnesses or is subject to inappropriate conduct in the workplace may complain to Human Resources or any other member of the CMI Administration with whom the employee feels comfortable. Any manager who receives the complaint, hears of, witnesses, or is subject to inappropriate conduct is required to immediately notify Human Resources. Inappropriate conduct includes any conduct prohibited by our policies about harassment, discrimination, discipline, workplace violence, health or safety, wages or hours, and drug or alcohol use. In addition, we encourage employees to come forward with any workplace complaint even if the subject of complaint is not explicitly covered by our written policies.

CMI will conduct a thorough and prompt investigation of all complaints and maintain the investigation as confidential to the fullest extent feasible.

We expect all employees to cooperate fully in the school's investigations by, for example, answering questions completely and honestly and giving the investigator all documents and other material that might be relevant. All complaints will be handled as confidentially as possible. When the investigation is complete, CMI will take corrective action as needed.

We will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to the Chief Operating Officer or Executive Director.

Complaints will be recorded and analyzed to ensure that our complaint management processes comply with this policy. Trends will be identified, and feedback will be provided to the relevant employees to improve responses to complaints if necessary.

Complaints under this policy against the Executive Director will be investigated with the oversight of the Chair of the Board. If the complaint is against the Executive Director, the complaint should be made to the Chair of the Board of Trustees. Please consult Human Resources for additional details.

Retaliation

The school will not tolerate any form of retaliation against any employee for making a complaint in good faith or assisting in a complaint investigation. An employee who believes that he or she is being retaliated against in violation of this policy should make a report immediately to the Human Resources Manager or any other member of the administration with whom he/she feels comfortable. Any employee found to have retaliated against any other employee for making a complaint or for assisting in an investigation will be subject to appropriate disciplinary action, up to and including termination.

Knowingly making false and malicious complaints of harassment or discrimination, as opposed to complaints that even if erroneous are made in good faith, may also lead to disciplinary action, up to and including termination.

Our Doors Are Open

We want to maintain a positive and pleasant environment for all of our employees. To help us meet this goal, our school has an open-door policy, by which employees are encouraged to report work-related concerns.

If something about your job is bothering you, or if you have a question, concern, idea, or problem related to your work, please discuss it with your immediate supervisor as soon as possible. If you don't feel comfortable bringing the matter to your supervisor, please feel free to raise the issue with any manager at the school.

We encourage you to come forward and make your concerns known to the school's management. We can't solve the problem if we don't know about it.

Creative Minds Public Charter School Whistleblower Policy

General

Creative Minds Public Charter School's (the organization) Code of Ethics and Conduct ("Code") required directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance Officer directly.

Compliance Officer

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization's Compliance Officer is the chair of the audit committee.