



CAPITAL VILLAGE
Public Charter Schools

Employee Handbook

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WELCOME!

Welcome to Capital Village Schools! We are so glad to have you onboard our Crew!

The mission of Capital Village Public Charter Schools is to prepare all students, regardless of background or circumstance, to reach their full potential in college, career, and life in order to become agents of change in their communities. We will achieve this goal by creating a small learning community reflective of the diversity of the city, focused on relevant real-world problems, customized to each student's individual needs, and centered around the whole child. Capital Village Public Charter School is an EL Education middle school that will redesign the school experience into one where **all** students are propelled towards their fullest potential.

We will do this by combining:

- rigorous instruction that is centered around the unique needs of individual students
- real world learning experiences, grounded in social justice
- an intentionally small village focused on the whole child

The result will be a replicable school model that will be shared with other public schools to create lasting change in the lives of students beyond our walls.

YOUR EMPLOYEE HANDBOOK

The purpose of this Employee Handbook (the "Handbook") is to set forth certain policies affecting you as an employee of the Capital Village Schools ("Capital Village"). It also provides you with practical information and general guidelines as to our expectations of you as an employee. It is not intended to be a comprehensive "how to" document or to address all the possible applications of, or exceptions to, the general policies and procedures described herein. Programs may supplement the handbook with approved policies and practices based on program, state or local legal or administrative mandates.

This Employee Handbook supersedes all previously issued Employee Handbooks and any inconsistent verbal or written policy statements made or issued before this Employee Handbook. Capital Village reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of this Employee Handbook.

Nothing in this Handbook or in any other document or policy is intended to violate any local, state or federal law. Nothing in this Handbook is intended to limit any concerted activities

by the employees relating to their wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act. Furthermore, nothing in this Handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (“EEOC”), National Labor Relations Board (NLRB), or any other federal, state or local agency charged with the enforcement of any laws.

This Handbook does not constitute a contract of employment. The policies and benefits described herein are presented as a matter of information only and are not intended to confer (nor do they confer by reason of their publication) any specific or binding rights, benefits, privileges, or entitlement to employment or continued employment by Capital Village. This Handbook’s contents are subject to modification, amendment, or rescission at any time, with or without notice, at Capital Village’s sole discretion.

Capital Village Schools has the sole right and responsibility to interpret the meaning and application of the content of this handbook. Please take the time to read this Handbook and become familiar with its contents. If you have any questions about any of these policies, please do not hesitate to contact Human Resources. We value your employment with us and count on your efforts and contributions to help ensure our future success.

HIRING PRACTICES

Americans with Disabilities Act (ADA)

Capital Village Schools’ policy is to comply with the relevant and applicable provisions of the Americans with Disabilities Act, which prohibits discrimination against a qualified individual with a disability. To that end, Capital Village Schools will make reasonable accommodation to enable applicants with disabilities to apply for positions and to enable employees with disabilities to perform their jobs; provided that they are able to safely perform the essential duties of their jobs and that any accommodations made do not impose an undue burden on Capital Village Schools. Any employee or applicant who believes that he or she is in need of an accommodation due to a disability should discuss his/her needs first with their Supervisor, in order to begin engaging in the interactive process of finding reasonable accommodations.

Equal Employment Opportunity (EEO)

It is Capital Village Schools’ belief that all persons, regardless of race, color, creed, religion, sex, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical or mental disability, sexual orientation, veteran status, political affiliation, gender identity,

personal appearance, family responsibilities, matriculation, genetic information, credit information, status and/or expression, or any other basis prohibited by Federal, State, or local law, are entitled to an equal opportunity in all terms and conditions of their employment, including, but not limited to, hire, promotion, transfer, discipline, compensation, and any other employment related benefits.

If you feel you or any other employees have been subjected to discrimination of any kind, you should immediately report the discriminatory conduct or employment action to your immediate Supervisor, or another Supervisor with whom you feel comfortable under the circumstances. Once a complaint has been made, Capital Village Schools shall investigate the same and take appropriate remedial action, in accordance with the complaint and investigation procedure discussed in the “No Harassment Policy” in this Handbook.

Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. As part of your preemployment onboarding you will be asked to provide original documents as required by Federal law, to complete and sign Federal Form I-9-Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, Capital Village Schools may be obligated to terminate your employment. Capital Village Schools, complies with the Immigration Reform and Control Act of 1986, which requires Capital Village Schools to attest to the U.S. Government, that all persons we hire are legally entitled to work in the United States. To comply with this law, we must verify your identity and your right to work in the United States. We, therefore, are required to examine certain documents such as, but not limited to, a U.S. Passport, Driver’s License with Photograph, Certificate of Citizenship, Social Security Card and Certificate of Birth. All employees must present a valid Social Security Card at the time of hire to complete the Federal Form I-9 process.

Background Screening

All applicants must successfully complete a pre-employment background screening prior to starting employment with Capital Village Schools. The School will conduct regional and national background checks, past employer reference checks, and character reference checks on all current and future employees in compliance with all applicable laws and regulations, including the DC School Safety Omnibus Act of 2018. The results of such checks may impact hiring and retention decisions made 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 and arrests, 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.

DC School Safety Omnibus Act of 2018

In accordance with the guidelines of the DC School Safety Omnibus Amendment Act of 2018, all DC schools, including charter schools are required to review the employment history of all employees and contractors, regardless of length of service, where the scope of employment involves direct interaction with children. For each employee and contractor, charter schools are required to maintain a minimum of two character references dating back as far as 20 years, as well as employer background checks dating back 20 years. This is a mandatory requirement for all employees to be in good standing with the organization, and must be submitted to Capital Village prior to the date of hire. Failure to provide complete and accurate information may result in disciplinary action, up to and including termination of employment. For more information on the SSOAA, please visit <https://osse.dc.gov/page/school-safety-omnibus-amendment-act-2018-ssoaa>

Reference Checks

As part of the pre-employment process, all applicants are requested to provide two employment references to the Hiring Manager.

Other Employment

If you are a full-time employee, we recommend that you do not work part-time elsewhere. If you choose to work elsewhere, we remind you that your first loyalty must be to Capital Village Schools. Whether you are full-time or part-time, there are restrictions placed on your other employment:

- You may not use Capital Village Schools equipment or facilities for other employment or activities.
- You may not create a real or apparent conflict of interest with your responsibilities at Capital Village Schools.
- You may not charge a fee to provide services Capital Village Schools would offer without charge.

- You may not solicit for business or conduct other activities relating to your outside employment on Capital Village Schools time or premises.

In accordance with Capital Village Schools' Conflict of Interest Policy, employees who choose to work outside of Capital Village Schools are required to advise the organization of their other employment and are required to complete and submit a "Conflict of Interest Disclosure Form" to the Executive Director for review. Please contact The Executive Director for a complete copy of The Conflict of Interest Policy.

EMPLOYEE STATUS & CONTRACTORS/CONSULTANTS

Employment-at-Will

You and Capital Village Schools have an employment-at-will relationship. The employment relationship is for an unspecified time period. Likewise, Capital Village Schools has the right to terminate your employment, or otherwise discipline, transfer or demote you at any time, with or without reason, at the discretion of the organization. Capital Village Schools does not utilize employment contracts. Any verbal or written notices outlining a work schedule, salary, benefits or policies are not considered employment contracts.

Capital Village Schools works to ensure that our employment practices are nondiscriminatory, including, but not limited to: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rate of pay or other forms of compensation, and selection for training. Capital Village Schools will commit the necessary time and resources, both financial and human, to achieve the goals of equal employment opportunity.

Employment Classifications:

Capital Village Schools employees are categorized as *exempt or non-exempt* depending on the position, job requirements and / or method of compensation. Employees are also classified as *full-time or part-time*. Employees shall be advised of their status upon hire, promotion or change in employment position or circumstances.

Exempt: Typically, exempt employees work whatever hours are necessary to accomplish assigned responsibilities. They may find it necessary, at times, to work additional hours or days in the week to accomplish their objectives. Exempt employees are not eligible for overtime compensation.

Exempt employees are individuals whose duties and responsibilities are of an executive, administrative character, and professional employee as described under the Fair Labor Standards Act (FLSA) and are, therefore, exempt from the provisions of the FLSA. Exempt

employees are not entitled to overtime pay, irrespective of the number of hours worked during a workweek.

Non-Exempt: Non-exempt employees are entitled to be paid for all overtime hours worked in excess of 40 in a workweek, at time and one half of their regular rate.

A full-time employee: Who is regularly scheduled to work 40 hours or more per workweek. A full-time employee is eligible for all company fringe benefits is considered a full-time employee.

Full-time exempt and employees who work a minimum of 75% FTE: are eligible for company fringe benefits as noted in this manual, including PTO and STD accruals.

Part-time employees: i.e. who work less than 75% FTE (e.g. 60%, 50% FTE) (usually not to exceed 1,000 hours in any one year) are not eligible for company fringe benefits except as noted in this manual.

The provisions of the Fair Labor Standards Act (FLSA) including overtime payment cover non-exempt employees. You may at times be required to work after 5:00 P.M., or on weekends. Any non-exempt employee will be paid at their regular rate of pay. Working unauthorized overtime is not permitted. Overtime must be authorized in advance by the employee's supervisor or department manager.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a fulltime employee, provided you return to work as agreed in the provisions of your leave.

Contractors / Consultants

Contractors/ Consultants may be hired by Capital Village Schools for a specific period of time, as agreed upon, for a specific rate of pay and / or Per Diem rate listed within the Capital Village Schools Contractor / Consultant Agreement. Contractors /Consultants are not eligible for employee benefits and/or accrued PTO leave.

WORKING FOR Capital Village Schools

New Employee Onboarding

Your onboarding experience will include successful completion of a background check, employment offer letter, your I9, and your payroll enrollment. On or immediately before your start date, you will receive your email username and password and any other equipment, such as a computer, to perform your job. As a new employee, you are expected to be aware of certain policies that may apply to you. Questions regarding Capital Village Schools' personnel policies and employment benefits are handled by the Executive Director. If you choose to enroll in our health benefits plan, and you are eligible, you must do so within thirty days of hire.

New Employee Orientation

Since Supervisors are always the first source of information regarding work-related matters, Capital Village Schools encourages you to ask your Supervisor specific questions and obtain current facts about the policies and practices of Capital Village Schools. On your first day of work at Capital Village Schools, your job duties will be explained to you by your Supervisor and you will be given an orientation plan. As part of the onboarding process, you will also be introduced to other employees who are part of the team, as well as members of the leadership team and Board of Directors, as appropriate. At the end of your first 90 days with Capital Village Schools, you will participate in an informal review with your Supervisor to check on your progress with your role.

Assigned Duties

Capital Village Schools employees are obligated to perform any and all reasonable duties assigned to them. This includes assignments with regard to work schedule, work duties and work location. Insubordination (i.e. refusal to carry out a legal, nonhazardous direct order) is a violation of the basic work rules and subject to progressive disciplinary action up to, and including, termination. Capital Village Schools will attempt to accommodate your special needs and interests.

Employment Anniversary Date

The first day you report for work is your "official" employment anniversary date. Your anniversary date is used to compute various conditions, paid leave accruals and benefits described in this Employee Handbook.

PERSONNEL RECORDS and ADMINISTRATION

Human Resources Files

Capital Village Schools maintains confidential employment records for each employee. These records include application materials, performance records, disciplinary notices and other information relative to your employment. To protect the confidentiality of these records, they are stored in a safe and secure place with access to them limited to:

- A. Business, Operations, and Human Resource representatives with a business need to know
- B. Managers and Supervisors with a business need to know
- C. You

In the unlikely event of a federal or state investigation, we may be required to provide the contents of your file to a court of law or a governmental agency. You will be notified, if appropriate, of any such investigation. To all other requests we will only verify employment dates and titles unless you have signed a release.

Inquiries from financial or lending institutions concerning employment and salary information will be answered only on the employee's written request (usually via email) and authorization to release such information. The organization also answers those inquiries it is required by law to answer.

It is important that the information contained in your personnel file is accurate and current at all times. If you have any changes in your personal information in the following items, please notify Human Resources as soon as possible of the following updates:

- ✓ Legal Name
- ✓ Home Address
- ✓ Home Telephone Number / Cell Phone Number / Email Address
- ✓ Emergency Contact Information
- ✓ Dependent Information
- ✓ Marital Status
- ✓ Change in Beneficiary for Life Insurance and/or 403b Account
- ✓ Payroll Tax Exemptions for W-4 / State Withholdings
- ✓ Military or Draft Status
- ✓ Any other pertinent information

You may review information which is maintained in your own personnel file if you wish and may request and receive copies of all documents that you have signed. All requests should be directed to Human Resources.

Medical Records Files

In accordance with the Americans with Disabilities Act (ADA), all medical records are maintained in a confidential file, separate from your personnel file. Capital Village Schools maintains this information in the strictest confidence and may not use or disclose, medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

Change of Employee Information/Status

Any change in your personal status that affects your taxes, insurance, or other employment related matters should be reported to Payroll and Human Resources. Examples of changes include name, address, telephone number, emergency contacts, marital status, number of dependents, and insurance beneficiaries. Employees who need to make a change to their personal information or status can update their information on our on-line Human Resources / Payroll services website portal (ADP). Changes to the health care plan must be made within 30 days of the event. In the event of divorce or life partnership termination, ex-spouses or partners must be taken off the health care plan and offered COBRA.

Customer / External Partner Relationships

The success of Capital Village Schools depends upon the quality of the relationships between Capital Village Schools, our employees, schools, customers/external partners, suppliers, and the general public. Our schools and customers' impression of Capital Village Schools is greatly impacted by the people who serve them. The more goodwill you promote, the more our customers will respect and appreciate you, Capital Village Schools and Capital Village Schools' services.

Below are several things you can do to help give customers a good impression of Capital Village Schools. These are the building blocks for our continued success.

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with others at all times.
3. Follow up on all emails and phone calls within 24 - 48 hours, provide courteous replies to all inquiries and requests, and perform all duties in a professional manner.
4. Take pride in your work.

COMPENSATION

Pay Periods / Pay Cycles / Tax Forms & Deductions

Pay days are semi-monthly on the 15th and the last day of the month. Pay periods are the 1st through the 15th and the 16th through the last day of each month. When a pay date falls on a weekend or holiday the payday will be the business day prior to the weekend or holiday. Paychecks include hours or days worked during each pay period. Paychecks or pay stubs are available for review online (24/7) and managed by our outside payroll service. Employees are required to have their checks deposited directly into their checking or savings account.

Exempt staff will be paid an annual salary semi-monthly. The semi-monthly amount is calculated by dividing the annual salary by 24.

Please keep your personal information up-to-date throughout the year and make the appropriate changes on our on-line Human Resources / Payroll services website. This will ensure that your annual tax reporting forms reach you. If you would like to change your tax deductions, you may do so at any time on the ADP website.

Time Records / Timesheets

Employees are required to keep accurate records of their time worked and time off during each pay cycle by completing an electronic timesheet on a bi-weekly basis.

If you are a non-exempt employee, Capital Village Schools is required by law to maintain an accurate record of all time worked. All time worked must be recorded on your timesheet. This record is the basis for computing hourly overtime and various time-off benefits for you. You must take at least a ½ hour unpaid break if you are working over six hours. Short breaks for rest, coffee, snacks, restroom, etc., should not be deducted from your work time provided they are not excessive.

Exempt employees are required to submit timesheets to account for days worked and days off, including any leave time, within each payroll cycle.

Overtime

Exempt employees are not eligible for overtime. Non-exempt employees are paid overtime at the rate of time and one-half for all work in excess of 40 hours per workweek. Paid time off is not included in the 40-hour total. Employees must obtain authorization from their

Supervisor before working overtime or any time beyond their regular work week. Employees who fail to adhere to this requirement may be subject to disciplinary action. Non-exempt employees cannot earn compensatory time (comp time) in lieu of pay. They are permitted to volunteer to perform unrelated work provided there is no undue supervisory pressure to do so.

Compensatory Time Off

Exempt employees are eligible for compensatory time when a specific need arises necessitating that the employee do work beyond the scope of their position, or volunteer their time on weekends or other non-working days, at the request of Capital Village Schools. Work decisions that will result in comp time should be cleared ahead of time with the employee's Supervisor, and Supervisor approval is required before taking the resulting comp time. Decisions when awarding such grants will be made on the basis of the efforts expended by the employee or team, the duration of such efforts and the value those efforts represented to Capital Village Schools and its development and growth. Comp time must be used within 30 days of earning it and documented in our timekeeping system. Any exceptions must be approved by the employee's Supervisor & Human Resources.

Staff Training Pay

Full-time, exempt employees are paid to attend required meetings and training as part of their annual salary. The number of training days will vary and must be authorized by each employee's Supervisor. All training must directly relate to job responsibilities. Non-exempt employees will be paid at their normal hourly rate to participate in mandatory meetings or training required by their manager. Employees will not be paid to attend optional meetings or training courses not required for their job or to obtain a certification to meet the minimum standards for their position.

Mandatory Deductions from Paychecks

Capital Village Schools is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes, and your contribution to Social Security. All payroll deductions taken will be itemized on your check stub. The amount withheld from your paycheck will depend on your earnings, the marital status, and number of exemptions listed on your Federal W-4 and State / City.

If you wish to change your withholding elections, you can change your elections via [Gusto](#). Only you can make these changes; verbal or written requests are not valid to change tax withholding information. All employees are advised to check his/her pay stub to confirm that the correct amount of withholding is being withheld from their paychecks.

In the event that there are official requests for mandatory payroll deductions, such as court-ordered garnishments, child support, etc., the employee will be notified and given a copy of the official notice before the deduction(s) have been implemented.

The W-2 that is issued at the end of the calendar year, lists the total amount of your earnings withheld from your paychecks for various deductions.

Exempt Employees: No Pay Docking for Non-Instructional Staff

Capital Village is fully committed to complying with the FLSA, and any applicable state law, now and in the future. Therefore, it is the School's policy not to make deductions from the guaranteed salary of employees properly classified as "exempt" except for reasons permitted by law. Capital Village may make deductions from an "exempt" non-instructional employee's salary for the following reasons only:

- a. if the employee is absent for one or more full days for personal reasons other than sickness or disability and does not have accrued paid time off;
- b. if the employee is absent for one or more full days due to sickness or disability, but has depleted all accrued sick leave as outlined by school policy and ASSLA (Accrued Sick and Safe Leave Act);
- c. as a penalty imposed in good faith for infractions of safety rules of major significance; or
- d. if the employee is suspended in good faith, for one or more full days, for infractions of Capital Village's written policy on workplace conduct, which is applicable to all employees;
- e. to offset amounts received by an employee as jury fees, witness fees or military pay received in a given week;
- f. in the initial or terminal week of employment (a proportionate part of the salary will be paid for time worked); or
- g. if the employee takes authorized leave under the federal or District of Columbia Family and Medical Leave Act and does not have and use available paid time off or sick leave for this purpose;
- h. to honor amounts ordered by a court to pay an employee's creditor, trustee, or other third party, under garnishment, wage attachment, trustee process, or bankruptcy proceedings;
- i. to cover deductions for certain types of benefit and tax deductions, such as the employee's portion of health, dental, vision or life insurance premiums; state, federal or local income taxes; and social security and Medicare taxes;
- j. Employees are subject to leave without pay for full day absences on Critical Attendance dates and/or absence may be reflected in employees yearly evaluation(unless there is a legitimate need for sick leave on those dates): this includes days prior to a paid holiday or

the day after a paid holiday, or other days during the school year deemed crucial for staff attendance.

If an employee believes that an improper deduction has been made from his/her pay, the employee should immediately contact Human Resources, who will promptly and fully investigate the situation. If Capital Village determines that the deduction was improper for any reason, Capital Village will reimburse the employee and take steps to assure that such improper deductions do not reoccur.

Pay Statements

The payroll information contained on the electronic deposit statement provides detailed information concerning your pay for the period, as well as information about the withholdings and deductions from your gross pay. Federal and State income taxes, where applicable, must be withheld by law. The amount is based upon the information you supplied on the withholding tax form (W-4). It is very important for you to complete a new form whenever your status changes, so that we withhold the appropriate amount of tax. Deductions for group insurance coverage, 403b plan contributions, or other withholdings by Capital Village Schools require pre-authorization from you and will be listed on your pay stub.

Your pay is not limited to the items shown on your pay stub. Capital Village Schools contributes additional payments on your behalf that are not as visible, but they are just as real and represent additional cost. Thus, your “total compensation” is greater than it appears as these examples show:

- Capital Village Schools pays a tax in many states for unemployment benefits.
- Capital Village Schools pays Workers Compensation premiums for insurance that pays you in the event you are injured on the job. This insurance will pay for all of the medical bills if you sustain a work-related injury and will compensate you for lost income if you are unable to work, in accordance with the rules in the state in which you work.
- If you are enrolled in the Health Plan, a percentage of the cost is paid by Capital Village Schools.

Pay Adjustments and Changes

Employee pay (both exempt and non-exempt) may increase to recognize performance, a promotion, or permanent changes in responsibility. In addition, adjustments may be made to ensure pay equity. The amount and timing of these pay increases will depend on the reason for the change and Capital Village Schools’ financial resources. Full-time employee

pay will normally not be increased or decreased due to temporary changes in duties or working conditions.

Pay Transparency Nondiscrimination Provision

Employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

It is important that Capital Village Schools' 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.

PERFORMANCE and COMPENSATION REVIEWS

The performance evaluation is an important tool for the employee, and the Supervisor, by providing an opportunity for discussion between you and your Supervisor, to identify strengths and skill development areas of performance that need improvement, and your potential for improvement and/or advancement.

Performance Reviews

Supervisors are responsible for conducting the performance evaluations for his/her employees at least once a year. If there is a history of poor job performance, more frequent evaluations may be necessary. In accordance with the individual employee's job duties and responsibilities, the evaluation document measures and identifies the following areas of performance:

- 1) Annual goals or priorities
- 2) Job Knowledge and Competencies (e.g. collaboration, communication, quality, leadership)

During the evaluation discussion, you will be given a copy of your performance evaluation that has been prepared by your immediate Supervisor for review and signature. This

document will provide written feedback on your strengths and areas of improvement. You may include comments on your evaluation, if you wish to do so. Your signature on the evaluation does not represent your agreement or disagreement with the information contained within the evaluation; it simply reflects your acknowledgement that an evaluation discussion was held, and that you have been given a copy of the evaluation. All employee evaluations are considered confidential and are retained in the individual employee's personnel file.

Managing Job Performance

We use a systematic approach in managing your job performance to let you know what is expected of you and how well you are doing. It is a positive approach to achieving both productivity and job satisfaction. The process begins when you are hired and continues throughout your employment with us. It has several parts, each of which is designed to benefit you.

Your job description: Describes what your specific work is all about. Whether verbal or written, it states what your responsibilities are. Reviewing your job description and discussing it with your Supervisor ensures you understand the full scope of your responsibility and requirements.

Job training: Helps you to obtain the knowledge and skills to do your job as well as possible.

Work goals and priorities: Let you know what must be accomplished on a day-to-day basis within the framework of your job. No job description can cover every point, and work has to be adjusted to fit changing conditions. Employees are expected to perform any and all reasonable duties assigned.

Informal reviews: Occur between you and your Supervisor to keep you updated on your performance. You are encouraged to keep up the parts of your job that you do well, and to learn how to improve those tasks which are not up to par. These reviews will happen as needed. Written summaries may be placed in your Human Resources file.

Formal reviews: Normally take place every year at a chosen time, but may be conducted more or less frequently, depending on the needs of Capital Village Schools. For new staff members, we conduct a 90-day review. Communication between you and your Supervisor should be ongoing throughout the year so there are no surprises during your formal review. Emphasis is placed on learning from the past, recognizing your strengths, setting goals and improving performance with training and support. Reviews are maintained in your online Human Resource file.

In those cases where performance does not meet expectations, an employee may be subject to counseling or placed on a plan for improvement. This plan is designed to identify areas, methods and timelines for improvement. Typically, if an employee does not complete this plan or significantly improve performance (as defined by their Supervisor), he or she may be dismissed from employment. There may be situations where Capital Village Schools determines that the use of performance enhancement opportunities may be unnecessary or unwarranted. In those instances, Capital Village Schools reserves the right to take whatever action it deems appropriate, up to and including termination.

Corrective Action Policy

Capital Village Schools seeks to address employee conduct and work performance issues on a fair and equitable basis. Supervisors will normally attempt to resolve most conduct and work performance problems through informal counseling. However, if informal counseling is unsuccessful in solving a problem, or if the problem is severe in nature, it may be necessary for a Supervisor to take formal disciplinary action.

Except for cases of serious misconduct as discussed in this Handbook, Capital Village will take a progressive disciplinary approach to work performance issues. Capital Village Schools will take the appropriate corrective actions that are consistent with the seriousness of the policy violation or work performance issues. However, Capital Village reserves the right to eliminate and immediately terminate an employee when it is determined that the issue or offense, including serious misconduct warrants such corrective action. In situations where an investigation is necessary before a determination may be reached, suspension with or without pay may be implemented. Senior staff members are subject to disciplinary processes by the Executive Director, as they are subject to a higher standard of job performance.

PROGRESSIVE DISCIPLINE PROCEDURE:

Note: All disciplinary procedures/actions must be documented by the employee's Supervisor and maintained in the employee's personnel file.

VERBAL COUNSELING (Informal)

The Supervisor will meet privately with the employee to inform and discuss the existing unsatisfactory job performance or conduct issue. The Supervisor should discuss with the employee the nature of the problem or violation of company policies and procedures. The Supervisor is expected to clearly outline expectations and steps the employee must take to improve his/her performance or resolve the problem. The Supervisor will prepare written documentation of this meeting for the file.

WRITTEN WARNING (Formal)

The Supervisor will meet privately with the employee and issue a written warning reviewing any additional incidents or information about the unsatisfactory job performance or conduct issues, as well as any prior relevant corrective action plans. A formal Performance Improvement Plan (PIP), with a reasonable time allowed for successfully completing the performance improvement plan, will be also outlined in the written warning document.

The Supervisor will advise the employee of the consequences of his/her continued failure for an immediate and sustained improved level of job performance and/or conduct expectations (consequences may include demotion, reassignment, probation, or termination of employment). The employee will be given a copy of the Performance Improvement Plan (PIP), and a copy will be retained in the individual's file with any pertinent supporting documentation.

FINAL DISPOSITION

If the employee does not successfully complete the Performance Improvement Plan within the specified time allowed, the employee may be placed on probation, demoted or terminated, which is the last and most serious step in the progressive discipline procedure.

Generally, Capital Village Schools will try to exercise the progressive nature of this policy by first providing warnings, final written warning and/or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Capital Village Schools reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action. A Supervisor's recommendation to terminate employment must be approved by the Executive Director.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Capital Village Schools and its employees.

Career Opportunities

During performance reviews Supervisors and their staff should discuss career goals and objectives to ensure that each employee is preparing themselves for future opportunities within Capital Village Schools. When a job opening within Capital Village Schools occurs, we will normally post and announce the opening so that current employees may apply. To be eligible to apply for an open position, an employee must have been in their current

position for one year. Approval for waiving this one-year requirement must be sought through the Executive Director prior to application.

EMPLOYEE BENEFITS

Eligibility for Benefits

Capital Village Schools sponsors a comprehensive health care plan that newly hired employees who are regularly scheduled to work a minimum of 75% FTE are eligible to participate in on the first of the month following or coinciding with date of hire.

Capital Village Schools will offer medical, dental, and vision benefits effective July 1 of each year. During **Open Enrollment** you can enroll in a plan or waive benefits if you have coverage with spouse or parents plan. Please visit DC Healthlink; www.dchealthlink.com; follow the guide; "How to Enroll through DC Link". If you don't enroll during **Open Enrollment** you can make a change during a **Special Enrollment** period (marriage, birth/adoption of a child, or if you or family members lose coverage).

The only times you can enroll are during **New Hire Eligibility, Open Enrollment or Special Enrollment**. New Hires are eligible 1st of the month following/coinciding date of hire. If you have a problem with log in or technical issues, please contact DC Health Link, and they will re-set your password at 1-855-532-5465. If you need further assistance, including help with plan options, enrolling or costs, you may contact our insurance broker.

Social Security

Capital Village Schools participates in the Federal Insurance Contribution Act (FICA). As mandated by law, all employees are required to contribute a portion of his/her wages for Social Security or FICA taxes to the trust fund which benefits are paid from. As an employer, Capital Village also matches your FICA tax payroll contribution dollar for dollar, paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings; all employees are encouraged to safeguard their records by checking to see that your name and Social Security number listed on your pay stub is correct. Employees are also encouraged to review the accuracy of their earnings records by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration, by calling 1-800-772-1312 or online at www.ssa.gov.

Workers' Compensation

In accordance with the applicable Workers' Compensation Law, all Capital Village Schools employees are covered for medical expenses, and/or loss of income, or death due to a *work-related illness or injury*, if you are injured at the office, or out of the office on a business-related assignment for the organization.

The cost of Workers' Compensation coverage is fully paid by the organization on behalf of our employees. Capital Village Schools will continue the health insurance coverage eligibility for a period of up to three (3) months for employees who receive Workers' Compensation benefits. All work-related illnesses or injuries must be immediately reported to your immediate Supervisor; but not later than twenty-four (24) hours after the illness or injury, no matter how small or insignificant it may seem.

Unemployment Compensation Insurance

All employees are covered for unemployment benefits in accordance with the Unemployment Law statutes of the state that he/she worked. The organization pays the entire cost of this insurance to the Department of Labor, which pays benefits to eligible claimants.

Employees may be eligible for unemployment benefits upon termination of employment, depending on State Law and the circumstances relating to the termination. Employees, whose employment with the organization has ended, can file a claim for benefits with the State (where you last worked) Unemployment Office, who will determine the eligibility of the claim filed.

Health Benefits

We currently offer the following medical plans with DC HealthLink:

- All plans with Kaiser Permanente – 22 available options (Platinum, Gold, Silver, and Bronze)
- Reference Plan: Kaiser Gold \$0/\$20
- Employer contribution 80% employee and 25% dependents. Employees can enroll in the reference plan or buy up and pay the difference in cost for a richer plan. If employees want to reduce cost, you may buy down and contribute less for a Silver/Bronze plan.

During Open Enrollment (July 2020), all employees will be able to choose from 21 carriers, including Carefirst, Kaiser and United Healthcare. Our broker will help you decide what plan is best for you.

Dental Plan

The Capital Village Schools PPO Dental Plan is administered by CareFirst. The Dental Plan provides preventative, basic and major restorative dental benefits, as well as Orthodontia services for children. Capital Village covers 100% of employee coverage costs.

Vision Plan

The Capital Village Schools Vision Plan is administered by Vision Signature Plan (VSP). The Vision Plan is a two (2) tier plan that has an in network and an out-of-network benefit. Capital Village covers 100% of employee coverage costs.

Flexible Spending Account (FSA)

Employees are eligible to make pre-tax contributions to a Flexible Spending Account (FSA) which provides reimbursement for qualified medical and/or dependent care expenses from pre-tax dollars for all eligible dependents. For healthcare related accounts the maximum contribution allowed is \$2,500.00 per employee. For dependent care accounts the maximum contribution allowed is \$2,500.00 per child to a maximum of \$5,000.00 per household per calendar year.

Life Insurance

Capital Village Schools provides Life Insurance at two times the employee's annual salary up to \$50,000 at no cost to the employee. Employees have the option of purchasing additional coverage.

Short & Long Term Disability

Capital Village Schools provides disability coverage through United Healthcare. Our Short-Term Disability coverage provides a benefit percentage of 60% of salary up to a maximum weekly benefit of \$750. Our Long-term Disability coverage provides a benefit percentage of 60% up to a maximum monthly benefit of \$3,000. These coverages are 100% employer paid.

Voluntary Insurance (AFLAC)

Employees are eligible to purchase Cancer Indemnity coverage to provide support for expenses incurred during Cancer screening, diagnosis and treatment.

403b Retirement Plan

Capital Village Schools employees are eligible for the Capital Village Schools 403(b) Plan. We will match 3% for employees that participate in the plan after a one-year waiting period. More information and eligibility information about our retirement plan will be offered during pre-service training and new hire orientation.

LEAVES (*Paid Leaves*)

Below are policies regarding our various paid leave options. For each incident, an employee may be eligible for ONE form of the following types of leave. Capital Village may require the employee to provide documentation to show the need for any type of paid leave.

PTO (Paid Time Off)

Employees working 75% or greater will be given Paid Time Off (“PTO”) to use for sick leave, vacations, leave under the District of Columbia Accrued Safe and Sick Leave Act (ASSLA), and personal days. **Instructional staff will be given PTO not to exceed nine (9) days per Organization year. Year-round staff will be given PTO not to exceed twenty (20) days per Organization year.** CAPITAL VILLAGE SCHOOLS advances PTO to employees at the beginning of the year. CAPITAL VILLAGE SCHOOLS does not provide monetary payment to its employees for unused PTO days upon the termination of employment. Unused PTO days in any given school year can be carried over to the next school year. However, the total PTO per Organization year may not exceed twelve (12) days for instructional staff and thirty (30) days for year-round.

Availability of PTO does not override the application of CAPITAL VILLAGE SCHOOLS’s attendance policy, which is designed to help ensure a dependable and consistent work force. Employees may be disciplined, including termination of employment, for violating CAPITAL VILLAGE SCHOOLS’s attendance policy even though they still have accrued PTO.

- (a) Vacations/Personal Days (Scheduled PTO) – If an employee wishes to use PTO for vacation, or other personal purposes, the employee must submit a PTO vacation/personal request for the proposed day(s) off to the Executive Director. Requests for use of PTO for vacation/personal purposes must be made in writing and approved in advance by the Executive Director. Vacations/personal days must be scheduled in such a way that work responsibilities can be assigned to others and on-going operations will not be disrupted. To ensure that this occurs, employees must schedule their vacations/personal days with the Executive Director at least ten (10) work days in advance of the desired leave. Any preferences in the granting of PTO for vacation purposes will be based upon employees’ length of service with the Organization and the situation. The Organization reserves the right to deny or reschedule requests for PTO for vacation/personal purposes based on the needs of the Organization. Failure to comply with the denial of a request for scheduled PTO may result in discipline, including termination of employment. PTO for vacation/personal purposes will be included with base pay in the paycheck covering the days in which the vacation/personal day was taken. When PTO time occurs in a pay period, the actual work hours will be used to determine whether a nonexempt employee is entitled to overtime pay.

- (b) **Illness or Injury (Unscheduled PTO)** – If an employee is unable to report for work due to illness or injury, the employee may use PTO days if he/she properly notifies the Organization of his/her inability to report for work before his/her reporting time, preferably the night before the PTO for illness or injury is taken, but in no event no later than 7:00 am on the day of the absence. Properly notifying the Organization means calling, texting, or e-mailing the personal contact information requested by your supervisor, and notifying the building principal via phone, text, or e-mail. Substantiating medical documentation must be provided to CAPITAL VILLAGE SCHOOLS upon request. Failure to comply with the directives set forth herein may result in discipline, including termination of employment.
- (c) **Accrued Sick and Safe Leave (District of Columbia Employees)** – CAPITAL VILLAGE SCHOOLS complies with the District of Columbia Accrued Sick and Safe Leave Act of 2008. Employees may use available PTO to cover absences related to their own or a family member’s illness or for absences related to stalking or domestic violence. PTO may be used when: (1) the employee or his/her family member is sick (resulting from physical or mental illness or injury); (2) the employee or his/her family member (child, parent, spouse, domestic partner) needs routine or preventative medical care; and (3) the employee who is a domestic violence or stalking victim needs time off to seek medical care, shelter, counseling, a court order, or other services related to the domestic violence. Family member includes a spouse, domestic partner, parents of a spouse, children (including foster children and grandchildren), spouses of children, parents, brothers and sisters, and the spouses of brothers and sisters.
- (d) **PTO Exclusions** – Unless legally required, a PTO day will not be granted on the following days:
- the first scheduled day of the school year;
 - the last scheduled day of the school year;
 - the workday preceding or the day following any holiday;
 - staff orientation and in-service days;
 - compliance review days;
 - program development review days; and
 - enrollment audit days.
 - Other days deemed as necessary by Capital Village Administration
- (f) **Religious Holidays** – An employee may use available PTO to attend special religious services or to observe religious holidays.

Short-Term Disability (STD) Leave of Absence (including Pregnancy)

STD Leave of Absence (including Pregnancy) begins when an employee is unable to work for 6 days or more due to a nonwork related accident, illness, pregnancy or qualifying FMLA related leave. The plan pays the employee starting from day 7 from their pool of STD days. Days 1 through 6 would be covered by the employee's accrued PTO. If PTO is unavailable, days 1-6 will be unpaid.

A letter from a physician stating that the employee is unable to work, with an estimated date for return to work not longer than 12 weeks in the future, is required. Subsequent physician letters are required every 4 weeks documenting the employee's inability to work. Capital Village may request a second opinion at its' own expense. Each new diagnosis for a period of Short-Term Disability will be treated as a separate event requiring new documentation and the use of 6 days of PTO, regardless of the number of months since the last period of Short-Term Disability.

DC Universal Paid Leave Act

The DC Universal Paid Leave Act (DCUPLA) establishes a paid leave system which is funded by employers with regard to individuals employed in the District of Columbia.

The Act requires that covered employers start paying into the Universal Paid Leave Implementation Fund ("Fund") on July 1, 2019. Covered employees are eligible to receive benefits starting July 1, 2020. The Act defines a covered employee as any employee who spends more than 50% of her or his working time in D.C. for a covered employer. The Act applies to an individual whose employment for the covered employer is based in D.C. (even if the covered employer resides outside of D.C.) and who regularly spends a substantial amount of time in D.C., and not more than 50% of her or his work time for the covered employer in another jurisdiction. Please see below for more information:

NOTICE TO EMPLOYEES

New Benefit Available Beginning in July 2020

Information on Paid Family Leave in the District of Columbia

Your employer is subject to the District of Columbia's Paid Family Leave law, which allows covered employees to receive paid time off for qualifying parental, family, and medical events. For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov.

Covered Workers

In order to receive benefits under the Paid Family Leave program, you must have worked for an employer in DC before you experienced a covered event. Your employer should have reported your wages to the Department of Employment Services and paid taxes based on the wages they paid to you. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. You should receive information about Paid Family Leave from your employer at these three (3) times:

1. At the time you were hired (if you were hired after January 2020);
2. At least once a year starting in 2020; and
3. If (in 2020 or later) you ever asked your employer for leave that could qualify for benefits under the Paid Family Leave program.

Covered Events

There are three (3) kinds of events for which you may be eligible for Paid Family Leave benefits. Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. No matter how many different types of leave you may take in a year, you may receive no more than 8 weeks of Paid Family Leave benefits in a year. The three types of leave for which you may receive benefits are:

1. Parental leave - receive benefits to bond with a new child for up to 8 weeks in a year;
2. Family leave - receive benefits to care for a family member for up to 6 weeks in a year; and
3. Medical leave - receive benefits for your own serious health condition for up to 2 weeks in a year.

For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov, call 202-899-3700, or email does.opfl@dc.gov.

Applying for Benefits

If you have experienced an event that may qualify for parental, family, or medical leave benefits, you can learn more about applying for benefits with the Office of Paid Family Leave at dcpaidfamilyleave.dc.gov.

Benefit Amounts

Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. Effective July 1, 2020 through October 1, 2021, the maximum weekly benefit amount is \$1,000.

Employee Protection

The Paid Family Leave program does not provide job protection to you when you take leave and receive Paid Family Leave benefits. However, you may be protected against actions taken by your employer that are harmful to you if those actions were taken because you applied for or claimed Paid Family Leave benefits. When these harmful actions were taken because you applied for or claimed Paid Family Leave benefits, they are known as "retaliation." If you believe you have been retaliated against, you may file a complaint with the DC Office of Human Rights (OHR), which receives complaints at the following web address: www.ohr.dc.gov.

Bereavement Leave

In recognition of the emotional turmoil caused by the death of a loved one, Capital Village Schools provides paid time off to be used in the event of a death in the family. We also

recognize that the nature of the relationship may result in the need for more or less time off from work. Days may be used consecutively, or intermittently, to handle necessary arrangements, attend the funeral and begin the process of dealing with your grief. We offer up to 10 paid days off for the death of a spouse, significant other or child and up to 5 paid days off for the death of a parent (to include mother, father, stepmother and stepfather), brother, sister, mother-in-law, father-in-law, grandfather, grandmother, grandchild, niece, nephew, brother-in-law, sister-in-law or person of other significant relationship living in your household. Employees requiring additional time off should consult with their Supervisor or Human Resources regarding extensions of bereavement time and the use of PTO. Up to 1 work day may be granted to employees at the discretion of the Supervisor for attendance at funerals of persons not covered under the above definition.

Jury Duty

If you are called for jury duty, notify your Supervisor as soon as you receive the juror notice and send a copy of it to the payroll department and Human Resources. If you are selected to serve, you will continue to receive your regular pay for up to 30 days. You may also keep any money that you receive for your jury service or travel. However, during the jury duty period, you are expected to report for work during those times when the court permits you to leave.

If you are subpoenaed to testify in a court case, for which you receive no compensation from the State, you will be given a maximum of 3 days off with pay. These days must be spent in the courtroom or traveling to the presiding court. Days beyond three will be without pay. Employees may substitute paid time off (PTO) days for unpaid time. You may also plan, with your Supervisor, to rearrange your schedule to allow you to work on regular days off or extended hours to make up for time lost. For non-exempt employees, jury duty pay is not included in the 40-hour work week total and will not be counted towards overtime.

School Activities Leave

Employees who are parents are entitled to a total of 24 hours of unpaid leave during any 12-month period to attend or participate in school related events for their children.

Parents include: (1) a person who has legal custody of a child, (2) a person who acts as a guardian of a child regardless of whether he has been appointed as legal guardian, (3) an aunt, uncle, or grandparent of a child, or (4) a person married to an individual in (1) – (3). Capital Village reserves the right to request verification of a familial relationship.

A school related event includes a school play or rehearsal, a sporting event or practice, a meeting with a teacher or counselor, or any similar type of activity. The parent's child must be directly involved in the event as a participant or subject, not as a spectator. The

employee must notify the appropriate School Director of his or her desire for school related leave at least 10 calendar days before the event unless the need to attend is unforeseeable.

In lieu of taking unpaid school activities leave, employees can substitute their accrued personal or other paid time off. Employees who take school activities leave will not lose any employment benefit or seniority accrued before or during leave.

Victim of Violence Leave

Paid leave for victims of violence is limited to 3 days unless an employee chooses to use their accrued paid time off (PTO). An employee may request reasonable and necessary leave from work, with or without pay, in order to prepare for or attend court proceedings, receive medical treatment or obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking. Leave must be considered necessary because the employee, or immediate family member, is a victim of violence, assault, sexual assaults, stalking or any act that would support an order for protection.

In evaluating a request for this type of leave, Capital Village Schools may consider whether the employee's absence would cause an undue hardship, whether the request was communicated within a reasonable time under the circumstances, or whether the leave is impractical, unreasonable or unnecessary based on the facts known to Capital Village Schools. No employee will be penalized or subjected to retaliation for exercising his or her rights under this policy.

Voting Leave

Capital Village believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her four consecutive hours to vote while polls are open will be granted up to two paid hours off in order to vote. Any additional time off will be without pay. We reserve the right to select the hours you are excused to vote.

Notify your supervisor of the need for voting leave two to ten days before the election. When you return from voting leave, you must present a voter's receipt to your supervisor as soon as possible.

Family and Medical Leave of Absence (FMLA): Unpaid

Family and Medical Leave Generally

We recognize that an employee may need to be absent from work for an extended period of time for family and/or medical reasons. Accordingly, the School will grant time off to employees in accordance with the requirements of the federal Family and Medical Leave Act (Fed-FMLA) and the District of Columbia Family and Medical Leave Act (DC FMLA). Where both the Fed-FMLA and DC FMLA apply, the leave provided by each will count against the employee's entitlement under both laws and must be taken concurrently. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

Pursuant to the Universal Paid Leave Amendment Act of 2016 ("Paid Leave Act"), beginning July 1, 2019, Capital Village will be required to contribute an amount equal to 0.62% of the wages of each of its covered employees to the Universal Paid Leave Implementation Fund. Contributions will be collected electronically by payroll tax from the Department of Employment Services (DOES), Office of Paid Family Leave (OPFL), on a quarterly basis.

On July 1, 2020, employees will be able to apply to OPFL for paid family leave. A covered employee is any Capital Village worker who spends more than 50% of his or her work time for Capital Village working in the District of Columbia; or whose employment for Capital Village is based in the District and who regularly spends a substantial amount of his or her work time for Capital Village in the District and not more than 50% of his or her work time for Capital Village in another jurisdiction. A covered employee may include part-time employees, temporary workers and seasonal employees. The duration of benefits provided by the Paid Leave Act allows for 8 weeks of parental leave, 6 weeks of family leave, and 2 weeks of medical leave for every 52 weeks worked. The weekly maximum benefit amount is \$1,000 and is funded solely by employer contributions. DOES will determine an employee's entitlement to paid leave under the Paid Leave Act. Capital Village will not interfere with, restrain or deny any employee the right to seek benefits under the Paid Leave Act. For more information regarding Paid Family Leave, you should visit does.dc.gov.

District of Columbia Family and Medical Leave Act of 1990 (DC FMLA)

Eligibility

When Capital Village has more than 20 employees, some employees will be able to take advantage of this benefit. To be eligible for family or medical leave under the DC FMLA, an employee must have worked for Capital Village for at least twelve (12) consecutive months and must have worked at least 1,000 hours in the twelve (12) months preceding the commencement of leave.

Permissible Uses and Amount of Leave

Medical Leave

Employees qualifying for DC FMLA leave may take up to sixteen (16) weeks of unpaid medical leave in a 24-month period if an employee becomes unable to perform the functions of his or her position because of a serious health condition.

Family Leave

Employees qualifying for DC FMLA leave may take up to sixteen (16) weeks of unpaid family leave in a 24-month period for the following reasons:

- The birth of a child of the employee;
- The placement of a child with the employee for adoption or foster care;
- The placement of a child with the employee, if the employee permanently assumes and discharges parental responsibility for the child; or
- The care of a family member of the employee who has a serious health condition.

Leave taken for the birth, adoption, foster care or other placement of a child must be taken within one year of the birth or placement of a child with the employee.

Family members who are both employed by Capital Village and who request family leave under the DC FMLA may only take a combined total of 16 weeks of family leave during a 24-month period, and only 4 weeks of that leave may be taken simultaneously.

Definitions

Family Member – A family member is: (a) a person related to the employee by blood, legal custody or marriage (this includes an individual who stood in loco parentis to the employee when the employee was a child); (b) a foster child; (c) a child who lives with the employee and for whom the employee permanently assumes and discharges parental responsibility; or (d) a person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship.

24-Month Period - The 24-month period will be measured backward from the date the leave in question begins.

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

Intermittent and Reduced Schedule Leave

An employee does not need to use this leave entitlement in one block. Under some circumstances, employees may take family and medical leave intermittently or on a reduced leave schedule when medically necessary. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek or workday. Only time actually taken will be charged against the employee's leave entitlement.

If an employee is taking leave for the birth, adoption, foster care, or other placement of a child, Capital Village and the employee may mutually agree to a reduced leave schedule, during which the sixteen (16) workweeks of family leave may be taken over a period not to exceed twenty-four (24) consecutive workweeks.

An employee must make a reasonable effort to schedule intermittent or reduced-schedule leave to minimize disruption to work, consistent with the health care provider's treatment plan. When an employee utilizes intermittent or reduced-schedule leave for planned medical treatment, Capital Village may temporarily transfer the employee to an alternative position with equivalent pay and benefits, if so doing will be less disruptive to Capital Village during that period that the intermittent or reduced-schedule leave is utilized.

Notice and Medical Certification

Required Notice

Where the need for leave is foreseeable, employees must provide thirty (30) days advance notice of the need to take DC FMLA leave. If an employee fails to give 30 days advanced notice for foreseeable leave, Capital Village may delay the taking of leave until at least 30 days after the date notice is provided. If the approximate timing of the need for leave is not foreseeable, the employee shall request family or medical leave no later than five business days after the absence begins, or as soon as practicable thereafter.

When providing notice of the need to use DC FMLA leave, employees must provide Capital Village with sufficient information so that it may determine if the leave requested qualifies for protection and the anticipated timing and duration of the leave. Sufficient information to put Capital Village on notice of an employee's need for DC FMLA leave may include: that the employee is unable to perform job functions; the family member is unable to perform daily activities; or the need for hospitalization or continuing treatment by a health care provider.

Employees must also inform Capital Village if the requested leave is for a reason for which leave was previously taken or certified.

Certification of Leave

If the reason for the request is due to the employee's own serious health condition or the serious health condition of a family member, the employee must provide medical certification completed by an authorized health-care provider.

When leave is requested, Human Resources will forward a certification request along with other applicable documentation.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include verification of the schedule for treatment, the expected frequency and duration of the treatment, and a statement of the medical necessity for taking such leave.

The employee must provide the requested medical certification within fifteen (15) calendar days of Capital Village' request, unless it is not practicable for the employee to do so under the particular circumstances, despite the employee's diligent, good-faith efforts.

Capital Village may request that an employee submit to a second and third medical opinion, at the expense of Capital Village, if Capital Village has reason to doubt the validity of the initial certification provided.

Under certain circumstances, Capital Village may require that an employee re-certify the need for continued DC FMLA protected leave. Failure to submit the required medical certification may result in the delay or denial of leave.

Employer Obligations

Capital Village will inform employees requesting leave: (1) whether they are eligible to take leave under the DC FMLA; (2) the specific expectations and obligations of the employee under the DC FMLA; (3) the employee's rights under the DC FMLA; (4) the number of hours of leave which are available to the employee under the DC FMLA; and (5) if applicable, a notice that the employee must submit a certification, as referenced above.

If the employee is found not to be eligible for leave, Capital Village will provide to the employee the reason for his or her ineligibility. If Capital Village determines that the leave is not DC FMLA protected, it will notify the employee.

Integration with Paid Leave & Disability Benefits

All accrued paid leave, including personal and sick leave, may be used during any period of family or medical leave. When paid leave is used, it will run concurrently with the employee's DC FMLA entitlements. In order for paid leave to run concurrently with unpaid leave, employees must comply with Capital Village' normal paid leave requirements.

When an employee is receiving workers' compensation or disability benefits and that employee wishes to supplement such benefits so that the employee receives 100 percent of his or her income while taking leave, the employee should contact Human Resources. Under no circumstance will an employee be able to receive a combination of paid leave and benefits that exceeds 100 percent of the employee's regular income while taking DC FMLA leave unless otherwise required by law.

Maintenance of Benefits During Family and Medical Leave

Capital Village will maintain group health insurance coverage for an employee on family and medical leave on the same terms and conditions as if the employee continued to work, and the employee will continue to be responsible for the same portion of the employee's health insurance premiums and for payments for other Capital Village benefit coverage as the employee paid before taking leave. During unpaid leave, the employee may arrange personal payment in accordance with the provisions of the applicable plans. If a required premium is not received within 30 days of the due date, the coverage may be dropped for the remainder of the leave.

If an employee does not return to work following the family and medical leave, such individual may be required to reimburse Capital Village for the group health insurance premiums it paid during the leave, unless the employee cannot return to work because of the employee's own serious health condition or the serious health condition of the employee's spouse, child or parent or because of other circumstances beyond the employee's control.

Use of DC FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Sick and/or personal leave and other benefits do not accrue while the employee is on family or medical leave.

Return to Work

During continuous family and medical leave, employees must report to Capital Village if their anticipated return to work date changes and/or their intent to return to work.

When an employee returns from family and medical leave, Capital Village will return the employee to the same position the employee held when the leave commenced, or to an equivalent position that has equivalent benefits, pay and other terms and conditions of employment to the extent the employee would have been entitled to return to such position and retain such terms and conditions of employment had he or she not taken leave.

Capital Village is not required to restore “key” employees to their positions or to equivalent positions upon their return to work following family and medical leave when restoration to employment will cause Capital Village substantial and grievous economic injury. Capital Village will notify such “key” employees – certain highly compensated, salaried individuals – in writing of the decision denying job restoration. Such employees will be given a reasonable opportunity to return to work after such notification.

Prohibited Practices

Under the DC FMLA, Capital Village cannot interfere with, restrain, or deny the exercise of any right provided by the DC FMLA or terminate the employment of or discriminate against any individual for opposing any practice or because of involvement in any proceeding relating to the DC FMLA. In addition, Capital Village cannot use the taking of family and medical leave as a negative factor in employment actions, such as hiring, promotions, or disciplinary actions.

An employee may file a complaint with the DC Office of Human Rights or may bring a private lawsuit against an employer. However, Capital Village encourages all employees to first bring any concerns they have regarding this policy to the attention of Capital Village by contacting Human Resources.

Capital Village prohibits retaliation against any employee for bringing any complaint forward in good faith under this policy.

The DC FMLA does not affect any federal or DC laws prohibiting discrimination, or supersede any DC law that provides greater family or medical leave rights.

Federal Family and Medical Leave Act (FMLA)

Employee Eligibility

When Capital Village has more than 50 employees, some employees will be able to take advantage of this benefit. To be eligible for federal FMLA Leave benefits, you must: (1) have worked for Capital Village for a total of at least 12 months; and (2) have worked at least 1,250

hours over the previous 12 months as of the start of the leave. Eligibility requirements may vary for employees who have been on a protected military leave of absence. FMLA leave is unpaid.

Reasons for Leave

FMLA Leave may be used for one of the following reasons:

- The birth, adoption, or foster care of an employee's child within twelve (12) months following birth or placement of the child (“Bonding Leave”);
- To care for an immediate family member (spouse, child, or parent with a serious health condition (“Family Care Leave”);
- An employee’s inability to work because of a serious health condition (“Serious Health Condition Leave”);
- A “qualifying exigency,” as defined under the FMLA, arising from a spouse’s, child’s, or parent’s “covered active duty” (as defined below) as a member of the military reserves, National Guard or Armed Forces (“Military Emergency Leave”); or
- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a “Covered Service Member,” as defined below (“Military Caregiver Leave”).

Definitions

“Child,” for purposes of Bonding Leave and Family Care Leave, means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that Family and Medical Leave is to commence. “Child,” for purposes of Military Emergency Leave and Military Caregiver Leave, means a biological, adopted, or foster child, stepchild, legal ward, or a child for whom the person stood in loco parentis, and who is of any age.

“Parent,” for purposes of this policy, means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the person. This term does not include parents “in law.” For Military Emergency leave taken to provide care to a parent of a military member, the parent must be incapable of self-care, as defined by the FMLA.

“Covered Active Duty” means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country

under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.

“Covered Service Member” means (1) a member of the Armed Forces, including a member of a reserve component of the Armed Forces, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform his or her military duties, or (2) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a “veteran” as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran. For purposes of determining the five-year period for covered veteran status, the period between October 28, 2009 and March 8, 2013 is excluded. “Spouse” means the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into, or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This includes common law marriage and same sex marriage in places where these marriages are recognized.

“Key employee” means a salaried FMLA-eligible employee who is among the highest paid 10 percent of all employees employed by the employer within 75 miles of the employee’s worksite.

Length of Leave

The maximum amount of FMLA Leave will be twelve (12) workweeks in any twelve (12) month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if both spouses work for Capital Village and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave. The 12-month period will be measured backward from the date the leave in question begins.

The maximum amount of FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-month period. A "single 12-month period" begins on the date of your first use of such leave and ends 12 months after that date.

If both spouses work for Capital Village and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Military Emergency Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

Under some circumstances, you may take FMLA Leave intermittently—which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Leave taken intermittently may be taken in increments of no less than fifteen (15) minutes. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt DC Scholar’s operations. Please contact your supervisor prior to scheduling planned medical treatment. If Family and Medical Leave is taken intermittently or on a reduced schedule basis due to foreseeable planned medical treatment, Capital Village may require you to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

When an employee who has been approved for intermittent leave seeks leave time that is unforeseeable, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave at the time the employee calls off.

If your request for intermittent leave is approved, Capital Village may later require you to obtain recertification of your need for leave. For example, Capital Village may request recertification if it receives information that casts doubt on your report that an absence qualifies for Family and Medical Leave.

To the extent required by law, some extensions to leave beyond an employee’s FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury/illness or a “disability” as defined under the Americans with Disabilities Act and/or applicable local law. Certain restrictions on these benefits may apply.

Compensation and Benefits During Leave

Generally, FMLA Leave is unpaid. The School will continue making contributions to employee group health benefits during their leave on the same terms as if employees had continued to actively work. This means that if employees want their benefits coverage to continue during their leave, they must also continue to make the same premium payments that they are now required to make for themselves or their dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a 12-workweek period. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for

up to a maximum of 26 workweeks. In some instances, the School may recover premiums it paid on the employee's behalf to maintain health coverage if the employee fails to return to work following a FMLA Leave.

Job Reinstatement

Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. However, employees have no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee would have been laid off if he or she had not gone on leave or, if the employee's position was eliminated during the leave, then the employee will not be entitled to reinstatement.

Confidentiality

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated by the School as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel or government officials.

Fraudulent Use of FMLA Prohibited

An employee who fraudulently obtains Family and Medical Leave from the School is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the School will take all available appropriate disciplinary action against such employee due to such fraud.

Nondiscrimination

The School takes its FMLA obligations very seriously and will not interfere, restrain or deny the exercise of any rights provided by the FMLA. We will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to the FMLA. If an employee believes that his or her FMLA rights have been violated in any way, he or she should immediately report the matter to Human Resources.

Additional Information Regarding FMLA

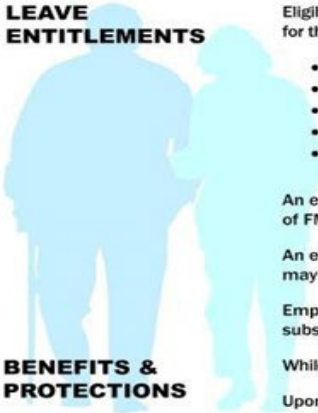
A Notice to Employees of Rights Under FMLA (WHD Publication 1420) is attached to this Handbook.

Employees should contact Human Resources as to any FMLA questions they may have.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Leave may be continuous, intermittent or entail a reduced work schedule depending on the individual circumstances for a total of 12 work weeks.

Where work-related illness or injury also constitutes a serious health condition that makes an employee unable to perform the functions of his or her position the employee may be eligible for workers' compensation benefits. Disability and workers' compensation absences shall count against the employee's FMLA entitlement if the absences are FMLA qualifying. While an employee is receiving workers' compensation pay, they may use PTO or STD to make up the difference between his or her regular pay and the amount received from workers' compensation.

Employees will be considered active employees for the duration of the leave, are responsible for co-payment of premiums or other costs normally paid by the employee for benefit coverage and become non-contributing members of the 403(b) during the unpaid period of the leave. Benefits will not be affected, and seniority continues to accrue. As a general rule, an employee who fails to return to work after an approved leave must reimburse Capital Village Schools for health care premiums paid by Capital Village Schools on the employee's behalf unless his or her return is prevented by a serious health condition or reason beyond the control of the employee.

Requests for leave must be made 30 days in advance of the leave if known, otherwise as soon as possible, by completing the required paperwork. Any request for an FMLA Leave of Absence must be documented by the employee using the "Certification of Health Care Provider" form, unless the leave is for placement with the employee of a child for adoption or foster care. The requirement for advance notice will be waived in the case of a medical emergency; however, the certification must be provided within 15 calendar days of the emergency. Please request or review a complete copy of Capital Village Schools' FMLA policy to ensure you thoroughly understand your rights and obligations.

Capital Village Schools reserves the right to transfer an employee on an intermittent leave schedule to a position where his or her absences / reduced schedule can be best accommodated. The pay and benefits of such position will be equivalent to the employee's regular position. After an FMLA leave, employees are typically restored to the same or equivalent position. However, in the case of a highly compensated employee, Capital Village Schools also reserves the right to deny restoration to previous work status in order to prevent substantial economic injury to the organization.

Capital Village Schools shall not discriminate or retaliate against any employee for exercising his/her rights under the FMLA. Retaliation is a serious violation of Capital

Village Schools' FMLA policy and shall not be tolerated. If any employee believes that he/she has been retaliated against for exercising his/her FMLA rights or has not been accorded all FMLA rights under the program, a complaint should promptly be filed with Human Resources. Human Resources shall undertake an immediate investigation and take the appropriate action. Any persons who violate Capital Village Schools' FMLA or anti-retaliation policy will be subject to disciplinary action, up to and including discharge.

Failure to Return To Work Following FMLA Leave

If an employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have voluntarily resigned his/her employment with the organization.

Military Leave of Absence (including Military reserve Duty / National Guard)

Military Leave and rights to re-employment following such leaves are available to employees pursuant to applicable State training or a temporary emergency, you will receive the difference between your regular pay and your military pay for up to 30 days, if your military pay is lower. After 30-days the pay differential stops and, if full-time, PTO will no longer accrue.

Military Caregiver Leave (Covered Service Member Leave)

Military Caregiver Leave (also known as Covered Service Member Leave) to care for an injured or ill service member or Veteran. An employee whose spouse, son, daughter, parent or next of kin, is a covered service member may take up to 26 weeks in a single 12-month period of leave to care for that service member. Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term "covered service member" means:

- (a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (b) 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.

The term "serious injury or illness":

- (a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed

before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

- (b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Qualifying Emergency Leave for Families Of Members Of The Military

Qualifying emergency (exigency) leave for families of members of the National Guard or Reserves, or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty:

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) childcare and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" means:

- (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

The following criteria for unpaid Military Caregiver Leaves will apply:

- You must submit a leave request form to Human Resources.
- The minimum medical leave is five (5) days.
- The maximum leave is 12 weeks per 12-month period (26 weeks per 12 month period for military caregiver leave) for full-time employees with at least 2 years of continuous employment.
- The following required documentation must be provided when requesting a FMLA; the condition necessitating the leave request, the date the leave will begin and the date you expect to return to work.
- Employees with accrued PTO may elect to use their accrued time at the beginning of their approved unpaid leave.
- Health benefit coverage will remain in effect during an approved leave.

JOB REINSTATEMENT

A similar job in terms of salary, benefits and other terms and conditions of employment will be held open for the duration of an approved leave, except in the case of personal leave. If you take a personal leave, Capital Village Schools cannot guarantee job reinstatement.

CANCELLATION OF LEAVE

Your leave may be cancelled if you:

- Accept employment with another employer while on leave from Capital Village Schools.
- Are certified as able to work by a physician, but do not return to work.
- Do not return to work or notify Capital Village Schools of your intent to not return at the end of the leave.
- Do not provide medical evidence within 30 days of the date requested.
- Are unable to return to work at the end of the maximum leave period.
- If you decide to retire.

Personal Leaves (unpaid)

In special circumstances, Capital Village Schools may grant a leave for personal reasons, but never for accepting other employment or for the purpose of opening your own business. You should request an unpaid personal leave of absence from your Supervisor. A personal leave of absence must not interfere with the operations of your department/region or Capital Village Schools.

Accepting Other Employment or Going into Business While on Leave of Absence

If you accept other employment or open your own business while on a leave of absence from Capital Village Schools, you will be considered to have voluntarily resigned your

employment with Capital Village Schools effective as of the date that your leave of absence had begun.

WORKPLACE POLICIES

Attendance and Punctuality

Both good attendance and punctuality are important because we depend upon each other. Absence without notification or explanation is unacceptable. If you are going to be absent, late or away from your assigned or scheduled work location, you are expected to let your Supervisor know at the first possible opportunity.

If your absence is related to an illness or accident, your Supervisor has the option of asking for medical evidence of your illness or disability and your ability to return to work. A medical work release form signed by a physician must be received by your Supervisor for you to be able to return to work. Personal or family illnesses or injuries, that are expected to exceed three days, may require you to complete leave paperwork.

Dress Code and Personal Appearance

The range of appropriate dress and styles make it impossible to define rules for appearance. We can, however, say that your appearance should be professional and appropriate for the work you do. Employees who are working in schools, should be mindful that your dress and appearance should, at a minimum, meet or exceed the expectations for professional dress in those locations.

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 outside the classroom and 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, 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.

Use of a cell phone for talking or texting outside of these circumstances is a matter to be addressed by an employee's supervisors and the school's leadership team.

Lactation Accommodation

Per DC law, the school will provide reasonable breaks for an employee to express breast milk for her nursing child for one year after the child's birth in accordance with the provisions of the Patient Protection and Affordable Care Act of 2010. The school will provide qualifying employees access to a room for private use. If you intend to make use of such break time and believe no room is currently available for you, please contact the Human Resources Department as soon as possible. Such breaks may be taken every time an employee has reasonable need to express breast milk and may be taken concurrently with normally scheduled break periods.

Discrimination and harassment against breast-feeding employees is prohibited. Employees who believe that this policy has been or is being violated should immediately notify their School Director or the Chief of Staff.

STANDARDS OF CONDUCT

Code of Business Conduct and Ethics

Your Obligations

This Code of Conduct and Ethics is designed to promote **honest, ethical and lawful conduct** by all employees, volunteers, officers and directors of Capital Village and all of its affiliates. This Code is intended to help you understand the standards of ethical business practices and to stimulate awareness of ethical and legal issues that you may encounter in carrying out your responsibilities. In addition, independent contractors, consultants and agents who represent Capital Village Schools are expected to apply the same high standards while working on Capital Village Schools business. The actions of every employee, volunteer, officer and director affect the **reputation and integrity** of Capital Village Schools. Therefore, it is essential that you take the time to review this Code and develop a working knowledge of its provisions.

At all times, you are expected to:

- Avoid conflicts between personal and professional interests where possible;
- Comply with the Conflict of Interest Policy including disclose any conflict to your Supervisor (whether actual or apparent) when conflicts or the appearance of conflicts are unavoidable;
- Provide accurate and complete information in the course of fulfilling your obligations and communicate information in a timely manner;

- Provide full, fair, accurate, timely, and understandable disclosure in reports required to be filed by Capital Village Education with regulators and in other public communications made by the Organization;
- Comply with all applicable laws, regulations and Capital Village Schools policies;
- Seek guidance where necessary from a responsible Supervisor;
- Promptly report any violations of this Code to your Supervisor; and
- Be accountable personally for adherence to this Code.

It is Capital Village Schools' policy to encourage the communication of bona fide concerns relating to the lawful and ethical conduct of business, and audit and accounting procedures or related matters. It is also the policy of Capital Village Schools to protect those who communicate bona fide concerns from any retaliation for such reporting.

Confidential and anonymous mechanisms for reporting concerns are available and are described in this Handbook. However, anonymous reporting does not serve to satisfy a duty to disclose your own potential involvement in a conflict of interest or in unethical or illegal conduct.

No organization policy can provide definitive answers to all questions. It is difficult to anticipate every decision or action that you may face or consider. Whenever there is doubt about the right ethical or legal choice to make, or questions regarding any of the standards discussed or policies referenced in this Code, you should fully disclose the circumstances, seek guidance about the right thing to do, and keep asking until guidance is obtained.

Violations of this Code

Those who violate the standards in this Code will be subject to disciplinary action. Failure to follow this Code, or to comply with federal, state, local and any applicable foreign laws, and Capital Village Schools' policies and procedures may result in, among other actions, suspension of work duties, diminution of responsibilities or demotion, and termination of employment or termination of board service.

How to Report Violations

For staff members who have potentially observed a business ethic violation or other conflict of interest please directly contact either Human Resources or the Chief Operations Officer.

Raising Questions and Concerns

Each employee, volunteer, officer and director is responsible for promptly reporting to Capital Village Schools any circumstances that such person believes in good faith may constitute a violation of this Code, or any other Capital Village Schools policy, or applicable law, regulations or rules. If you are in a situation that you believe may involve or lead to a violation of this Code, you have an affirmative duty to disclose to, and seek guidance from, a responsible supervisor or other appropriate internal authority.

Accounting Practices, Books, Records and Records Retention

Honest and accurate recording and reporting of information is critical to our ability to make responsible business decisions. You have a strict obligation to provide accurate information in the records of Capital Village Schools. All accounting records, as well as reports produced from those records, are to be kept and presented in accordance with law and are to comply with generally accepted accounting principles;

- All records are to fairly and accurately reflect the transactions or occurrences to which they relate;
- All records are to fairly and accurately reflect in reasonable detail Capital Village Schools' assets, liabilities, revenues and expenses;
- No accounting records are to contain any false or misleading entries;
- All transactions are to be supported by accurate documentation in reasonable detail and recorded in the proper account and in the proper accounting period; and
- Capital Village Schools' system of internal accounting controls, including compensation controls, is required to be followed at all times.

Always record data in a timely and accurate manner. This protects Capital Village Schools' resources and meets the expectations of the people who rely on the accuracy of Capital Village Schools' records to perform their jobs. Falsifying business records is a serious offense, which may result in criminal prosecution, civil action and/or disciplinary action up to and including termination of employment. If you are authorized to make expenditures or enter into transactions on behalf of Capital Village Schools, you must ensure that the applicable records comply with Capital Village Schools' accounting and purchasing policies and that all transactions are recorded properly.

Consistent with the reporting and recordkeeping commitments discussed above, you should accurately and truthfully complete all records used to determine compensation or expense reimbursement. This includes, among other items, reporting of hours worked and reimbursable expenses (including travel and meals).

Compliance with Capital Village Schools' Document Preservation Policy is mandatory. Destroying or altering a document with the intent to impair the document's integrity or availability for use in any potential official proceeding is a crime. *Destruction of records may only take place in compliance with Capital Village Schools' Document Preservation Policy.* Documents relevant to any pending, threatened, or anticipated litigation, investigation, or audit shall not be destroyed for any reason. If you believe that Capital Village Schools records are being improperly altered or destroyed, you should report it to a responsible supervisor or the appropriate internal authority.

Conflict of Interest Policy

PURPOSE:

This policy is intended to supplement, but not replace, federal and state laws governing conflicts of interest applicable to nonprofit organizations.

Capital Village Schools is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of Capital Village Schools as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between Capital Village Schools and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of Capital Village Schools honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Capital Village Schools. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Capital Village Schools or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

PERSONS CONCERNED:

This statement is directed not only to directors and officers, but also to all employees who can influence the actions of Capital Village Schools. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning Capital Village Schools.

AREAS IN WHICH A CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to Capital Village Schools.
2. Persons and firms from whom Capital Village Schools leases property and equipment.
3. Persons and firms with whom Capital Village Schools is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others' supporting Capital Village Schools.
6. Agencies, organizations, and associations, which affect the operations of Capital Village Schools.
7. Family members, friends, and other employees.

NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned above. Such an interest might arise through: Owning stock or holding debt or other proprietary interests in any third party dealing with Capital Village Schools.

1. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Capital Village Schools.
2. Receiving remuneration for services with respect to individual transactions involving Capital Village Schools.
3. Using Capital Village's time, personnel, equipment, supplies, or good will for other than Capital Village Schools approved activities, programs, and purposes.
4. Receiving personal gifts or loans from third parties dealing or competing with Capital Village Schools. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

Community, Political, Charitable and Other Outside Activities

Capital Village Schools generally encourages participation in community activities outside the organization. However, employees should avoid any outside personal interest or activity (whether or not for profit) that will interfere with their duties to Capital Village Schools. As a guideline, such activities should not encroach on time or attention employees should be devoting to Capital Village Schools business, adversely affect the quality of their work, compete with Capital Village Schools' business, imply Capital Village Schools

sponsorship or support without express approval by Capital Village Schools, and/or adversely affect the reputation of Capital Village Schools.

No employee shall publicly utilize any affiliation of Capital Village Schools in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of Capital Village Schools.

Compliance with Laws, Rules & Regulations

Capital Village Schools requires you to comply with all applicable laws, rules and regulations. Violation of laws and regulations may subject you, as well as Capital Village Schools, to civil and/or criminal penalties. To assure compliance with applicable laws and regulations, Capital Village Schools has established various policies and procedures, including those relating to Conflict of Interest, Whistleblower, etc. You have an obligation to comply with these policies and procedures and to promptly alert your supervisor of any deviation from them.

Legal compliance is not always intuitive. To comply with the law, you must learn enough about the national, state and local laws that affect your work at Capital Village Schools to spot potential issues and to obtain proper guidance on the right way to proceed. When there is any doubt as to the lawfulness of any proposed activity, you should seek advice from your supervisor.

Certain legal obligations and policies that are particularly important are summarized below. Further information on any of these matters may be obtained from your supervisor, who will obtain the appropriate information.

Cooperation with Investigations / Complaint Procedure & Whistleblower Protection

All directors, officers, and employees are expected to act in accordance with all applicable laws and regulations, and with the policies of Capital Village Schools at all times, and to assist in ensuring that Capital Village Schools conducts its business and affairs accordingly. Any director, officer, employee, or consultant who has engaged in, or who reasonably suspects any other director, officer, employee, consultant, or grantee of engaging in, any violation of the law, regulations, ethical rules or any policy of Capital Village Schools must report such activity as soon as possible. Such activity may include, but is not limited to, financial wrongdoing (including circumvention of internal controls or violation of the accounting policies), fraud, harassment, or any other illegal or unethical conduct. Reports of misconduct may be made by writing to the Chair of the Board. Alternatively, employees may make such reports to their Supervisor or to the Executive Director, where appropriate. Any person receiving such a report must refer it to the Executive Director or

the Chair of the Board as soon as possible. Reports may be made anonymously, however the obligation to report a violation of a law, regulation, or policy is not satisfied by the individual reporting his or her own violation anonymously. All reports will be investigated and handled in a timely and sensitive manner.

Confidentiality will be maintained throughout the investigation to the extent reasonable and practicable under the circumstances, and consistent with appropriate investigative and corrective action. There will be no adverse employment action or other retaliation against any individual who reports a suspected violation or assists in an investigation, except in those instances where Capital Village Schools determines that a false report was made with intent to harm the organization or an individual within the organization. Intimidation, coercion, threats, or discrimination against any individual who reports suspected wrongdoing is prohibited and will be subject to appropriate disciplinary action, which may include termination.

Conflict/Problem Resolution (Open Door Policy)

Successful conflict resolution is at the core of the Capital Village Schools process. Our model is honest communication and feedback between employees. We ask for, and assume, a commitment of time and energy from all employees to work on resolving difficult and inter-personal issues.

The general guidelines for resolving conflict are:

- Direct, timely and open communication between employees is encouraged. If appropriate, we expect employees to make every attempt to resolve their individual differences prior to referring their concerns to administration.
- Employees may approach their Supervisor, the next level of administration or the Executive Director to seek assistance in resolving conflicts.
- Administration will seek to balance the competing needs of addressing an employee concern and, if applicable, preserving the legitimate authority of a Supervisor or ensuring the consistent application of Capital Village Schools policy and procedures. Administration may require conflicted parties to jointly present their issues. Obvious exceptions to this will occur when fears of retaliation or suspected legal issues may be involved.

Dealing with conflict is difficult for many of us. By working to overcome our natural fears and confronting issues that interfere with our ability to effectively work together, we can improve our work lives and accomplish more.

Crisis Suspension

Any employee who commits any of the actions listed below, or any other action not specified but similarly serious, will be suspended without pay pending an investigation of

the situation. Following the investigation, you may be terminated without any previous disciplinary action having been taken and your actions can result in a report to the appropriate authorities.

1. Theft.
2. Falsification of Capital Village Schools' records.
3. Breach of Confidentiality Agreement.
4. Threat of, or the act of, doing bodily harm.
5. Willful or negligent destruction of property.
6. Violation of Capital Village Conflict of Interest Policy

The provision of this Disciplinary Policy is not a guarantee of its use. Capital Village Schools reserves the right to terminate employment at any time, with or without reason. Additionally, the Company reserves the right to take legal action against any employee for any of the above infractions.

No Harassment Policy

Capital Village Schools believes every employee has a right to work in an environment free from harassment. Harassment of an employee on the basis of his or her race, color, religion, sex, age, national origin, sexual orientation, disability, pregnancy, creed, ancestry, citizenship, political affiliation, marital status, veteran status, status with regard to public assistance, gender identity and/or expression, or any other factor prohibited by law *is a serious violation of Capital Village Schools policy, and will not be tolerated.*

Generally defined, harassment is behavior that attacks, disturbs or torments, whether verbal or physical in nature because of a person's protected characteristics. It can take the form of slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, pranks or other verbal or physical conduct which creates a perceived intimidating, hostile, or offensive working environment, interfering with a person's work performance or unreasonably affects an individual's employment opportunity. In addition, sexual harassment in the form of unwelcome sexual advances, sexual gestures, sexual comments, pressure for sexual activity, threats, offensive jokes, ridicule, slurs, derogatory actions or remarks, etc., is strictly forbidden.

Complaint Procedure: If you feel you or any other employees have been subjected to harassment of any kind, you are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If you are uncomfortable in addressing the matter directly with the harasser, or if you do so and the behavior does not stop, then discuss the

matter immediately with your Supervisor, the Executive Director or a member of the Leadership Team with whom you feel comfortable.

Investigative and Corrective Action: All complaints will be investigated promptly, impartially and discreetly. Upon completion of the investigation, the appropriate parties will be notified of the findings. Any Supervisor, agent, or other employee who has harassed an employee will be subject to appropriate corrective action, ranging from a disciplinary warning to termination. No employee will suffer retaliation in any form for reporting instances of harassment.

Reporting Required: Supervisors are required to immediately report to the Executive Director all such incidents brought to their attention or of which they become aware. Early reporting and intervention have proven to be the best method of resolving actual or perceived incidents of harassment. Capital Village Schools urges prompt reporting of complaints or concerns so that rapid and constructive action may be taken.

No Retaliation Policy

Capital Village Schools has a policy of “zero tolerance” with respect to retaliation of any kind against an employee who makes a report of discrimination or harassment, provides information concerning discriminatory conduct, or participates in a Capital Village Schools, agency or other legal investigation or court proceeding concerning a claim or discrimination. Similarly, Capital Village will not permit any other employee to retaliate against another. Retaliation is a serious violation of Capital Village Schools’ policy and will not be tolerated. Individuals who engage in retaliatory activity are in direct violation of Capital Village Schools’ equal employment opportunity rules and applicable laws and will be disciplined accordingly up to, and including, termination. Complaints and information of retaliation are subject to the same reporting, investigation, and remedial procedures as harassment claims set forth under the harassment policy.

Personal Relationships and Relatives (Anti-Nepotism Policy)

Capital Village Schools wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. 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 and any relative living in the household of the employee.

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 Senior Management and Human Resources of the relationship.

Should two employees who work together or supervise each other enter into a personal, nonwork-related relationship, one or both employees may have to be transferred.

Capital Village Schools 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.

UNACCEPTABLE CONDUCT

Criminal Actions

If you are ever convicted of a felony you are required to report it to your Supervisor or the Executive Director. If a disqualifying record is revealed that has a disposition of guilty, conviction or adjudication withheld, you may be immediately suspended without pay or terminated from employment. In some cases, it may be necessary to suspend an employee pending the outcome of an investigation. The decision to terminate, suspend, transfer, or retain the employee will be made at the sole discretion of Capital Village Schools, after considering the impact of the alleged crime on Capital Village and other employees. All such decisions will be made in compliance with state and local laws.

Capital Village Schools requires background checks as part of the hiring process. In some regions and for some positions, employees must go through background screening that includes fingerprinting, criminal record search, Department of Motor Vehicle (DMV) check, social security card verification and other regional or state requirements. Typically, background checks are pre-employment, but criminal and motor vehicle checks may be repeated during employment.

Should you be suspected of a crime, such as theft, our policy is to conduct a preliminary investigation, determine the likelihood of a crime and assess potential action. Action may include turning the results of our investigation over to local authorities. You would also be subject to disciplinary action up to, and including, termination.

Child Abuse and Neglect/ Corporal Punishment:

Under no circumstances will physical means of discipline or correction of any student by any employee, dependent, or guest be permitted. This includes, but is not limited to, slapping, shaking, strong-arming, pushing or hitting. The only exception to this policy is

when physical restraint is necessary under extreme situations of violence which compromises the safety and well-being of staff and students. Any form of corporal punishment that is administered to any student by any employee, dependent, guest or visitor may result in disciplinary action, up to and including termination of employment, referral for counseling services or reporting to the individual “cease and desist”, with a promise of having to report this to the proper authorities if the individual refuses to do so. Any employee must immediately report observation or knowledge of any type of physical means of correction to the Principal or the Assistant Principal.

Illegal Payments

No illegal payments of any kind are to be made to any Local, State or Federal Government officials of the United States or to government officials of any other country, territory or municipality at any time or under any circumstances. Moreover, no funds or other assets of Capital Village Schools are to be paid, directly or indirectly, to government officials or persons acting on their behalf or to representatives of other businesses for the purpose of influencing decisions or actions with respect to Capital Village Schools’ activities. Kickbacks to or from any person are prohibited. Any question as to whether a gift or payment would be considered improper under Capital Village Schools’ guidelines or national or foreign laws must be discussed with your Supervisor or the Executive Director. Under no circumstance is it acceptable for you to offer, give, solicit or receive any form of bribe, kickback, payoff, or inducement.

Personal Disclosures

Employees of Capital Village Schools are expected to serve as role models to our customers/external partners and/or students and must be careful about information they disclose about their own personal histories, relationships, beliefs and experiences. Specifically, disclosure of one's own experimentation with unlawful drugs, underage or excessive drinking and violations of law or sexual experiences are inappropriate subjects for discussions with customers/external partners and/or students.

Capital Village Schools employees should be thoughtful and cautious with disclosure of personal information. It is Capital Village Schools’ policy to encourage discretion when discussing personal experiences with customers/external partners. Failure to comply with this policy will subject violators to disciplinary action, up to and including, termination.

PROTECTION OF CONFIDENTIAL ORGANIZATIONAL INFORMATION

Protection and Proper Use of Capital Village Schools' Assets

You have a personal responsibility to protect the assets of Capital Village Schools from misuse or misappropriation. The assets of Capital Village Schools include tangible assets, such as products, equipment and facilities, as well as intangible assets, such as intellectual property, and business information (including any non-public information learned as an employee, volunteer, officer or director of Capital Village Schools).

Communication Systems

Communication systems, such as phones, voice mail, e-mail, and Internet access have been provided to specified positions and locations of Capital Village Schools. These tools assist in conducting business by allowing staff to easily connect to each other, students, customers/external partners, supporters and information resources around the world.

Every staff member has a responsibility to maintain and enhance Capital Village Schools' public image, and to use all communication systems in an effective, respectful, ethical and lawful manner. To ensure these responsibilities are understood, Capital Village Schools has established a policy regarding systems usage. It is each employee's responsibility to read, sign off on and comply with this policy.

Employees should recognize and understand that Capital Village Schools' communication systems are the property of Capital Village and are to be used for conducting Capital Village Schools' business. Employees have no right to privacy when using Capital Village Schools' systems or equipment. Capital Village Schools reserves the right to access and monitor all messages, without notice, and shall do so at its discretion. Any personal use of Capital Village's systems or equipment must be incidental and extremely limited in nature. Any use of communication systems, whether personal or professional, must comply with all elements of the communication policy and may never be used in a harassing or discriminatory manner.

Confidential Information/Privacy

You must not use or disclose any confidential information to any person or entity outside Capital Village Schools, either during or after service with Capital Village Schools, except with written authorization of Capital Village Schools or as may be otherwise required by

law or regulation. You may not use confidential information for your own personal benefit or the benefit of persons or entities outside Capital Village Schools.

Confidential information includes all non-public information learned as an employee, volunteer, officer or director of Capital Village Schools. It includes, but is not limited to:

- Non-public information that might be (i) of use to suppliers, vendors, joint venture partners or others, (ii) of interest to the press, or (iii) harmful to Capital Village Schools or any of its constituents, if disclosed;
- Non-public information relating to Capital Village Schools' operations, including financial information, donor lists, mailing lists and any information relating to fundraising (including fundraising efforts, plans, ideas and proposals), minutes, reports and materials of the Board of Directors and its committees, and other documents identified as confidential;
- Non-public information about discussions and deliberations, relating to business issues and decisions, between and among employees, volunteers, officers and directors; and
- Non-public information about fellow employees, directors, officers or volunteers, or any other individuals about whom Capital Village Schools may hold information from time to time.

Document Preservation Policy

This document preservation policy covers documents that you hold or control related to the development of the Capital Village Schools curriculum, protocols, and training programs; copyright permissions for use of works in the Capital Village Schools curriculum, protocols, or other products; and the use of those materials. Please hold, preserve, and do not dispose of such documents, including but not limited to the following types of documents:

1. Documents related to any third party's efforts to obtain permissions on Capital Village Schools' behalf and the nature of Capital Village's relationship with any third party;
2. Documents related to the scope of permissions granted to Capital Village Schools under its licenses;
3. Documents discussing or evaluating uses or potential uses of Capital Village Schools materials;
4. Documents related to changes to Capital Village materials that include third party works;
5. Invoices, account statements, bills, and other records of expenses paid for copyright permissions or obtaining such permissions;

6. Documents related to any third parties who reference or incorporate aspects of the curriculum, protocols, or training programs into their works; and
7. Documents related to any third-party distributors of the Capital Village Schools curriculum, protocols, or training programs;
8. If you have any doubt about whether a document is covered by one of the above categories, please preserve it. To this extent that any provision of this policy conflicts with any other policy of Capital Village Schools, including without limitation the Document Destruction Policy, the provisions of this policy shall control unless you are expressly told otherwise.
9. For purposes of this policy, the term “documents” should be broadly construed to encompass all paper and electronic files stored on computers, storage media (e.g., Dropbox or google drive files, hard drives, portable storage devices, CDs and DVDs), databases, document collaboration or shared sites, mobile devices, or voicemail.
10. “Documents” includes without limitation email messages, text messages, agreements, notes, spreadsheets, media files, presentations, memoranda, letters, telephone logs, calendars, agendas, schedules, invoices, bills, and account records. The term encompasses final versions and drafts as well as copies that differ from the original (e.g., copies marked with handwritten notes).
11. Additionally, if any person stops working for Capital Village Schools, or otherwise vacates his or her office, please continue to make certain that all computers, documents, and any other electronic or paper records in his or her possession are retained in accordance with this document preservation policy. Do not reimage any computers or delete or discard any files belonging to former employees without express approval from the Executive Director.

Intellectual Property

This policy outlines Capital Village Schools’ employee’s responsibilities as they relate to confidentiality and inventions and creations. The objective of this policy is to further the interests of Capital Village Schools and to permit Capital Village Schools to comply with its obligations, including to its licensors and actual and prospective customers/external partners and others with whom Capital Village may have similar obligations regarding confidentiality and inventions and creations.

The methods, practices, procedures, outlines, original curriculum designs and all information contained in handbooks, manuals, guidebooks or school files is proprietary information and the property of Capital Village Schools. This material may not be utilized for any purpose that does not directly relate to the performance of your job at Capital Village Schools. It cannot be used outside of Capital Village Schools for the personal gain of any existing or previous employee.

Ownership of Employee Inventions

By accepting employment with Capital Village Schools, an employee agrees that Capital Village Schools will own any and all inventions that, in its opinion, are made on company time or with company assets, that relate to Capital Village Schools' business, or that are required to meet its obligations, and that the employee will assist Capital Village Schools in perfecting and protecting its title to these inventions.

Inventions or creations developed by any employee during or as a result of work done in the employ of Capital Village shall become the sole property of Capital Village Schools. Any associated patents or copyrights, or other rights, shall be in the name of Capital Village Schools and shall remain the property of Capital Village. Outside parties requesting copies of said material or asking us to share information should be directed to your Director or the Chief Compliance Officer.

Protection of Confidential Company Information

During the course of their employment at Capital Village Schools, employees may have access to Capital Village Schools' confidential, secret and proprietary information. Employees should maintain such information in confidence and use such information only in the interest of Capital Village Schools.

The employee may use or disclose information learned or acquired through his or her association with Capital Village Schools only for the performance of his or her job or as otherwise permitted by law. Particular care must be taken to keep confidential any information that is:

- Of possible value to competitors.
- Potentially damaging to customers/external partners and their competitors.
- Information received under an express or implied secrecy obligation.
- Information received from third parties outside Capital Village Schools.

Confidential Capital Village Schools information is only for the use of Capital Village Schools and is not intended for distribution outside the organization. Distribution of such information requires both a need to know and a right to know the information requested. Information acquired by an employee in the course of his or her employment with Capital Village Schools must not be used for the employee's individual benefit. Access to Capital Village Schools' confidential information does not carry with it personal benefit or advantage to Capital Village Schools employees but imposes an obligation on every employee to keep such information confidential and to use it solely in the interest of Capital Village Schools.

When in doubt, the employee should treat information acquired in the course of employment at Capital Village Schools in the strictest confidence and consult with the Chief Compliance Officer for clarification.

Technology and Communications

This policy also sets forth policies on the proper use of the computer, voice mail and electronic mail systems provided by Capital Village Schools. Capital Village Schools' property, including computers, electronic mail and voice mail, should only be used for conducting Capital Village Schools' business. Employees should not use Capital Village Schools equipment for personal use.

Although Capital Village Schools provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use only. All computer information, voice mail and electronic mail messages are to be considered property of Capital Village Schools.

Capital Village Schools reserves the right to monitor or review any and all data and information contained on any employee's or officer's computer or other electronic device issued by Capital Village Schools. In addition, Capital Village Schools reserves the right to monitor or review an employee's or officer's use of the Internet, Capital Village Schools Intranet and e-mail or any other electronic communications without prior notice.

Capital Village Schools also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-stored evidence. Therefore, the organization must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because Capital Village Schools reserves the right to obtain access to all voice mail and electronic messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that the organization or its' designated representatives will not have a need to access and review this information. Individuals using Capital Village Schools' business equipment should also have no expectation that any information stored on their computer – whether the information is contained on a computer hard drive, computer discs, or in any other manner – will be private.

Access to Capital Village Schools systems will be revoked and disciplinary action may be taken in the event that such systems are used to commit illegal acts, or to violate the

nondiscrimination, harassment, pornography, solicitation or proprietary information terms of this Code, or any other terms of this Code.

In order to maintain systems integrity and protect the Capital Village Schools' network, no employee or officer should divulge any passwords used to access any Capital Village Schools' computer or database. Any suspected breach of the Capital Village Schools' network security systems should be reported to a responsible Supervisor or appropriate internal authority immediately.

All employees and officers should refrain from using or distributing software that may damage or disrupt Capital Village Schools' work environment by transmitting a virus or conflicting with Capital Village Schools systems.

No employee or officer should engage in the unauthorized use, copying, distribution or alteration of computer software whether obtained from outside sources or developed internally. All software, including "shareware," contains terms of use that must be adhered to.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Theft and Misuse of Assets

Capital Village Schools' assets may only be used for business purposes and such other purposes as are approved by the organization. You must not take, make use of, or knowingly misappropriate the assets of Capital Village Schools for personal use, for use by another, or for an improper or illegal purpose. You are not permitted to remove, dispose of, or destroy anything of value belonging to Capital Village Schools without Capital Village Schools' express prior written consent, including both physical items and electronic information.

Use of Capital Village Equipment or Property

An employee's personal use of Capital Village Schools property and equipment present possible legal issues regarding liability in the case of accidents or injuries. Therefore, any such use must be limited in nature, as well as duration, and approved by your Supervisor. Equipment usage is restricted to individuals who have known skills using the equipment and who assume complete responsibility for equipment operation, maintenance and use. Property and equipment must be restored to pre-use conditions prior to departure from the property or return of the equipment. Check with your Supervisor regarding specific rules and requirements.

Media / News Inquiries

There may be times when Capital Village Schools will receive attention from the news media. We want to provide accurate and complete information, especially in an emergency situation as previously mentioned. To accomplish this, we must speak with one voice. We have designated certain people to speak on Capital Village Schools' behalf. If you are not one of them, you should refer all media representatives to the Executive Director.

Social Media Policy

At Capital Village Schools, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet (i.e. including but not limited to Facebook, Instagram, Twitter, YouTube, Google and Flickr), including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Capital Village Schools, as well as any other form of electronic communication. The same principles and guidelines found in Capital Village Schools' policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, clients, suppliers, people who work on behalf of Capital Village Schools' business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

We strongly encourage employees to maintain separate professional and personal social media accounts. Carefully read these guidelines, the Capital Village Schools Technology and Communications Policy, Capital Village Schools Confidential Information /Privacy Policy, Capital Village Schools No Harassment Policy, Capital Village Schools No Retaliation Policy, Capital Village Schools Maintaining a Safe, Healthy and Affirmative Workplace Policy, Capital Village Schools Endorsement Policy, Capital Village Schools Personal Disclosure Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar

inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination. Additionally, hinting about forthcoming changes and/or events that have not been released to the public on your social media account is prohibited.

Be Respectful

Always be fair and courteous to fellow staff, customers/external partners, vendors or people who work on behalf of Capital Village Schools. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your coworkers or by utilizing our Conflict Resolution Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Capital Village Schools, fellow staff, vendors, customers/external partners, suppliers, and people working on behalf of Capital Village Schools or competitors.

Post Only Appropriate and Respectful Content

- The confidential information of Capital Village Schools must be maintained at all times. Confidential information includes the information regarding the development of curriculum, systems, processes, funding sources, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Express only your personal opinions. Do not create a link from your blog, website or other social networking site to a Capital Village Schools website.
- Do not post photos or information about students unless you have permission from the Executive Director and the school has permission from the parents.
- Never represent yourself as a spokesperson for Capital Village Schools. If Capital Village Schools is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Capital

Village Schools, fellow employees, members, vendors, suppliers or people working on behalf of Capital Village Schools. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Capital Village Schools.”

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with the Capital Village Schools Computers, Electronic Mail, and Voice Mail Usage Policy. Do not use Capital Village Schools email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

Capital Village Schools prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Employees should not speak to the media on Capital Village Schools’ behalf without contacting the Chief Compliance Officer.

BUSINESS PRACTICES

Business Travel

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the organization.

Non-Local Travel Policies

All non-local travel must be **pre-approved** before booking by emailing the Executive Director. If you do not receive a response from the Executive Director within 48 hours, please resend the email.

- **Subject line:** “[Travel Approval Request]” in the front of the subject line.
- **Travel purpose:** Include a succinct description of the travel purpose.
- **Itemized budget:** Copy and paste the below chart into the email and fill it out.
- **Staff attendees:** If multiple people are booking together please consolidate the request into one email.

Quick Table for Reimbursement Calculation

(more details listed below)

Item	Reimbursement	Estimated Total Cost
Air and train travel	Cost of coach tickets, covered up to \$600 round trip (unless with prior approval)	
Uber/Lyft or Rental Car	Rental cars: Full cost + gas + parking (only if more cost effective than Uber, Lyft, taxi, etc.) Uber/Lyft: Full reimbursement of travel relevant to the purpose of travel (to and from airport, to and from conference, etc.)	
Personal car	Current IRS reimbursement rate/mile x miles	
Lodging	Up to GSA rate for the destination PLUS \$40/day if saving ~\$100/night over GSA rate (with AirBnb, i.e.)	Total cost + \$40/day if applicable
Food and incidentals	\$50/day for each travel day including days of departure and return (<u>with the exception of days where meals are sponsored</u>)	\$50 x days traveling
TOTAL		

Air and Train Travel: All air and train travel shall be coach class. Whenever possible, book flights in advance to avoid high last minute flight costs. In most cases, the limit for reimbursement of airfare will be \$600 roundtrip.

Rental Cars: Uber/Lyft/taxi, etc. are generally more cost effective than rental car costs and should be the default preference. Travel by rental car (Hertz/Zip/Turo or other service) requires pre-approval (see email process above). Full reimbursement of travel relevant to the purpose of travel (to and from airport, to and from conference, etc.) can be submitted.

Personal Car Use: Personal car use for non-local travel will be reimbursed at the [current IRS rate \(\\$.54 per mile in 2016\)](#).

Lodging: Staff should look for the most cost-effective lodging options. Hotel costs (including Airbnb, VBRO, etc.) should be no more than the per diem federal government [GSA rate for the destination during the specific month of travel](#). Staff who save the organization \$100+ dollars per night (including staying with friends, in cheaper Airbnb's, etc.) over the GSA per diem cost will receive \$40 per night reimbursement.

Food and Ground Transportation Per Diem: The per diem rate is **\$50/day** for pre-approved non-local travel. This amount will be reimbursed for food, parking, ground transportation, and other costs incidental to work travel. Travel days are included (i.e. if you leave on a Sunday and return on a Wednesday, you will receive up to 4 days x \$50/day = \$200 total in reimbursements).

Personal Travel During Your Trip: For personal travel days, staff will not be reimbursed for any expenses.

How to Submit a Reimbursement

1. Use the [Reimbursement Template](#) (make a copy of the google doc) to write a description of each purchase
2. Upload scans of all receipts into the template document. **Send one document to admin@capitalvillageschools.org.**

General Purchases (Supplies)

All purchases for Capital Village Schools require approval by your Supervisor. Capital Village Schools relies upon very specific procedures for the approval of expenditures and the placement of vendor orders. Please consult the Director of Operations or the Executive Director if you are unsure of the correct procedures.

Employees or members of their immediate families may not benefit personally from any purchase by, or sale to, Capital Village Schools of goods and services except when such transactions have been fully disclosed and approved by Capital Village Schools.

Employees may not recommend vendors for purchase of goods or services who have a relationship to the employee or members of their immediate families unless relationship has been fully disclosed and transaction has been approved by Capital Village Schools.

Endorsements

You are not permitted to use your affiliation with Capital Village Schools for personal gain, even after your employment with Capital Village Schools ends, without advance authorization from Capital Village Schools. This includes and prohibits product or service endorsements that mention Capital Village Schools. The following is prohibited:

- Accepting compensation in return for wearing or using a particular brand of clothing, equipment, or service.
- Using Capital Village Schools facilities and/or staff as background for the production of commercial advertising.
- Publishing for commercial purposes.
- Using the name of any Capital Village Schools staff, trustee, or alumni for a commercial purpose.
- Manufacturing or offering items for sale that has an Capital Village logo or other symbol associated with Capital Village Schools.
- Selling to existing customers/external partners or students of Capital Village Schools.

Solicitation and Distribution

Solicitation for any cause is prohibited. Employees are not allowed to sell merchandise or otherwise solicit or distribute literature to students or parents.

SAFETY

General Employee Safety

As an organization, we make every reasonable effort to keep your work area safe and free from hazards. You are expected to observe all applicable safety requirements and report any unsafe or hazardous conditions to your Supervisor immediately. Staff are required to uphold all COVID-19 and other health-related policies.

If you are involved in a business-related accident you are required to notify your Supervisor immediately. Any accident that occurs on Capital Village Schools property or in the process of conducting Capital Village Schools business will be investigated. Accidents must also be reported to your Supervisor.

Maintaining a Safe, Healthy and Affirmative Workplace

Capital Village Schools will not tolerate the possession, use or distribution of offensive materials on Capital Village Schools' property, or the use of Capital Village Schools' personal computers or other equipment to obtain or view such materials. All employees and officers must promptly contact an appropriate Supervisor or Human Resources about

the existence of offensive materials, especially child pornography, on Capital Village Schools' systems or premises so that appropriate action may be taken, including notifying the proper authorities if necessary.

Smoke Free Workplace

To protect and enhance indoor air quality and contribute to the health and well-being of all employees and visitors, Capital Village Schools shall be entirely smoke free and vape free. Including the use of electronic nicotine delivery systems – known as e-cigarettes, e-cigars, e-hookahs and e-pipes.

Smoking and vaping are prohibited in all enclosed areas within this worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer-owned or leased vehicles and all other enclosed facilities.

Staff members, when on an approved break, are not to smoke in public spaces near the school that are easily visible to students and visitors. Employees found to be in violation of this policy may be subject to discipline.

Drug Free Workplace

Capital Village Schools is committed to providing a drug-free work environment. The illegal possession, distribution, or use of any controlled substances on Capital Village Schools premises or at Capital Village Schools functions is strictly prohibited. Similarly, reporting to work under the influence of any illegal drug or alcohol and the abuse of alcohol or medications in the workplace is not in Capital Village Schools' best interest and violates this Code.

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 School functions. If you are suspected of possessing a weapon, you will be subject to a search at the school'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.

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, mailboxes and so forth. 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 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.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your Supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employee Report of Accident Form must still be completed in case medical treatment is needed afterwards and to ensure that any existing safety hazards are corrected. The Employee's Claim for Workers' Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred. Supervisors are responsible for reporting all work-related accidents or injuries to Human Resources within 24 hours of occurrence.

OSHA (Occupational Safety and Health Administration) Federal Law requires that we maintain a record (OSHA Log) of all job-related illnesses and accidents, which occur during the workday. If you fail to report any injury, you may jeopardize your right to collect Workers' Compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards, which might be present on the job. Should you have any questions or concerns, contact your supervisor or Human Resources.

LEAVING Capital Village Schools

Termination of Employment (Voluntary / Resignation)

All employees are *requested* to give at least two weeks' notice prior to resigning from their employment with the organization. All employees must submit a letter of resignation to

their Supervisor and Human Resources. We request that the notice time not include paid time off (PTO). Employees who fail to provide proper notice of their departure may not be eligible for rehire.

Capital Village Schools will consider you to have voluntarily terminated your employment if you do any of the following:

- Resign from Capital Village Schools
 - Fail to return to work from an approved leave of absence on the date specified by Capital Village Schools
- or-
- Fail to report for work or report (call in) your absence for three (3) or more consecutive work days

Additionally, you may be terminated for poor performance, misconduct, excessive absences, lateness, discrimination, harassment, or other violations of Capital Village's personnel policies and procedures. However, your employment is at-will, and you and Capital Village Schools have the right to terminate your employment for any or no reason.

Termination of Employment (Involuntary)

Capital Village Schools may discipline any employee whose conduct, actions or performance violates or conflicts with Capital Village Schools' policies and /or procedures. This discipline may include immediate termination of employment.

Every Capital Village Schools' employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain employed by Capital Village Schools. The organization may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of the organization (except the Executive Director) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Final Compensation Payments

Your final paycheck will be provided to you on the following pay date for involuntary and voluntary terminations. The final paycheck will include all required pay for time previously worked.

Continuation of Coverage Rights under COBRA

This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan should your coverage terminate in the future.

This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and Obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator, CIGNA Healthcare.

What is COBRA Continuation Coverage?: COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a "qualifying" life event. Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.
- If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:
 - Your spouse dies;
 - Your spouse's hours of employment are reduced;
 - Your spouse's employment ends for any reason other than his or her gross misconduct;

- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both);
- You become divorced or legally separated from your spouse.
- Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:
 - The parent-employee dies;
 - The parent-employee's hours of employment are reduced;
 - The parent-employee's employment ends for any reason other than his or her gross misconduct;
 - The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
 - The parents become divorced or legally separated; or
 - The child stops being eligible for coverage under the plan as a "dependent child."

When is COBRA Coverage Available?: The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in Bankruptcy with respect to the employer, or the employee becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

You Must Give Notice of Some Qualifying Events: For other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator and Human Resource department within 60 days of the occurrence of the qualifying event.

How is COBRA Coverage Provided?: Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event,

COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage: If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage.

Second qualifying event extension of 18-month period of continuation coverage: If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Early Termination: Payment of COBRA premium must be made in a timely fashion. Premiums not paid in full by the due date will cause you to waive your COBRA benefits.

If You Have Questions: Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact(s) identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee

Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes: In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan Contact Information: Information about the Plans and COBRA continuation coverage can be obtained from Capital Village's Human Resource Department or CIGNA Healthcare.

Exit Interviews

Capital Village Schools conducts an optional exit interview and exit survey online; to discuss reasons for leaving the Company and any other impressions that you may have about working at Capital Village Schools, as well as checking that your contact information on file is current. During the exit interview, you can provide insights into areas for improvement that Capital Village Schools can make. Every effort will be made to keep all information discussed confidential.

Return of Company Property

On the employee's last day of employment, the Supervisor is responsible for obtaining all property / information including:

- Office keys
- Capital Village Schools equipment including printers, computers, and any peripherals -
- Login ID's and passwords
- Transition plan (contact lists, open projects, etc.)
- Any additional Capital Village Schools property, including corporate credit cards.

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Proprietary Information Related to Departing Employees

This section reflects guidelines and obligations of an individual voluntarily or involuntarily terminating employment with Capital Village Schools.

All materials created, developed or invented by the employee during the period of his or her employment, either alone or with others, relating or pertaining to Capital Village Schools, or otherwise drawing upon information, materials or other resources owned by or proprietary to Capital Village Schools, are to be returned to Capital Village Schools with no copies to be retained by the departing employee without Capital Village Schools' consent. This includes, by way of example only, any work-related electronic and paper files such as

emails, teaching guides, agendas, training materials, software, educational benchmarks and customer/external partner contact information. No claims of ownership to such materials, including as a matter of copyright or trademark law, shall be asserted by the departing employee or recognized by Capital Village Schools.

Subject to the limitations set forth above, departing employees may, of course, retain items of a purely personal nature.

A departing employee agrees that s/he has a continuing obligation not to disclose confidential and proprietary information relating to Capital Village Schools to any other individual not a current employee of Capital Village Schools. Capital Village Schools confidential and proprietary information includes, by way of example only, the design and content of an online learning expedition planning template.

Termination Statuses Eligible for Rehire

Employees who had satisfactorily completed their company introductory period and who were part of a reduction in force as well as those who voluntarily resigned will be eligible for rehire based on company records. Former employees who had a less than satisfactory work record appropriately noted at termination as not being eligible for rehire are excluded from rehire consideration.

RECEIPT and ACKNOWLEDGEMENT
of Capital Village Schools
EMPLOYEE HANDBOOK

Please read the following statements carefully. This signature page is included in your onboarding packet.

Understanding and Acknowledging Receipt of Capital Village Schools Employee Handbook

I have received a copy of the Capital Village Schools Employee Handbook and understand that I am responsible for reading and abiding by the policies and procedures described therein. I agree to read and keep the manual for future reference and to direct any question about the manual or its contents to my Supervisor or the Executive Director. I understand that this manual is not a contract of employment and does not alter my at-will-employment relationship with the Company as defined in the manual. I further understand that the Company reserves the right, as it deems appropriate and necessary, at any time, to modify, change, delete, or add to this manual, the policies, procedures, practices and benefits mentioned in the manual.

Name: _____ Title: _____

Signature

Date