



STATESMEN
COLLEGE PREPARATORY ACADEMY FOR BOYS PCS
Build Strong Boys

Employee Policies 2022/2023 School Year

Statesmen College Preparatory Academy for Boys

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Table of Contents

Sexual Harassment Policy	3
Equal Opportunity Policy	4
Drug-Free Workplace Policy	5
Staff Complaint Resolution Process	6
Whistle Blower Policy	9

Harassment Policy

It is the policy of Statesmen College Preparatory Academy for Boys PCS to ensure equal employment opportunity without discrimination or harassment on the basis of race; color; religion; national origin; sex (including pregnancy, childbirth, and related medical conditions; breastfeeding; and reproductive health decisions), age (18 and over); marital status; personal appearance; sexual orientation; gender identity or expression; family responsibilities; genetic information; veteran or parental status; disability; matriculation; political affiliation; lawful use of tobacco products; unemployment status; status as a victim of domestic violence, a sexual offense, or stalking; or any other status protected by applicable federal, state, or local law. Statesmen Academy for Boys prohibits any such discrimination or harassment. It is our mission to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this policy for any student, teacher, administrator, volunteer, vendor, contractor, or other employee of Statesmen Academy to harass a student, teacher, administrator, or other stakeholder through conduct or communication. This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Statesmen Academy for Boys (e.g., an outside vendor, consultant, or family). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Equal Opportunity Policy

We Are An Equal Opportunity Employer

Employment Status - An “employee” of Statesmen College Preparatory Academy for Boys PCS is a person who regularly works for the Organization on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Organization who are subject to the control and direction of the Organization in the performance of their duties.

- Exempt - Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.
- Non-Exempt - Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.
- Regular Full-Time - Employees who have completed the 30-day probationary period and who are regularly scheduled to work [35] or more hours per week. Generally, they are eligible for the Statesmen Academy for Boys benefit package, subject to the terms, conditions, and limitations of each benefit program.
- Regular Part-Time - Employees who have completed the 30-day probationary period and who are regularly scheduled to work less than 35 hours per week.
- Temporary (Full-Time or Part-Time) - Those whose performance is being evaluated to determine whether further employment in a specific position or with Statesmen Academy for Boys is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Organization’s benefit programs.

At Will Employment - All employment at Statesmen College Preparatory Academy for Boys PCS is “at will.” This means that both employees and the school have the right to terminate employment at any time, with or without advance notice, and with or without cause. We do request and try to give 30-day’s notice. No one other than the Chief Executive Officer has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the Chief Executive Officer. In addition, Statesmen College Preparatory Academy for Boys maintains a highly flexible culture. Given the entrepreneurial nature of the school, an employee’s position and/or position description may be changed at any given time by his or her supervisor. Nothing in this manual is intended to change this policy. However, the School will not discharge an employee who has legitimately invoked the Whistleblower Protection policy; for exercising their right to vote or to their political affiliation; answering the call for military duty; answering the call to jury duty; for filing a workers’ compensation claim; or for receiving an order for wage garnishment.

Substance Abuse Policy

Statesmen College Preparatory Academy for Boys is committed to an alcohol and drug-free workplace. To that end, Statesmen Academy's policy forbids the possession, use, distribution, or sale of alcohol and illegal drugs in the workplace or while employees are on organization business. In establishing this policy,

Statesmen Academy's goals are to:

- Establish and maintain a safe, healthy working environment for all employees;
- Reduce absenteeism and tardiness;
- Improve productivity; and
- Reduce the risk of injury to other employees, to the impaired employee, to third parties such as colleagues or clients, or to property.

Employees who begin work while impaired or who become impaired while at work are in violation of Statesmen Academy's policy and the law and are subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any alcohol or illegal substance in Statesmen Academy's building or any other work site, such as a public charter school conference or professional development workshop, is prohibited, and violations are subject to severe disciplinary action.

Employees who are taking prescription drugs that might affect their ability to perform or the safety of themselves or others are responsible for reporting this fact to Human Resources. Individuals who are currently engaged in the illegal use of drugs are not protected as "individuals with a disability" under the Americans with Disabilities Act (ADA) or the DC Human Rights Act (DCHRA). Statesmen Academy will engage in the interactive process to determine whether individuals who no longer are current drug users may qualify as disabled under the ADA and/or DCHRA and be entitled to a reasonable accommodation.

Smoking Policy

The use of tobacco products is not permitted anywhere on the premises of Statesmen Academy for Boys.

Investigation/Complaint Policy

All complaints of harassment will be promptly investigated. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension, or dismissal, depending on the nature and severity of the offense. Appropriate action will also be taken in the event the accusations are intentionally false or malicious in intent.

Reporting Procedure

If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify his/her immediate supervisor, the Director of Operations, or another member of Statesmen Academy management. In addition, there may be instances in which an individual seeks only to discuss matters with one of the Statesmen Academy for Boys designated representatives, and such discussion is encouraged. An individual reporting harassment, discrimination or retaliation should be aware; however, that Statesmen Academy for Boys may decide it is necessary to address such conduct beyond an informal discussion. This decision will be shared with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as Statesmen Academy for Boys believes appropriate under the circumstances to stop the behavior from recurring. If a party to a complaint does not agree with its resolution, that party may appeal to the Chief Executive Officer of Statesmen Academy for Boys or the Board of Trustees. False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Harassment Reporting Retaliation

Retaliation against an individual for objecting to or reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately to the Human Resources Manager of Director of Operations and will be promptly investigated and addressed.

This policy was developed to ensure that all employees can work in an environment free from harassment, discrimination, and retaliation. Statesmen Academy for Boys will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about these policies should talk with the Director of Operations. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of Statesmen Academy for Boys prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Grievance Policy

The grievance procedure is a process by which an employee of Statesmen College Preparatory Academy for Boys PCS can bring workplace concerns to upper levels of management. This is a formal process and requires rules be strictly followed. Failure to follow procedures will forfeit your right to this process. In the event of a dispute involving employment practices or the enforcement of the personnel policies contained in this Employee Handbook, and after a good faith effort with the supervisor to thoroughly resolve the dispute, all employees may submit their grievance following the procedures outlined below. The good faith effort shall be documented, including problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. This documentation will be included in the personnel file. Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to grieve.

Non-Grievance Issues

The following issues are not eligible for processing through the Statesmen Academy for Boys Employee Grievance Procedure.

- Complaints of discrimination, harassment or retaliation;
- Issues which are pending or have been concluded by the District of Columbia Office of Human Rights, the Equal Employment Opportunity Commission, the District of Columbia Department of Employment Services, the U.S. Department of Labor, or through other administrative or judicial forum.
- Concerns about workplace violence.
- Performance responsibilities, expectations, and evaluations.
- Temporary work assignments.
- Budget and organizational structure, including the number or assignments of positions in any organizational unit.
- The selection of an individual to fill a position, unless it is alleged that the selection is in violation of a Statesmen's written policy.

- Termination, demotion, reassignment, furlough, layoff from duties because of lack of work, or other actions resulting from a reduction in the workforce or job abolition.

If the subject of your grievance is related to any of the areas listed above, your grievance cannot be processed through the Employee Grievance Procedure.

A grievance can have up to four steps: (1) grievance statement; (2) qualification for hearing; (3) hearing; and (4) review of the hearing decision. Not all grievances are qualified for hearing.

- Step 1: The employee may submit his/her grievance in writing either by email or pre-printed grievance forms to the Statesmen Academy for Boys Human Resources Manager within seven calendar days of a failed good faith effort to resolve the dispute.
- Step 2: Within fourteen calendar days of receipt of the written grievance, the Human Resources Manager will inform the employee of the decision to schedule a formal meeting. It will be scheduled at a mutually convenient time and place for discussion of the complaint with all parties involved, but in no event later than twenty days after receipt of the written grievance and after notification to the employee.
- Step 3: The Personnel Committee (Director of Operations and CEO designees) will hold a hearing and render a decision, as established by a majority vote of the members of the Personnel Committee. If the Director or any member of the Personnel Committee is an involved party, he/she will be precluded from hearing the grievance and participating in the decision. The decision shall be rendered within seven calendar days of the completion of the final hearing. Any such proceedings shall be conducted in closed session, unless otherwise requested by the employee. The employee may not have counsel present at the hearing. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may continue, and the final decision shall be made within seven calendar days of the last committee hearing.
- Step 4: The decision of the Personnel Committee shall be final unless appealed by the employee to the Chief Executive Officer, who may review and modify the decision of the Personnel Committee if the CEO finds that the Committee failed to properly follow the grievance process described above. A request for an appeal must be submitted to the CEO within seven calendar days of the decision of the Personnel Committee. After receiving an appeal request, the Chief Executive Officer shall schedule a meeting with the Personnel Committee to consider such an appeal as soon as administratively practical. Any employee or affiliate, who is an interested party, shall excuse themselves from any reviews of Personnel Committee decisions. Any such proceedings shall be conducted in closed session, unless requested otherwise by the employee. The employee may not have counsel participate in any such proceedings. Written notice of the result of the review shall be sent to the employee and the members of the Personnel Committee within 7 calendar days.

Whistleblower Policy

Statesmen College Preparatory Academy for Boys PCS is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, the authorizer, law enforcement, or other governmental body; and (3) identifying potential violations of Statesmen Academy policy, specifically the policies contained in Statesmen Academy Employee Handbook.

An employee who wishes to report a suspected violation of law or Statesmen Academy for Boys policy may do so confidentially by contacting the Director of Instruction or the Director of Operations. Statesmen Academy for Boys expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who in good faith raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Statesmen Academy for Boys. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the employee's immediate supervisor, the Director of Operations or anyone in Statesmen Academy for Boys management with whom the employee feels comfortable. Supervisors, managers, and Operations staff who receive complaints of retaliation must immediately inform the Chief Executive Officer.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and, in a manner, intended to protect confidentiality, consistent with a full and fair investigation. The Director of Operations and a member of Statesmen Academy for Boys management will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of the conclusion of the investigation directly.