



PAUL PUBLIC
CHARTER
SCHOOL

Abbreviated Employee Manual 2022-2023

“The mission of Paul Public Charter School is to educate our students and to develop in them the capacity to be responsible citizens, independent thinkers, and leaders.”

Dr. Tracy Wright
Chief Executive Officer

Erin Albright
Board of Trustees, Chair

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Sexual Harassment

Sexual harassment, like any other form of harassment, will not be tolerated at Paul Public Charter School. Sexual harassment includes sexual overtones, either verbal or physical, which could be construed as affecting employment, continued employment, salary, appraisal, advancement, or other employment decisions.

In addition, sexual harassment includes remarks or actions directed toward an individual on the basis of gender, sexual orientation, or gender identity, which have the effect of producing an intimidating or offensive environment for that individual or that interfere with his or her ability to perform.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment refers to behavior that is not welcomed, that is, or would be offensive to a person of reasonable sensitivity and sensibilities; that fails to respect the rights of another; and that, therefore, unreasonably interferes with performance and effectiveness, or creates an intimidating, hostile, or offensive environment.

Specific forms of behavior that are considered to be sexual harassment include, but are not limited to the following:

a. Verbal

Explicit or implicit threats of retribution, or promises of benefits, in return for sexual favors. Abusive language related to an individual's sex, including sexual innuendoes; slurs; suggestive, derogatory, or insulting comments or sounds; whistling; jokes of a sexual nature or concerning gender-specific traits; sexual propositions; and threats. Use of demeaning or offensive words when referring to an individual's gender. Demands for sexual favors or sexually oriented comments about an individual's body or appearance, sexual habits, sexual preference, or sexual desirability. None of the above are acceptable in the workplace.

b. Visual

Sexual harassment is not limited to oral comments. It includes abusive written language, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries, or obscene gestures in the workplace or school.

c. Physical Contact

Any sexual advance involving physical contact that is not welcome, including touching, petting, pinching, coerced sexual intercourse, assault, or persistent brushing up against a person's body.

Persons who believe they have been the victim of sexual harassment or have witnessed an incident that made them feel uncomfortable should inform the Director of Talent Management or her/his designee immediately. If an individual is not comfortable reporting suspected harassment to the Director of Talent Management, he or she should instead report the suspected

harassment to the CEO or member of the Board.

Equal Opportunity Employer

Paul is an equal opportunity employer. Paul Public Charter School shall not discriminate because of race, color, age, sex, marital status, sexual orientation, personal appearance, gender identity or expression, disability, national origin or ancestry, religion, economic status, family responsibility, genetic information, union membership, or political affiliation. This covers all areas of employment, recruitment, advertising, hiring, promotion, demotion, lateral reassignment, transfer, layoff, discharge, rates of pay or other compensation, training, or any other benefits. Employment will be solely on the basis of merit and qualification.

Paul Public Charter School shall comply with the intent of the Americans with Disabilities Act of 1990 and shall not knowingly discriminate against individuals with disabilities. Paul Public Charter School will consider modifying schedules and other adjustments to reasonably accommodate employees with disabilities unless this creates an undue hardship.

Any grievance regarding discrimination shall be handled through the Board of Trustees of the Paul Public Charter School in accordance with and in consultation with the Personnel Committee when appropriate. The complainant should contact the Chair of the Board of Trustees, who shall provide information and assistance on filing and pursuing the complaint. Nothing herein shall be an attempt to interfere with an individual's right to pursue claims in the appropriate forum outside of the school.

Nepotism Policy

All applicants and employees are required to advise the Director of Talent Management if they are related to, friends with and/or in a romantic relationship with another Paul employee. The Director of Talent and/or executive leadership will decide all situations regarding the hiring of relatives, friends and/or significant others on a case-by-case basis in accordance with applicable laws.

Drug Free Workplace

Paul has an established policy of providing a safe work environment for all employees based on current federal, state and local standards. Paul strives to maintain working conditions, which afford all employees, students and volunteers a reasonable degree of comfort and protection from injury or dangerous situations while assuring orderly and efficient performance of duties; however, it is only through the combined efforts and interest of all employees that we can continue to make Paul PCS a safe place in which to work. Employees are expected to work safely, observe safety regulations, and immediately report any unsafe condition to the Principal or Director of Operations.

a. Smoke - Free Workplace

For the health and safety of students, staff, and visitors to Paul PCS and pursuant to District of Columbia law, there will be no smoking of tobacco products within the facilities and upon the school premises at any time, or when supervising students in any setting. 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.

b. Alcohol and Drug - Free Workplace

Paul has an obligation to provide an environment that is free of illegal drugs, marijuana and alcohol. Illegal drug use, use of marijuana and alcohol abuse compromises employee productivity, threatens the quality of our services, and invites the risk of injury or damage to Paul's property, employees, and students. Possessing, consuming, selling, attempting to sell, or distributing illegal drugs, abusing prescription medications, as well as being under the influence of an illegal controlled substance, marijuana or alcohol during work hours or on Paul's premises is strictly prohibited. Paul reserves the right to require an employee to submit to drug and alcohol screening. Refusing to submit to the test will be considered grounds for immediate termination. Employees are expected to remain responsible, professional, and sober at all times. Consumption of alcohol, illegal drugs or marijuana on a Paul field trip or at any time when students are present and/or under Paul's care is prohibited. Desks, storage areas, work areas, lockers, and file cabinets are Paul's property and must be maintained according to this policy. All such areas must be kept clean and are to be used only for work purposes. Paul reserves the right, at all times, and without prior notice, to inspect any and all property for the purpose of determining if this policy or any other Paul policy has been violated. Such inspections may be conducted during or after business hours and in the presence or absence of the employee. All containers, including but not limited to bags, boxes, purses, briefcases, lunch containers, etc. brought onto Paul premises are subject to Paul's inspection at any time a Paul representative has a reasonable suspicion that this policy has been violated. Violations of this policy will result in disciplinary action, up to and including termination.

Paul Public Charter School "Speak-Up" Policy

a. Applicability. Paul Public Charter School (the "School") requires its trustees, officers, and employees (collectively, the "Applicable Parties") to observe high standards of business and personal ethics in the performance of their professional duties and responsibilities to the School. All Applicable Parties, whether full-time, part-time, permanent or temporary, paid or unpaid, must practice honesty and integrity at all times as they fulfill their responsibilities to the School and its students. This policy is intended to encourage and empower employees and all other adult participants in or observers of the School's operations to raise good faith concerns internally in order to provide the School the opportunity to promptly and fully address inappropriate conduct and actions by any Applicable Party before contacting regulatory or other law enforcement authorities.

b. Reporting Responsibility. Employees are encouraged to use the procedures in this policy to report any activity or conduct in or affecting the workplace that

is believed to be:

- Illegal;
- Dishonest;
- Unethical;
- In violation of School policies and procedures; or
- Otherwise improper.

Each Applicable Party is responsible for bringing his or her good faith concerns and complaints to the attention of the appropriate person(s) within the School, using the reporting procedure outlined below.

c. Reporting Procedure. Questions, concerns or complaints that fall within the scope of this policy may be presented to (i) the employee's direct supervisor at the School, (ii) the Director of Talent Management, (iii) the Chief Executive Officer of the School (the "CEO"), (iv) any member of the School's Board of Trustees (the "Board"), or (v) the CEO (or the Board if the CEO is the subject of the questions, concerns, or complaints) at the following address: ealbright@paulcharter.org.

1. All supervisors, the CEO, and members of the Board are required to immediately forward each concern or complaint presented under this policy to the Executive Director of Talent
2. All reports should be submitted to the Executive Director of Talent in writing.
3. Reporting any complaint or concern promptly will significantly boost the School's ability to conduct a full investigation and, where appropriate, to take prompt and effective remedial action in all cases.

d. Investigation and Resolution. The School will promptly, thoroughly and fairly investigate every report presented pursuant to this policy. The Executive Director of Talent is responsible for ensuring that all reports are fully investigated and resolved in a timely manner.

1. Reports will be treated confidentially to the extent possible, with the understanding that some degree of disclosure may be required by law and/or in order to conduct an adequate investigation.
2. Within five (5) working days after a report is submitted under this policy the Executive Director of Talent shall provide the reporting individual with a written notice acknowledging receipt of the report.
3. The Executive Director of Talent shall report his/her initial findings to the CEO or, if the CEO is the subject of the allegations, to the Board, and shall implement any vote or recommendations presented to the Executive Director of Talent by the CEO or the Board, as the case may be, when determining a response or course of action to the initial allegations.
4. At the conclusion of its investigation, the School will take any appropriate corrective and remedial action based upon the recommendations of the CEO or Board, as the case may be. Such corrective and remedial action may include, among other measures, discipline (up to and including the possible termination of employment) for any offending Applicable Party.

5. An employee who is found to have presented a report under this policy that he or she knew to be false will be subject to disciplinary action, up to and including the possible termination of employment.

e. No Retaliation. The School will not tolerate retaliation against any person who raises a good faith complaint or concern under this policy.

1. An employee who in good faith makes, participates in or otherwise assists a report pursuant to this policy may not, as a direct result of such good faith reporting, participation or assistance, be subjected to: any adverse employment action (such as discipline, discharge, or demotion); any unfavorable change in his or her work assignments; harassment; unlawful discrimination; or any other threat or retaliation.

2. Anyone who believes he or she has been subjected to retaliation within the meaning of this policy should immediately report the suspected retaliation, using the reporting procedure described above.

3. Anyone who is found to have retaliated or threatened to retaliate against an individual because of that individual's protected conduct under this policy shall be subject to discipline, up to and including the possible termination of employment.

Staff Complaint Resolution Process

Grievances

Employee Grievance Procedure:

It is the policy of Paul Public Charter School to treat all employees in a fair and impartial manner. Particularly due to its small workforce and close working relationships, Paul Public Charter School believes it is imperative for employees to promptly disclose and seek to resolve with their immediate supervisors any significant employee concern that he/she has been treated unfairly in the application of personnel policies, or in an interaction between an employee and her or his supervisor or an employee and a co-worker interaction (each, a "Grievance"). Consequently, Paul Public Charter School has adopted the following employee grievance procedures (the "Grievance Procedures") to solve problems as quickly and as fairly as possible.

An employee (the "Grievant") shall initiate Step 1 of the Grievance Procedures not later than thirty (30) calendar days after the occurrence of the precipitating action or event; or, in the alternative, not later than thirty calendar days after the action or event is known or should have been known by the Grievant. Grievances not commenced within the required period shall be barred without appeal or further recourse. Executive Director of Talent shall include his/her designee as referenced in these Procedures.

Step 1. In the event that an employee believes she or he has a Grievance, such employee should discuss the situation with her or his immediate supervisor in an effort to resolve the issue, unless the supervisor is the subject of the complaint, in which case the employee may proceed to Step 2. The immediate supervisor, in her or his sole discretion, may arrange a meeting among all parties involved in the Grievance to work out an informal solution. Supervisors shall have the right to initiate an investigation into the facts raised by the Grievant.

Step 2. If a resolution satisfactory to the Grievant cannot be reached through discussion with his/her immediate supervisor, the employee shall submit a written complaint to the Executive Director of Talent who shall respond in writing within 5 school days. Such complaint shall set forth in detail the specifics of the Grievance, with a copy of the complaint to be provided to his/her immediate supervisor. Such immediate supervisor shall submit to the Executive Director of Talent within two business days after receipt of such complaint a copy of the results of her or his investigation, if any.

Step 3. If the employee remains dissatisfied with the resolution reached by the Executive Director of Talent in writing, the employee shall submit a request for appeal with a copy of his/her complaint and the response of the Executive Director of Talent to the Chair of the Board of Trustees within 5 school days of receiving the Executive Director of Talent response, with a copy of such request to the Executive Director of Schools.

Step 4. The Board of Trustees shall issue a decision in writing to the employee and the Executive of Schools within 15 school days after receiving the request for appeal. The Chair of the Board of Trustees may, in his/her sole discretion, call a special meeting of the Board of Trustees to consider the Grievance or the employee and the Executive Director of Schools consider the matter during the Executive Session at the next regularly scheduled monthly Board meeting. In either event, the Board shall issue a decision within three (3) days of the Board's meeting. The decision of the Board of Trustees is final. The Board has sole discretion to invite or not invite the Grievant and the Executive Director of Schools to participate in the special meeting and/or such Executive Session. Employees shall cooperate in good faith in the investigation and resolution of any Grievance raised by or against them. There will be no retaliation of any kind against an employee for initiating a Grievance under the Grievance Procedure. At their own expense, employees may seek outside counsel or other guidance in order to articulate a Grievance as clearly as possible.

Additionally, all employees are able to utilize the external vendor, Lighthouse Services. They provide an outlet for confidential reporting of any inappropriate activity. Employees can contact them via phone: 844-900-0002 or email address: reports@lighthouse-services.com . Also, direct access to the Paul account from Lighthouse Services web address: www.lighthouse-services.com/paulcharter.

Reporting an Incident of Harassment, Bullying, Discrimination or Retaliation

To the extent that it is feasible to do so, individuals who believe they are being subjected to harassment, discrimination, or retaliation should promptly advise the offender that his or her behavior is unwelcome and that it be discontinued immediately. Paul encourages reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, human resources, or any member of the management team. See the complaint procedure described below.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Human Resources, or any member of the Management team. The School encourages the prompt reporting of complaints. Early reporting and intervention are critical to resolving actual or perceived incidents of harassment. Any reported allegations of harassment, bullying, 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. Paul will maintain confidentiality throughout the investigatory process to the extent it can reasonably do so. Retaliation against an individual for good faith reporting harassment, bullying, or discrimination or for participating in an investigation of a claim of harassment, bullying or discrimination is a serious violation of this policy and will be subject to disciplinary action. Acts of retaliation should be reported immediately. Misconduct constituting harassment, bullying, discrimination, or retaliation will be dealt with appropriately, depending on the circumstances. Responsive action may include, for example, barring the offender from further workplace communications with the victim, training, counseling and/or disciplinary action up to and including termination. False or bad faith complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.