



E.L. HAYNES

Be Kind. Work Hard. Get Smart.

STAFF HANDBOOK

2022-2023

Elementary School
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Middle School
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months for all other events. Failure to make timely payment of the employee premiums will result in the forfeiture of this benefit. This benefit is subject to change as necessary to comply with federal or D.C law.

9. Internal Grievance Procedure

E. L. Haynes is committed to providing the best working conditions for its employees and always strives to address employee grievances in a method that preserves good will. Employees are strongly encouraged to raise complaints in a direct and timely manner as this most often yields the best results.

The aim of the Internal Grievance Procedure is to settle complaints justly, while operating as simply and quickly as possible. The following grievance procedures should be employed accordingly to ensure complaints receive full consideration.

Informal Procedure

The School truly believes that most difficulties can be resolved by communicating any grievance to the school directly and promptly. Employees should discuss their grievance with their supervisor or Principal first. If the complaint is about a supervisor or Principal, or if an employee is not comfortable discussing it with their supervisor or Principal, the employee may reach out directly to the Director of Human Resources or designee.

The informal procedure allows the employee and the School to discuss concerns candidly and expediently. To achieve this, the employee will meet with the Director of Human Resources to discuss what the informal process will look like. The goal of the meeting is to understand the employee's specific concerns and how the employee is looking to resolve the issue. The informal procedure usually includes open and honest dialogue between colleagues that may be mediated by a third party. If an employee is unable to resolve a grievance informally and would like to raise a formal complaint, they may use the procedure outlined below.

The School reserves the right to formalize a complaint under specific circumstances such as but not limited to:

- Sexual harassment
- Discrimination
- Abuse

Formal Procedure

Raise the grievance in writing.

- If a grievance cannot be resolved informally, the employee must put the complaint in writing to the Director of Human Resources or designee within 30 days of the incident. The employee's written complaint should be as detailed as possible and include names of all individuals involved, any witnesses, relevant dates and times, and the specific concern or issue that the employee seeks to address.

- The Director of Human Resources may use their discretion to determine what action is appropriate, based on the particulars of the grievance including a thorough investigation and interview with relevant parties. Employees can, however, expect a written response to their grievance within fifteen (15) business days following receipt of their written grievance. If the Director of Human Resources or designee determines that any misconduct has occurred, the School will take appropriate remedial action.

Appeal.

- If the employee is unsatisfied with the resolution reached by the Director of Human Resources or designee, they may appeal the decision within ten (10) business days following receipt of the formal determination. The employee should present the written material (their grievance and response) to the Chief Executive Officer (CEO) and must explain the basis for appeal. The employee must also notify the Director of Human Resources of this action.
- The CEO will issue a decision in writing to the employee and HR within ten (10) business days of receiving the grievance appeal unless the CEO notifies the employee within the ten (10) business day period that additional time is needed to provide a response. The decision of the CEO is final. The total time period for the CEO to consider the grievance appeal and provide a written response shall generally be no more than fifteen (15) business days.

Employees are obligated to cooperate in good faith in the investigation and resolution of any grievance raised by them or against them. The School will not retaliate against any employee for bringing a grievance under this procedure nor any witnesses that participate in an investigation.

The School reserves the right to modify the foregoing procedures in a particular case, with notice to the employees, if the modification is consistent with ensuring the School has sufficient information to respond to the grievance and/or the School's other policies.

10. EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY AND D.C. HUMAN RIGHTS ACT

E.L. Haynes provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, religion, gender, sexual orientation, gender identity or expression, national origin, ethnicity, age, disability, genetic information, political affiliation, personal appearance, marital status, family responsibilities, matriculation, amnesty or status as a protected veteran, or any other protected status as established by applicable federal or D.C. law. The School complies with applicable federal and D.C. laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

E.L. Haynes Public Charter School shall not discriminate because of race, color, age, sex, marital status, sexual orientation, gender identity or expression, disability, pregnancy, national origin or ancestry, religion, veteran status, genetic information or any other protected status under District of Columbia and Federal law. E.L. Haynes Public Charter School will not tolerate any employee, parent or family, contractor or other visitor creating a hostile work environment for an employee because of race, color, age, sex, marital status, sexual orientation, gender identity or expression, disability, pregnancy, national origin or ancestry, religion, veteran status, genetic information or any other protected status under District of Columbia and Federal law.

Any concern regarding discrimination or harassment may be brought to the attention of the Principal, the Director of Human Resources, the Chief Executive Office or any other member of the administration with whom the employee feels comfortable. Complaints regarding the Chief Executive Officer shall be handled through the Board of Trustees of the E.L. Haynes Public Charter School and in consultation with the Executive Committee when appropriate. All complaints will be promptly investigated in as confidential manner as possible. E.L. Haynes Public Charter School will not retaliate against an employee who, in good faith, expresses concern about discrimination or harassment, or participates in an investigation of a complaint of discrimination or harassment.

11. Americans with Disability Act (ADA)

E.L. Haynes Public Charter School shall comply with the intent of the Americans with Disabilities Act of 1990 and the District of Columbia law against discrimination based upon disability and shall attempt to provide a reasonable accommodation to qualified individuals with disabilities. If an employee believes they need accommodation to perform the essential functions of the job, the employee should contact a member of the Director of Human Resources. E.L. Haynes Public Charter School will provide an accommodation so long as it will not cause an undue hardship to the School and the employee does not pose a direct threat to the health and safety of themselves or others. E.L. Haynes Public Charter School may request additional information, including medical confirmation, to determine the appropriate accommodation. All requests for accommodation will be handled in a confidential manner.

12. Sexual Harassment

E.L. Haynes Public Charter School prohibits any employee, volunteer, or vendor from making unwelcome sexual advances of a verbal or physical nature toward another employee or applicant for employment.

Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is defined as behavior that is unwelcome and personally offensive. It reduces morale, interferes with work productivity, impugns individual dignity, and is contrary to E.L. Haynes Public Charter School's mission.

Some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted; or any other tasteless, sexually-oriented comments, innuendoes, or offensive language.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is generally intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.

Sexual harassment is a practice that demeans the individual being treated in such a manner. Consequently, E.L. Haynes Public Charter School will not tolerate sexual harassment of its applicants, employees, or volunteers by anyone. If you believe that you are being sexually harassed, you should let E.L. Haynes Public Charter School know by making a complaint in accordance with the EEO Policy and D.C. Human Rights Act section. E.L. Haynes Public Charter School will, as necessary, take disciplinary action, up to and including termination, in accordance with this policy to ensure that we meet our responsibilities to our employees.

12. Whistle-Blower Policy

E.L. Haynes Public Charter School is committed to maintaining a workplace where employees are free to raise concerns regarding the school's business practices, specifically;

1. Reporting suspected violations of law on the part of the school, including but not limited to federal laws and regulations;
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other government body; and
3. Identifying potential violations of E.L. Haynes Public Charter School's policy, specifically the policies contained in its Personnel Policies.

13. Worker's Compensation

All work-related injuries are covered under D.C. Worker's Compensation laws. The School is required by law to maintain accurate and complete records concerning work-related injuries and illnesses, and the complete cooperation of each employee is expected. It is the employee's responsibility to report all work-related injuries to a supervisor before the end of the work day it occurred on, or as soon as possible, regardless of the severity of the injury. All injuries that occur on the job must be reported to your supervisor. Failure to report an accident or injury may result in the claim being

While E.L. Haynes encourages its employees to enjoy their off-duty time, certain activities on the part of employees may become a concern if they have a detrimental effect on our school community. In the area of all social media, employees may use such media in any way they choose as long as such use does not negatively impact our school community. For this reason, E.L. Haynes reminds individuals that the following guidelines apply in their use of social media, both on and off duty:

1. If an employee publishes any personal information about themselves, another employee of the organization, the school, a student, or other community member in any public medium (print, broadcast, digital, or online) that:
 - a. negatively affects any student or family;
 - b. interferes with the work of any employee;
 - c. creates a harassing, demeaning, or hostile working environment for any employee;
 - d. harms the goodwill and reputation of the school among its peers or in the community at large;
 - e. reveals confidential information; or
 - f. tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information, the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and potentially including termination of employment, depending upon the severity and repeat nature of the offense.
2. No employee may use company equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of the Sr. Director of Operations.
3. Social media access and use involving company equipment and resources are subject to E.L. Haynes E-Mail/Internet (section 14.1), and Computer usage (section 14.2) policies at all times.

How an employee uses social media is not a matter of concern as long as it is consistent with the above guidelines. Employees may address any questions on this policy to the Senior Director of Operations .

16. Drug and Alcohol-Free Workplace

16.1 Statement of Policy

It is the policy of E.L. Haynes to create and maintain a drug- and alcohol-free environment in the workplace, as required by the Drug-free Workplace Act of 1988. The abuse of alcohol or controlled substances (including the misuse or abuse of prescription drugs) or the use of illegal drugs, including but not limited to marijuana, cocaine, heroin, morphine, barbiturates, or amphetamines is inconsistent with the professional and responsible behavior we expect of employees, subjects all employees and visitors to unacceptable safety risks and undermines E.L. Haynes's ability to operate effectively and efficiently.

Therefore, the employees of E.L. Haynes are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or illegal drugs, as defined above, on E.L. Haynes's premises or while conducting E.L. Haynes business off E.L. Haynes's premises.

Such conduct and/or use of illegal drugs or controlled substances is also prohibited during non-working time to the extent that it, in the opinion of the management of E.L. Haynes (1) impairs the employee's ability to perform their job; (2) affects E.L. Haynes' reputation or threatens its integrity; and (3) jeopardizes the employee and/or others in the workplace. Reporting to work while under the influence of illegal drugs, controlled substances, or alcohol is strictly prohibited.

Employees who violate any aspect of this policy are subject to disciplinary action, up to and including immediate termination from E.L. Haynes. In the case of applicants, if they violate the drug-free workplace policy, the offer of employment will be withdrawn. The applicant may reapply after six months and at a minimum must successfully pass a pre-employment drug test.

An employee who is undergoing medical treatment with any controlled substance that may impair their physical or mental ability, even if a licensed physician has legally prescribed it, is strongly advised to report such treatment to her or his immediate supervisor so that an appropriate response can be made in the event of a reaction or emergency. E.L. Haynes will determine whether the employee constitutes a direct threat to themselves or others. If so, the employee shall not be permitted to work while undergoing such treatment.

16.2 Drug Testing

For certain employees, drug testing will be required as a condition of their employment. For all other employees, E.L. Haynes reserves the right to randomly drug test any employee. To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test and a confirmation test, if necessary. E.L. Haynes will contract with an independent Medical Review Officer (MRO) who will review all presumptive positive test results and who will offer applicants and employees to discuss, in confidence, information that might explain the positive result. If the individual provides the MRO with a legitimate medical explanation, such as a current prescription for the drug that caused the positive result, the MRO will verify the test as negative and report that result to E.L. Haynes. If the individual fails to provide a legitimate medical explanation for the test, the MRO may verify the test as positive and report that result to E.L. Haynes. All drug-testing information received by E.L. Haynes will be maintained in secure, confidential records, separate from personnel records.

The substances that will be tested for include, but are not limited to: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Barbiturates, Benzodiazepines, Methaqualone, Methadone and Propoxyphene. Marijuana remains illegal as a matter of federal law and therefore its use, even for medical reasons, violates this policy.

Any employee who receives a verified positive test result will be terminated immediately. An employee will be subject to the same consequences of a positive test if they refuse the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

17. No Smoking Policy