



## EMPLOYEE HANDBOOK

## TABLE OF CONTENTS

Connections Education.....	10
Connections Education’s Core Mission and Values .....	10
Purpose of the Handbook .....	11
At-Will Employment .....	11
Job Responsibilities .....	12
Manager Responsibilities .....	12
Reporting Obligations.....	12
Manager Employee Relations .....	12
Disclosure of Confidential Information .....	12
Hiring Practices .....	12
Outside Employment.....	13
Required Employee Training Programs .....	13
Termination of Employment.....	13
Equal Opportunity Policy .....	14
Responsibilities .....	14
Unlawful Harassment.....	14
Internal Complaint Procedures.....	15
Required Documentation.....	15
Proof of U.S. Citizenship and/or Right to Work .....	15
Aptitude and Ability Tests .....	15
Background Check Policy (Reference Checks, Credit Checks, Certification Verification and Criminal History Reports) .....	16
Arrests or Convictions During Employment .....	16
Expiration of Educational Credentials .....	16
Internal Applications, Promotions, and Transfers .....	16
Internal Applications .....	16
Eligibility.....	17

Timing.....	17
Exceptions to Eligibility Requirements .....	17
Procedure .....	17
Filling the Position .....	18
Familial and Personal Relationships Between Employees .....	18
Employees with Children Enrolled in a Connections Education Affiliated School or Program .....	18
Communication Tools .....	19
Confidential Information.....	19
Categories of Employment.....	20
Employee Classification as Established by the Fair Labor Standards Act .....	21
Overtime .....	21
Paydays/Paychecks.....	21
Non-Exempt/Hourly Employees .....	21
Ten Month Employee Pay Structures .....	22
Exempt Ten-Month Employee Pay Structure.....	22
Non-Exempt Ten-Month Employee Pay Structure .....	22
Merit Increases .....	22
Incentive Compensation .....	23
Expense Reimbursement .....	23
Non-Exempt Employee Travel Policy.....	23
Travel Time within Normal Work Hours.....	23
Travel Time in Addition to Normal Work Hours .....	23
Tracking and Reporting Travel Time .....	23
Social Security.....	24
Unemployment Compensation.....	24
Workers' Compensation .....	24
Reporting a Workplace Injury.....	24

Employee Benefits..... 24

Work Hours..... 26

    Adjunct Teachers..... 26

Attendance..... 26

    Absence..... 26

    Punctuality..... 27

Office Closure..... 27

    Compensation During Office Closure..... 27

    Paid Time Off Requests During Office Closure..... 28

Paid Time Off – Holidays..... 28

    School Administrative Employees..... 28

    School Non-Administrative Employees..... 28

    Procedure..... 28

Paid Time Off – Vacation..... 29

    School Administrative Employees..... 29

    Vacation Schedule – Regular Full-Time Employees..... 29

    Vacation Schedule – Regular Part-Time Employees..... 30

    Term of Project Employees..... 31

Paid Time Off – Sick..... 33

    School Administrative Employees – Regular Full-Time..... 33

    School Administrative Employees – Regular Part-Time..... 33

    School Non-Administrative Employees – Regular Full-Time..... 33

    School Non-Administrative Employees – Regular Part-Time..... 34

    Procedure for Use of Sick Leave..... 34

    Unreported Absence..... 35

    Extended Illness..... 35

Paid Time Off – Personal..... 35

School Administrative Employees .....	35
School Non-Administrative Employees –Regular Full-Time .....	35
School Non-Administrative Employees –Regular Part-time.....	36
Transfers Between Employment Statuses .....	36
Bereavement Leave.....	37
Effect of Bereavement Pay on Overtime Calculation .....	37
Jury Duty Leave.....	38
Leave for Employment Related Legal proceeding .....	38
Military Leave .....	38
More about Military Leave and Benefits.....	39
Teacher Compensatory Time .....	39
Eligibility.....	39
Earning Compensatory Time Off.....	39
Requesting to Use Compensatory Time Off.....	40
Tracking of Compensatory Time Off.....	40
Leave Under the Family and Medical Leave Act (FMLA) .....	40
Eligibility and Provisions.....	41
Parental and Serious Illness in the Family Leave .....	43
Eligibility.....	43
Duration of Leave .....	43
Notice Requirements .....	43
Certification and Reporting Requirements .....	44
Unpaid Leave of Absence.....	44
Employee Performance Management .....	45
Disciplinary Process .....	45
Standards of Conduct.....	46
Respect for Others.....	46

Language in the Workplace ..... 47

Professional Ethical Standards..... 47

Reporting Unethical Behavior..... 47

Conflicts of Interest ..... 48

Gifts ..... 48

Authorizations and Approvals..... 49

Solicitation and Distribution ..... 49

Appearance and Dress ..... 49

Employee Conduct While Driving ..... 50

Social Media Policy..... 50

    Participation in Social Media Sites..... 50

    Prohibited Activities on Social Media Sites ..... 51

Substance Abuse ..... 51

    Definition of “Controlled Dangerous Substance” ..... 52

    Searches ..... 52

    Drug and Alcohol Testing ..... 52

    Employee Assistance and Rehabilitation ..... 53

    Confidentiality ..... 53

Employees Who Work with Children ..... 53

    Learning Environment ..... 54

    Awareness of Possible Abuse/Neglect ..... 54

    Non-Fraternization Policy ..... 54

    Transportation of Students by Employees and Student Home Visits ..... 54

    Actions in the Presence of Children and Families ..... 54

    Inappropriate Physical Contact with Children ..... 54

Preventing Workplace Harassment ..... 55

    Definition ..... 55

Interaction with Students .....	56
Sanctions .....	56
Complaint Procedure .....	56
Investigation Procedure .....	56
Protection Against Retaliation .....	57
False Accusations of Misconduct .....	57
Authority and Responsibility .....	57
Whistleblower Policy .....	57
Non-Retaliation .....	58
Issue Resolution Process .....	58
Steps in the Process .....	58
Handling Confidential Information .....	60
Personally Identifiable Information .....	60
Family Educational Rights and Privacy Act (FERPA) .....	60
Confidential and Proprietary Information .....	61
Intellectual Property Policy .....	61
Using Copyrighted and Trademarked Materials .....	61
External Inquiries .....	62
Records Retention .....	62
Personnel Files .....	63
Access to Employee Exposure Records and Employee Medical Records .....	63
Accommodation of Disabilities .....	64
Work-at-Home Policy .....	64
Work-at-Home Guidelines .....	64
Technology .....	<b>Error! Bookmark not defined.</b>
Regulatory Compliance / Risk Management .....	<b>Error! Bookmark not defined.</b>
Work-at-Home Classifications .....	<b>Error! Bookmark not defined.</b>

Home-Based Employees (Full-Time).....	<b>Error! Bookmark not defined.</b>
Short-Term Work-at-Home Arrangements .....	<b>Error! Bookmark not defined.</b>
Occasional Work-at-Home Days .....	<b>Error! Bookmark not defined.</b>
Home-based Employees (Part-Time).....	<b>Error! Bookmark not defined.</b>
Workplace Safety.....	69
Security .....	69
Workplace Violence Prevention .....	70
Prohibited Conduct .....	70
Employee Guidelines and Procedures.....	70
Outside Threats .....	70
Threat Over the Phone.....	71
Threatening Email.....	71
Mail Threat.....	71
In-Person Threat.....	71
Property and Equipment.....	72
Parking Options .....	72
Cell Phone/Mobile Device Use .....	72
Software/Hardware Policy .....	72
Acceptable Use .....	72
Software.....	73
Hardware .....	73
Outside Equipment.....	73
Electronic Communications, Telephone Communications and Access Control Security Policy .....	74
Organization Property.....	74
Authorized Usage .....	74
Specific Communication Systems Requirements.....	74
General Electronic Communications Provisions .....	75



Internet Security & Usage Policy ..... 76

- Specific Policy ..... 77
- Authorized Usage ..... 77
- Information Movement..... 77
- Information Protection ..... 77
- Copyright and Licensing Restrictions..... 78
- Expectation of Privacy ..... 78
- Access Control ..... 79
- Reporting Security Problems ..... 79

Remote Access Policy ..... 79

- Equipment and Tools..... 79
- Use of Personal Computers and Equipment ..... 80
- High-Speed Internet Connections..... 80
- Anti-Virus Software ..... 80

Employee Acknowledgement of Policies ..... 81

# INTRODUCTION

## CONNECTIONS EDUCATION

Connections Education® is a leading accredited provider of high-quality; highly accountable virtual and blended education solutions for students in grade K–12. Founded in October 2001, Connections is now part of the global learning company Pearson. Connections is committed to expanding quality education through technology and helping students achieve both academic and personal success through its Connections Academy® and Connections Education® divisions.

### Connections Academy

Connections Academy virtual schools deliver individualized learning plans, outstanding curriculum, superb teachers, and a powerful online learning platform – all supported by Connections Education. Through 30-plus virtual public schools and one international private online academy, the Connections Academy network serves more than 65,000 students in grades K-12.

### Connections Education

Connections Education delivers a full range of targeted digital learning solutions to the K–12 education community, helping hundreds of districts and schools across the nation – and around the world - to bring high-quality virtual and blended education to their students. Connections Education partners can choose from a full catalog of online courses coupled with expert online teaching and platform options tailored to their specific programmatic needs.

## CONNECTIONS EDUCATION'S CORE MISSION AND VALUES

**The mission of Connections Education is to help each student maximize his/her potential and meet the highest performance standards through a uniquely individualized learning program.**

Incorporated in this mission are our core values. We expect every member of our organization to be:

- **BRAVE.** As an organization, we occasionally need to take risks and make bold moves and we expect our people to embrace and support these decisions. You should speak up when you have a valuable opinion, or when you disagree with a decision or someone's actions. As we are in an ever-changing industry, you also need to be willing and eager to accept change.
- **IMAGINATIVE.** We need our people to think outside the box by presenting innovative solutions. We admire creativity and ingenuity. When you have an idea, share it. Be forward-thinking in your role so that we can all anticipate outcomes.
- **DECENT.** We demand respect and professionalism of our people. Your interactions with others, whether within the organization or externally, should be engaging and genuine. Our people should display the highest integrity and ethics – particularly when it comes to working with children. Recognize and reward others you work with for their successes.
- **ACCOUNTABLE.** Take pride in your work. Take ownership when you've made a mistake. We believe in empowering our people, but with empowerment comes personal accountability. You should hold yourself to the highest standards for your projects and service.

Connections carries these values over to its employees by striving to provide a work environment built upon the following cultural pillars:

- Empowerment: We believe in giving our employees the autonomy to make decisions and providing them with the tools and resources necessary to feel empowered to make those decisions
- Accountability: We believe in holding our employees accountable for their own work product and quality service.
- Anticipate Outcomes: We believe in challenging our employees to explore all possible outcomes of any given situation and to plan accordingly to proactively overcome any negative impacts.
- Reward Success: We believe in celebrating the success of our employees and recognizing their contributions.
- Rapid Response: We believe in responding to feedback quickly with incremental changes.

## PURPOSE OF THE HANDBOOK

We have created these policies for all staff of Connections Education to include Connections Academy and any Connections Academy affiliated school. These policies have been prepared for all full-time and part-time employees, unless otherwise noted herein. Any references in this handbook to “we”, “our”, and “the school” are intended to mean Connections Academy.

This handbook does not create any expressed or implied contract concerning your employment nor does it guarantee your employment for any term. It is intended to assist employees in acquainting themselves with the school, and to serve as a reference manual for information about our employment policies and procedures.

We reserve the right to add to, suspend, delete, or modify any part of the handbook, at any time and without notice although we will keep you apprised of important changes in our policies, procedures, and practices. However, you may not always be notified in advance of a change or the reason for the change. Furthermore, we reserve the right to respond to each situation in the manner we determine will best serve the interests of fairness and responsible business management.

If you cannot find the answer to the question you have, or if you have specific questions about the interpretation or application of a particular provision, please consult Human Resources.

The most current version of this handbook is always available online in the Virtual Library. Online updates supersede earlier hardcopy versions. You should therefore consult the online version for any questions. Federal, state, or local laws prevail in the event there is a conflict with the content of this guide.

To be effective, any agreement altering the terms and provisions of this handbook must be in writing and signed by the Vice President of Human Resources. If you sign additional agreements related to your employment, you will be required to comply with their provisions even if they are different than the information that is contained in the employee handbook. Any individual who violates any policy in this handbook will be subject to disciplinary action, up to and including termination. After reading this handbook, you will be asked to acknowledge that you have read and understand the handbook’s contents.

## AT-WILL EMPLOYMENT

No policy or provision in this handbook is intended to create a contract binding you or the employer to an agreement of employment for a specified period of time. Employment can be terminated by either the employee or the employer at any time, for any reason, with or without notice. No representative or agent of the employer, other than the Vice President of Human Resources, can authorize or sign an employment agreement contrary to the above terms and otherwise make any binding offer of employment for a specific term.

## JOB RESPONSIBILITIES

Each employee is required to perform the job duties applicable to their position in a satisfactory manner. At any time, an employee may be asked to perform duties outside of their job description consistent with the culture of collaboration and teamwork within our organization. Employees are expected to perform additional duties in the same manner they would the duties listed in their job description.

## MANAGER RESPONSIBILITIES

### REPORTING OBLIGATIONS

Any employee whose title is manager, supervisor or higher AND/OR who supervises other employees, for purposes of this section referred to as “Management”, must follow the policies set forth below. Management MUST immediately (within 24 hours) report complaints of harassment, requests for accommodations, workplace injuries, complaints of retaliation, and any suspected or known policy violations of any sort to Human Resources.

### MANAGER EMPLOYEE RELATIONS

Management is expected to maintain appropriate and professional relationships with all employees under their supervision. Managers and supervisors should remain objective in all dealings with employees and should never show any preference or favoritism towards one employee over another.

### DISCLOSURE OF CONFIDENTIAL INFORMATION

Management is prohibited from disclosing employee information to internal or external parties, except as required by law, including the following:

- Compensation
- Performance issues
- Medical conditions
- Any other information deemed confidential by Human Resources

In addition, management is not permitted to provide reference checks for former employees and all inquiries of this type should be forwarded to Human Resources. If an employee asks management for a letter of recommendation, the letter must be routed to Human Resources for approval prior to release to the employee and/or to a third party. Lastly, management is strictly prohibited from requesting medical documentation or a doctor’s note from any employee; these requests must come from Human Resources.

### HIRING PRACTICES

Any level of management charged with hiring for their division or department must comply with our Equal Employment Opportunity policy. Management must also comply with the recruiting and hiring practices of the Human Resources Department. Please refer to relevant Manager Training programs for further information.

Additionally, a manager or supervisor who has a personal or professional relationship with an applicant for employment must disclose this relationship to Human Resources in writing at the outset of the hiring process. In order to maintain objectivity in hiring decisions, it may be necessary for the manager or supervisor to be excused from the interview

process. Specifically, if a manager or supervisor is making any decisions related to the background check of an applicant which they have a personal or professional relationship with, it is imperative that Human Resources is involved in discussions with the applicant.

## OUTSIDE EMPLOYMENT

Outside employment is additional employment for which compensation is paid by an **EXTERNAL** source while the employee is also an employee of the organization. This employment must not interfere with job performance or interfere with the assigned work schedule. Outside employment should be consistent with generally accepted activities for an educational institution and may not be conducted on our property nor use our property or resources. Some employees may be subject to a non-compete agreement prohibiting certain types of outside employment. If you have a question about whether you are subject to a non-compete agreement, contact Human Resources.

## REQUIRED EMPLOYEE TRAINING PROGRAMS

We value our employees and strive to prepare them for a long and successful career by offering a well-rounded training program. As a result, there are a number of optional and mandatory trainings available to employees. All mandatory trainings must be completed in the timeframe established. Employees who are in need of an extension should work with their manager or supervisor in conjunction with Human Resources to have the request for extension approved.

## TERMINATION OF EMPLOYMENT

- **Notice and Severance:** We request that employees who plan to resign notify their supervisor in writing at least two (2) working weeks prior to their last day. For those employees in a supervisory capacity, three (3) weeks of notice is requested. Vacation and other forms of leave are not to be used during the notice period. The purpose for advance notice is to provide for an orderly transition of the employee's duties in a professional manner. Employees who are considered at risk for accessing confidential information during the notice period may have their duties adjusted during this time period or may be requested to work at home or may be excused from their work responsibilities. The right to work through the end of a notice period is at our discretion.
- **Last Pay and Payment of Leave:** Employees who resign or are terminated will be paid through the last day worked, including any overtime worked. Employees will be paid for unused vacation leave according to the terms of the Vacation Policy. An employee is considered to have terminated employment as of the last day worked, for all pay and benefits purposes. Medical, dental, and vision benefits end on the last day of the month in which the employee has terminated employment.
- **Return of Property and Equipment:** As provided in the Property and Equipment Policy, an employee must return any of these items in their possession no later than their last regular day of employment. On or before the employee's last day of employment, the employee will be required to sign a Certificate of Separating Employee, certifying that the employee has returned all company materials. If an employee fails to return company property, they may be billed for the value of any property and equipment issued and not returned in working condition equivalent to when it was received, excluding normal wear and depreciation.
- **Continuation of Benefits.** The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows eligible employees to extend health insurance for up to eighteen (18) months (at their own expense) following termination of employment. Additional information about COBRA is provided in the Employee Benefits Guides.
- **Exit Interviews:** In instances where an employee voluntarily leaves our employ, we would like to discuss your reasons for leaving and any other impressions that you may have about our organization. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview you can express yourself freely. It is hoped that this exit interview will help us part as friends, as well as provide insight into possible improvements we can make. All information will be kept confidential to the extent possible.

# PRE-EMPLOYMENT, HIRING, AND TRANSFER POLICIES

## EQUAL OPPORTUNITY POLICY

The principles of equal employment opportunity are a vital element in our success. These principles extend to all aspects of employment including recruitment, hiring, assignment, training, compensation, benefits, terminations, educational assistance, social and recreational programs, promotions, and transfers. We are committed to creating and fostering a work environment free from unlawful discrimination and harassment and one in which decisions and terms of employment are not based in any way on race, creed, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, disability, genetic information, or veteran status, or other category protected by law.

We are committed to providing an accessible work place for all employees. We will make reasonable accommodations on behalf of individuals of which we are aware. Employees in need of accommodation should contact Human Resources.

## RESPONSIBILITIES

Human Resources is ultimately responsible for developing, communicating, and enforcing the principles set forth in this Policy throughout the entire organization.

Continued success in equal employment opportunity depends not only on the commitment and involvement of those directly responsible for the program's implementation but also on the dedication of all employees. Assuring equal employment opportunity is a fundamental and direct responsibility of all levels of management. All supervisory personnel are charged with making a personal commitment to practice and enforce the principles of this Policy, including the following:

- Recruit, hire, train, promote, transfer, and provide opportunities without regard to race, creed, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, disability, genetic information, or veteran status, or non-job related characteristic;
- Ensure that promotion decisions are made in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities; and
- Ensure that all personnel actions relating to compensation, benefits, transfers, terminations, layoffs, training and education assistance are administered in a nondiscriminatory manner.

This Policy applies to all employees at any level.

Any supervisor who becomes aware of allegations of unlawful discrimination or harassment must bring the allegations to the attention of his/her supervisor or Human Resources.

## UNLAWFUL HARASSMENT

We are committed to providing a work atmosphere free of unlawful harassment. Unlawful harassment is unwelcome or unwanted conduct, whether verbal, nonverbal, or physical, which: (1) demeans, degrades, or shows hostility toward

another person because of that person's race, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, disability, genetic information, or veteran status, and (2) the conduct substantially interferes with an individual's employment by creating a hostile work environment.

We will not tolerate any form of harassment based on race, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, disability, genetic information, or veteran status. This Policy applies in the workplace or in any work-related settings, such as business trips, sales meetings, conventions, or business-related social events. We expect employees to conduct themselves in a professional manner in the workplace and at any other time they are representing us. Such conduct is essential to promote quality work, and to ensure a work environment free of discrimination.

---

## INTERNAL COMPLAINT PROCEDURES

If an employee believes he or she has been unlawfully discriminated against or harassed, the employee should immediately inform his/her supervisor. If the employee believes that his/her supervisor is the source of the problem, or is uncomfortable with this approach for any reason whatsoever, the employee should contact Human Resources. Complaints will be kept confidential to the extent reasonable and possible under the circumstances, and will be investigated and handled promptly, impartially, and appropriately.

If you think someone is acting in a way inconsistent with Connection's Code of Conduct, including complaints about the violation of this policy, you should not hesitate to report it to the Human Resources department or Connection Education's Legal Department.

Retaliation for bringing a discrimination complaint forward or for participating in an investigation will not be tolerated.

Please reference the Virtual Library for contact information to report a concern to Human Resources at [Home](#) > School Handbook > Connections Education Non-Discrimination Statement

## REQUIRED DOCUMENTATION

Any documentation or forms, either paper or electronic, that are required by Human Resources must be completed and returned to Human Resources within three (3) days of the first date of employment. Required documentation may vary depending on the employee's position, or the state in which the employee works or lives.

---

## PROOF OF U.S. CITIZENSHIP AND/OR RIGHT TO WORK

Federal regulations require that within three (3) days of hire, all employees must complete and sign Federal Form I-9 Employment Eligibility Verification Form and must present original documents of identity and eligibility to work in the United States. Additionally, employees in some states may be required to be E-verified as required by state law.

## APTITUDE AND ABILITY TESTS

For certain positions, you may be required to be tested for your qualifications. If you have a disability which will affect your ability to take such a test, it is important that you advise Human Resources of this so that a reasonable accommodation can be arranged.

## BACKGROUND CHECK POLICY (REFERENCE CHECKS, CREDIT CHECKS, CERTIFICATION VERIFICATION AND CRIMINAL HISTORY REPORTS)

Offers of employment are contingent upon satisfactory reference and background checks as well as receipt of valid certification documents and fingerprint clearances as required or any other approvals as listed in the offer letter. We reserve the right to conduct additional background checks periodically during employment. Employment may be denied or terminated if we believe the result of any of the background checks performed would affect an individual's ability to do his or her job and/or the safety of the workplace or our customers. Background checks and other clearances or verifications as required by state law are conducted at the time of hire and every two years thereafter, or as required by law, for school based employees.

The following standard checks are conducted for all employees:

- County and/or statewide criminal checks for addresses in the previous 7 years
- Social security number verification
- Sex offender check or U.S. criminal indicator search
- Additionally, we will perform a verification of educational credentials for school-based employees and a credit check for individuals assuming a significant degree of financial responsibility.

If it is found after employment begins that any information provided on the application was false or misleading, or that information that could be detrimental to the organization was withheld during the interview and/or hiring process, employment may be terminated.

### ARRESTS OR CONVICTIONS DURING EMPLOYMENT

Employees who are arrested for or convicted of a felony or misdemeanor offense that could directly impact the employee's ability to perform his/her job, have a negative impact on the organization, or must be reported as required by law, must immediately, within one business day of returning to work after being charged, receiving a citation, being arrested or convicted, notify his/her supervisor and Human Resources. Employees that have been arrested for or convicted of a felony or misdemeanor during employment that impacts the employee's ability to perform his/her job, or has a negative impact on the organization, may receive disciplinary action, up to and including termination.

### EXPIRATION OF EDUCATIONAL CREDENTIALS

Some employees, as a condition of employment, must maintain a valid credential. This includes teachers and most school administrators. It is the employee's responsibility to be aware of the expiration date(s) associated with such credentials and to take steps to renew credentials as needed. Compliance Services will monitor the expiration of such credentials and provide employees with any notice required by federal or state law or regulation of such expiration. Additionally, disciplinary action may be taken against any employee whose credential expires, in accordance with state regulations.

## INTERNAL APPLICATIONS, PROMOTIONS, AND TRANSFERS

### INTERNAL APPLICATIONS

We are committed to posting job opportunities as they become available. Internal and external recruitment may occur simultaneously or separately.

As with external hiring, equal consideration for internal transfer or promotion is given to all who apply in accordance with our Equal Opportunity Policy.



---

## ELIGIBILITY

Generally, employees should be in their current position for at least one (1) full school year before applying for another internal position (i.e. if an employee begins employment mid-way through the school year, that employee must complete the whole school year and the following school year in its entirety before becoming eligible for an internal position) For purposes of this Policy, employees are considered to have worked one (1) full school year if their employment begins on the first day of school for students as dictated by the school calendar. Employees beginning employment any day after the first day of school for students will be considered to have begun employment mid-way through that school year.

In addition to the time in their current position, an employee must satisfy all the minimum requirements listed on the posting and must meet current performance expectations and must not have disciplinary actions plans or warnings within the previous sixty (60) days. Employees who are on performance improvement plans are typically not eligible for transfer or promotion. There may be instances where an employee who has previously been successful has moved into a position that is not a good fit for his/her skill set. In these rare instances, with the approval of Human Resources, these employees may be considered for a transfer to a different position.

---

## TIMING

So schools can adequately serve student needs, an employee is generally prevented from transferring positions at any time during the school year.

It is important to maintain continuity in service to our students. Management must make all decisions regarding internal transfers with this focus in mind. Management has discretion in these decisions as they are empowered with determining what best suits student needs.

Effective dates for transfers or promotions must occur at the beginning of a pay period. A transfer or promotion should occur within four (4) to six (6) weeks after the acceptance of a new position. The current manager will have the ability to indicate if the standard transition time will not be sufficient.

---

## EXCEPTIONS TO ELIGIBILITY REQUIREMENTS

The minimum service requirement is waived for transfers and promotions occurring within the same department. Employees transferring from a part-time to full-time position may also be waived from the minimum service requirement based on business need.

Occasionally, if an employee is a unique fit for an internal transfer based on skills, expertise and performance, as determined by management in coordination with Human Resources, or there is a specific business need/urgency, an exception may be made.

---

## PROCEDURE

If an employee desires to pursue a different position in the organization, the employee should submit an Internal Application (available on the Virtual Library) to Human Resources via an Issue Aware ticket. The employee must first send the Issue Aware ticket to his/her current manager to confirm notification of his/her intent to interview for another opportunity prior to interviewing with the hiring manager. The current manager must indicate in the Issue Aware ticket whether the standard transition period noted above is sufficient or insufficient due to business needs and if insufficient,

must indicate what time frame is needed. The current manager should then send the Issue Aware ticket to Human Resources. A Human Resources representative will assign the Issue Aware ticket to the hiring manager.

## FILLING THE POSITION

Before making an offer, the hiring manager will review the candidate's performance documentation with Human Resources, and should discuss the candidate's work performance with the candidate's current manager. Human Resources should review the employee's personnel file and conduct any required background checks which may be required for the new position. If the candidate is selected for the position, the hiring manager will contact the employee's current manager prior to the conveyance of the offer to discuss the timing of the transition. All discussions or negotiations of details such as salary, grade, title and timing of transfer must be coordinated by Human Resources in order to insure equity and clear, timely communication. The managers will decide on a mutually agreeable transition date which should typically be within four (4) to six (6) weeks from the date of acceptance of the offer, unless business needs dictate otherwise. Human Resources will provide transferees with written confirmation of their new position, salary, job title and reporting relationship.

Employees offered a position through an internal job posting should accept or decline the position within three (3) working days.

Lateral moves in and of themselves are not appropriate rationale for salary increases (including one-time bonuses and special payments, which are not permitted in lateral transfers). The only permissible rationale is when the competitive pay rates for the new job have been found to be significantly higher than the previous job. All salary actions must be discussed with and approved by Human Resources in advance of communication with the employee. Monetary counter-offers by the employee's current department will not be permitted.

## FAMILIAL AND PERSONAL RELATIONSHIPS BETWEEN EMPLOYEES

Any employee involved in a non-work-related personal or romantic relationship with another employee may not be the supervisor or have substantive influence or authority over the career advancement, compensation, or performance appraisal of the other. A non-work-related personal relationship is defined as a family relationship including a spouse, former spouse, parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, in-law (brother, sister, father, mother, son, daughter), domestic partner, shared custodial responsibilities, or an intimate relationship, an external business relationship, or any other relationship that could create the potential for a conflict of interest in the workplace.

An intimate relationship may include:

- A relationship involving shared financial accounts or legal duties
- A relationship where one individual has responsibility for the child of the other (ex. godparent)

Exceptions to this Policy must be approved by the Vice President of Human Resources and/or Board President if applicable. If there is a question concerning if a relationship constitutes a conflict of interest, please contact Human Resources.

## EMPLOYEES WITH CHILDREN ENROLLED IN A CONNECTIONS EDUCATION AFFILIATED SCHOOL OR PROGRAM

---

## COMMUNICATION TOOLS

Employees who have children enrolled in a Connections Education (CE) affiliated school or program may not use employee instant message systems or other forms of communication that are not available to other families when communicating with their children's instructors. Employees should communicate with their children's instructors through the channel available to all Learning Coaches as indicated in the School Handbook.

Keeping the channels of communication separate for the Learning Coach role ensures proper tracking of parent and instructor communications to maintain a clear process for parent and student feedback, questions and for school staff to best address parent concerns.

---

## CONFIDENTIAL INFORMATION

Employee access granted in Connexus is to be used to solely for the purposes of performing tasks related to the employee's position and should not be used to access data related to their child or for any purpose outside of their job duties.

# COMPENSATION AND BENEFITS POLICIES

## CATEGORIES OF EMPLOYMENT

- **Regular Full-Time:** A regular full-time employee is an employee who is hired for an indefinite period of time and is regularly scheduled to work at least thirty (30) hours per week and is eligible for benefits. Except for adjunct teachers and regular part-time teachers, all teachers are full-time employees even if they are not scheduled to work during the summer school holiday. On the school level there are two (2) types of regular full-time employees which are detailed below.
  - **School Administrative Employee:** A school administrative employee is a regular full-time employee who works on a twelve month basis.
  - **School Non-Administrative Employee:** A school non-administrative employee is a regular full-time employee who works on a ten month school calendar. Within this category there are exempt and non-exempt employees.
- **Regular Part-Time:** A regular part-time employee is an employee who is hired for an indefinite period of time and is regularly scheduled to work fewer than thirty (30) hours per week and is eligible for certain benefits.
  - **Adjunct Teachers, Substitutes:** Due to the fluctuating nature of work schedules throughout the year, employees holding these positions are not considered regular part-time employees for purposes of regular part-time sick, vacation and personal paid time off policies.
  - Employees with a work week of less than twenty (20) hours are not considered regular part-time employees for purposes of regular part-time sick, vacation and personal paid time off policies.
- **Temporary:** A temporary employee is on the payroll, but is expected to be employed for a specific period of time. Temporary employees are not eligible for employee benefits.
- **Full-Time Term of Project:** A full-time term of project employee is an employee regularly scheduled for 30 hours or more per week, but for a limited period of time, longer than 6 months but shorter than 24 months, for the purpose of working on a specific, defined-term project, with the understanding that employment will terminate when the project is completed (subject to the employment-at-will policy). In certain limited, extraordinary situations, a term of project assignment can be extended for additional periods of time not to exceed 6 months; however, such extensions must be approved by HR before the end of the 24<sup>th</sup> month, and before the extension has been communicated to the term of project employee. Term of project employees are not eligible for incentive compensation.
  - **School Administrative:** A school administrative term of project employee is a term of project employee who works on a twelve month calendar. For the purposes of paid time off, school administrative term of project employees will receive pro-rated time off benefits available to regular full time school administrative employees for holiday, sick, vacation and personal paid time off.
  - **School Non-Administrative:** A school non-administrative term of project employee is a term of project employee who works a ten month school calendar. For the purposes of paid time off, school non-administrative term of project employees will receive pro-rated time off benefits available to regular full time school non-administrative employees for holiday, sick, vacation and personal paid time off.
- **Part-Time Term of Project:** A part-time term of project employee is an employee regularly scheduled for fewer than 30 hours per week, but for a limited period of time, longer than 6 months but shorter than 24 months, for the purpose of working on a specific, defined-term project, with the understanding that employment will terminate when the project is completed (subject to the employment-at-will policy). In certain limited, extraordinary situations, a term of project assignment can be extended for additional periods of time not to exceed 6 months; however, such extensions must be approved by HR before the end of the 24<sup>th</sup> month, and

before the extension has been communicated to the term of project employee. Term of project employees are not eligible for incentive compensation. Term of Project employees with a work week of less than twenty (20) hours are not considered part-time employees for purposes of part-time sick, vacation and personal paid time off policies.

- **School Administrative:** A school administrative term of project employee is a term of project employee who works on a twelve month calendar. For the purposes of paid time off, part-time school administrative term of project employees will receive the pro-rated time off benefits available to regular full time school administrative employees for holiday, sick, vacation and personal paid time off.
- **School Non-Administrative:** A school non-administrative term of project employee is a term of project employee who works a ten month school calendar. For the purposes of paid time off, part-time school non-administrative term of project employees will receive pro-rated time off benefits available to regular part-time school non-administrative employees for holiday, sick, vacation and personal paid time off.

## EMPLOYEE CLASSIFICATION AS ESTABLISHED BY THE FAIR LABOR STANDARDS ACT

- **Exempt:** Exempt employees are those employees who are not eligible for overtime pay, as defined under the Fair Labor Standards Act (FLSA). These employees are typically paid on a salaried basis for carrying out their position responsibilities regardless of the hours worked.
- **Non-Exempt:** Non-exempt employees are those employees who, regardless of title or function, are eligible for overtime pay, as defined under the FLSA. Non-exempt employees are paid at a rate of time and one-half for hours worked in excess of forty (40) hours in one week.

## OVERTIME

Unless otherwise required by law, non-exempt employees are paid one and one-half times their regular hourly rate for hours worked in excess of forty (40) hours per work week. Employees are compensated only for hours worked.

## PAYDAYS/PAYCHECKS

For payroll calculation purposes, the standard work week for all employees runs from Sunday morning through the following Saturday evening. Employees are paid semi-monthly on the fifteenth (15th) and the final day of each month except when the pay date falls on a Saturday or Sunday, in which case employees will be paid the Friday before the fifteenth (15th) or final day of each month. Advances in pay are not permitted. Employees will have their compensation payments spread over twenty-four (24) equal pays, except where state statutes or regulations require otherwise.

In accordance with the law, all mandatory federal, state, local, and other deductions will be taken from an employee's semi-monthly pay.

Payroll information must be submitted by the established due date in order for timely processing. These due dates are listed on the Payroll Calendar which is available on the Virtual Library. If changes to payroll information are received after the established due date, they will be processed on the next scheduled pay period.

## NON-EXEMPT/HOURLY EMPLOYEES

Hourly employees are paid for hours worked in the pay period following the period in which the hours were recorded (i.e. hours worked from the 1st through the 15th of the month are paid on the final business day of the month).

Hourly employees are required to record their start time, lunch break times, and end time on a daily basis on a timesheet. Hourly employees are also responsible for reporting accurate hours on their timesheets. Falsification of timesheet hours is strictly prohibited. Employees must submit their timesheet to their immediate manager for approval of hours worked.

## TEN MONTH EMPLOYEE PAY STRUCTURES

### EXEMPT TEN-MONTH EMPLOYEE PAY STRUCTURE

Unless a state statute or regulation requires otherwise, exempt ten-month employees' annual salaries will be paid over a twelve-month period. They will receive twenty-four pays of an equal gross amount, assuming they remain employed throughout the school year. If a ten-month exempt employee leaves before the end of the school year, their final pay will be prorated to reflect the percentage of scheduled work days that were actually worked. Normal deductions for taxes and benefits will reduce this gross amount.

Additionally, ten-month exempt employees are able to select one of the following payment schedules each school year:

- Option A: twelve months with summer pay option

Continue to receive normal payments for the last two months of the twelve-month period (with pay dates of 6/30, 7/15, 7/31, and 8/15 OR pay dates of 7/15, 7/31, 8/15, and 8/31, depending on school 1<sup>st</sup> and last pay dates).

- Option B: twelve months with lump sum option

Receive one final "lump sum" payment for the gross salary remaining that would otherwise have been paid out through the rest of the summer on June 30. The lump sum would be split into four separate paychecks to avoid any impact on taxes.

The payment method for the lump sum (direct deposit or paycheck) will remain the same as the election the employee has chosen throughout the school year unless changed by the employee. Part-time ten-month exempt employees are not eligible to select a lump sum payout option.

### NON-EXEMPT TEN-MONTH EMPLOYEE PAY STRUCTURE

Non-exempt ten-month employees are paid based on hours worked. Therefore they receive pay only during the ten-month period in which they perform work.

### MERIT INCREASES

For all exempt and non-exempt ten-month employees eligible for merit increases, the merit increase eligibility amount in the first year of employment is prorated based on the time of year in which the employee is hired.

Hired July 1 – September 30: eligible for 100% of the merit increase pool

Hired October 1 – December 31: eligible for 75% of the merit increase pool

Hired January 1 – March 31: eligible for 50% of the merit increase pool

Hired April 1 or after: Not eligible for a merit increase in the year in which hired

## INCENTIVE COMPENSATION

Based on your position you may be eligible for incentive compensation. Positions eligible for incentive compensation will be noted in an employee's offer letter. For eligible positions, incentive compensation is based on individual and school performance and the payment is made no later than October 31<sup>st</sup> of the following year. In order to receive the payment, the eligible employee must be employed on the date in which the payment is made.

If you have questions pertaining to incentive compensation, please speak with your School Leader or Human Resources.

## EXPENSE REIMBURSEMENT

You will be reimbursed for certain business related expenses. Manager's authorization is required prior to incurring the expense. To be reimbursed for authorized expenses, submit an approved expense report along with appropriate supporting documentation within 60 days of incurring the expense to the Accounts Payable Department.

All employees must adhere to the specific policies and guidelines regarding expense reimbursements in the ***Travel and Expense Administration and Reimbursement Policy***. The Policy and expense report form are available on the Virtual Library > Employee Resources > Company Credit Cards – Travel and Expense > Travel and Expense Forms.

## NON-EXEMPT EMPLOYEE TRAVEL POLICY

Some non-exempt positions require occasional travel within the United States. Employees in positions classified as non-exempt under the Fair Labor Standards Act are eligible for compensation for the time they spend traveling. The compensation an employee receives depends upon the kind of travel and whether the travel time takes place within normal work hours or outside of normal work hours.

### TRAVEL TIME WITHIN NORMAL WORK HOURS

Any portion of authorized travel time that takes place within normal work hours (as defined by the employee's normal work schedule) on any work day of the week is treated as work hours. Travel time within normal work hours will be paid at the employee's regular hourly rate and will be factored into overtime calculations.

### TRAVEL TIME IN ADDITION TO NORMAL WORK HOURS

Any portion of authorized travel time (with the exception of driving time equal to the normal commute to the employee's assigned office) that takes place in addition to normal work hours is considered to be outside travel hours. When a non-exempt employee is required to travel as a passenger in an automobile, plane or any other mode of transportation *in addition to* normal work hours, he/she will be compensated at *one-half* his/her regular hourly rate for that portion of travel time that takes place in addition to normal work hours. If one half of the hourly rate is below the state minimum wage, the employee will be compensated at the minimum wage rate.

### TRACKING AND REPORTING TRAVEL TIME

Employees are responsible for accurately tracking, calculating and reporting travel time on their travel time sheet in accordance with this Policy.

Meal periods should be deducted from all travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

If an employee requests a specific travel itinerary or mode that is different from the one authorized, only the estimated travel time associated with the schedule, route and mode of transportation authorized should be reported on the time sheet.

## SOCIAL SECURITY

You may be required by law to contribute a set amount of your wages to the U.S. Government's contributory insurance system known as Social Security and Medicare. We match your contribution as required by law, which currently means paying one-half of the cost of your Social Security/Medicare benefits. Some employees may be exempt from contributing to Social Security because of their participation in a state retirement system.

## UNEMPLOYMENT COMPENSATION

If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. You should apply for benefits through your state unemployment office as soon as possible. Teachers continuing employment, from one school year to the next, are generally not eligible for unemployment compensation during the summer holiday period.

## WORKERS' COMPENSATION

Consistent with federal and state law, we pay all the costs to provide workers' compensation insurance coverage for all employees for work-related injuries and illnesses occurring during the course of their regular work assignments.

## REPORTING A WORKPLACE INJURY

- **Report Your Injury Immediately:** Always **immediately** notify your supervisor of any work-related injury or illness. It is your supervisor's responsibility to notify Human Resources. A written report on the injury or illness must be provided to Human Resources within **24 hours** after the event. We will notify the workers' compensation insurance carrier. Human Resources will be responsible for submitting all paperwork to the workers' compensation insurance carrier.
- **Medical Care:** If the injury requires first-aid treatment, you should go to the first-aid kit located in each office. If the injury is serious, or you wish to seek further medical treatment, paramedic services may be called or you can go to an urgent care facility. If you feel that medical treatment is not necessary and prefer to see your private physician, you may do so at your discretion.
- **Disability Income:** If your doctor states that you are unable to return to work for a certain length of time, you may be entitled to receive disability compensation. In those serious cases requiring extended absence(s) from work, it is your obligation to keep Human Resources informed of your status.

## EMPLOYEE BENEFITS



All available employee benefits are described in the Employee Benefits Guide which is distributed to employees prior to their first day of work and is explained in detail during Employee Orientation. The most up to date version of the Employee Benefits Guide is located in the Virtual Library.

# ATTENDANCE AND LEAVE POLICIES

## WORK HOURS

Teachers work a total of 195 days per school year, on an approximate work cycle of ten months. The standard school work hours for all school-based employees are established by the school leader, with approval from the VP of Schools, and are noted accordingly in the School Handbook for parents and students. The support staff must also be made aware of the approved schedule. The standard school work hours are established as the hours in which teachers are expected to be available to families. As professional, exempt employees, teachers and administrators should expect that their actual working hours will be determined by the amount of time that is required in order to complete the job.

Unless otherwise noted in the offer letter, both exempt and non-exempt employees are expected to work a minimum of forty (40) hours per week. Some employees may be eligible, however, to request Flex Time. Flex time allows an employee to come in one (1) hour late or leave work one (1) hour early, and make up that time at another time within the same week. Flex time may be requested a maximum of two (2) times per month. The employee must have the request approved beforehand by the employee's direct supervisor, document the flexible schedule on the Staff PTO Google calendar. Due to pre-determined black-out dates, Flex Time may be unavailable at certain times throughout the year.

## ADJUNCT TEACHERS

Adjunct teachers are part-time employees who work at home or at an alternative location. Adjunct teachers are required to consult with their supervisors to schedule their "core hours," which will consist of a minimum of three (3) office hours per week between the hours of 9:00 am and 5:00 pm (e.g., Mondays, Wednesdays and Thursdays from 9:00 am – 10:00 am, Thursdays from 2:00 pm – 5:00 pm, etc.).

## ATTENDANCE

Each employee has a primary work location and work schedule for the purposes of this Policy.

An employee is responsible for being on time as defined by their supervisor and the needs of the organization every day that he or she is scheduled to work. Employees are responsible for completing a leave request for any absence as required by Human Resources. All leave requests must be made in increments of two (2) hours.

Employees are required to call their supervisor each day they will be absent or late and must gain supervisor approval to leave work early. Notifying a fellow employee is not sufficient. If you are unable to make the contact yourself because of illness, emergency, or for some other reason, you must have someone make the contact on your behalf. This is only appropriate if you are completely unable to make the contact yourself.

## ABSENCE

If you are absent because of illness for five (5) or more successive days, you must submit written documentation from your doctor or be required to convert the days absent to other forms of paid leave, if available, or to unpaid leave. If you are absent five (5) or more days because of illness, you will be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. These absences may be designated as family/medical leave depending on the circumstances.

Absence from work for three (3) consecutive days without notifying your supervisor or Human Resources will be considered a voluntary resignation. In general, five (5) unexcused absences in a ninety (90) day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question.

---

## PUNCTUALITY

Tardiness or leaving early for those positions with specifically prescribed work hours, without permission from your supervisor can be as detrimental to the organization as an absence. Three (3) such incidents in a ninety (90) day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

## OFFICE CLOSURE

In the event that the school's office(s) must close due to an unexpected emergency (such as hazardous weather conditions) a "must read" WebMail notice will be sent from the school to all families explaining the details of the office closure. The school also records a voicemail message announcing the details of the office closure on the school's voicemail system.

If you are an employee who currently has permission to work from home as a home-based employee or on a regular or occasional basis, you will be expected to work a full day regardless of whether the office is open or closed. Any employee with such permission is expected to work at full capacity to the best of their ability. We understand that depending on the situation, you may not be able to work from home at your usual capacity for reasons specific to the situation (i.e. having children home from school).

Since we provide employees with a Web-based Education Management System (EMS) and remote access capability, there may be a possibility of office-based employee also working from home. The ability to work from home will be determined by your supervisor on an individual basis for each day in question.

For all other employees, please follow your school's policy or contact your supervisor to determine work expectations during office closures. Typically the school's teachers can work from an alternate location, and are available for families via WebMail and an alternate phone number. More specific details about teacher support will be provided in the WebMail message.

If the office is open and you decide that you do not want to attempt to come to work due to inclement weather, you must contact your supervisor in accordance with your school's call out policy/procedure. Please make sure you have contact information for your supervisor available.

---

## COMPENSATION DURING OFFICE CLOSURE

If an employee is expected to or requested to work from home, that employee will receive standard compensation for hours worked. If an employee who is expected or requested to work from home is unable to work, the employee must use paid time off.

During a partial-day office closure, employees without work at home privileges are not expected to work during the time period of the closure and would not be required to use paid time off for that time. Employees without work at home privileges will be compensated for the duration of the partial-closure.

---

## PAID TIME OFF REQUESTS DURING OFFICE CLOSURE

If an employee without work at home privileges had previously requested a day off from work and the office is closed that day, the employee may have that request cancelled. If an employee with work at home privileges had previously requested a day off from work and the office is closed that day, the employee may still take that day off and thus would not have their request cancelled.

During a partial-day office closure, if an employee without work at home privileges had previously requested time off during the day of the partial-closure, the request will be cancelled and the employee will be compensated for the hours that the office was closed.

## PAID TIME OFF – HOLIDAYS

---

### SCHOOL ADMINISTRATIVE EMPLOYEES

We provide certain paid holidays each year to regular full-time and part-time twelve month employees. In addition to holidays observed, twelve month employees will be granted floating holidays as well as a holiday week the final week of the year. Depending on the month in which an employee is hired, he or she may not receive any floating holidays and/or may receive the final week of the year off, but the employee will not receive pay for that week. For regular full-time employees, floating holidays are allocated based on the hours in the employee's work week.

A schedule is issued by Human Resources annually and is located on the Virtual Library at Home > Employee Resources > HR Resources (handbooks, benefits, payroll) > Attendance (Leave, Holidays, Weather). The floating holidays must be approved in advance and taken during the calendar year in which they are earned, or they are forfeited. Part-time employees receive prorated floating holidays based on the employee's work hours.

---

### SCHOOL NON-ADMINISTRATIVE EMPLOYEES

Teachers work a total of two-hundred days per school year, on an approximate work cycle of ten months. Teachers follow the holidays established in their School Calendar.

---

### PROCEDURE

If business requirements dictate, a supervisor has the right to require an employee to work on a scheduled holiday and substitute an alternate day in its place. Holidays are not earned or accrued when the employee is on STD or LTD. In order to be eligible for paid holidays, an employee must work the last scheduled workday before and the first scheduled workday after the holiday, unless the employee submitted a request for paid time off and received approval in advance of the holiday. Exceptions may be made if an employee provides Human Resources with documentation for an illness or other emergency.

If it becomes necessary for some employees to work on a scheduled holiday, the following guidelines apply:

- Where possible, exempt employees are to be given a substitute holiday, the date and time to be determined mutually between the employee and their supervisor.
- Non-exempt employees are to receive time and a half for hours actually worked on the holiday (in addition to holiday day)

---

## HOLIDAYS AND OVERTIME

Paid holidays count as time worked for the calculation of overtime. Holiday hours and the hours of normally scheduled work time will be used in the determination of hours worked in the workweek towards overtime for non-exempt employees.

---

## HOLIDAYS AND VACATION, SHORT-TERM DISABILITY, SICK LEAVE AND FMLA LEAVE

Whenever a recognized organization holiday falls within an employee's scheduled vacation period, the person will receive holiday pay for that day, and it will not be charged to vacation time.

If a holiday falls during a period of short-term disability, the employee does not receive holiday pay; the time is charged to short-term disability and is paid at the usual 66 2/3% or 100% rate.

If a paid holiday occurs while an employee is on paid sick leave, he/she will be paid for that holiday, and the day will not be charged to sick leave.

An employee on unpaid Family and Medical Leave during the occurrence of a recognized organization holiday will not receive holiday pay.

If a holiday falls during an employee's intermittent Family and Medical Leave, the employee will receive holiday pay only if he/she is scheduled to work on the holiday.

---

## TERMINATION ON DAY PRIOR TO HOLIDAY

An employee, who is terminated, voluntarily or by organization action, on the day preceding a holiday, is not eligible for holiday pay.

## PAID TIME OFF – VACATION

---

### SCHOOL ADMINISTRATIVE EMPLOYEES

Paid vacation leave is provided each calendar year to regular full-time and regular part-time school administrative employees based on their length of service. Employees will be credited for years of service either at Connections Education or a Connections Academy school for purposes of vacation time calculation.

\*Any regular full-time school administrative employee with a higher number of vacation days than they would receive under the schedule listed below prior to January 2012 will be granted the higher number of vacation days.

For regular full-time employees, paid vacation days are allocated based on the number of hours in the employee's work week. Vacation time is paid at the eligible employee's base rate of pay at the time of vacation.

---

### VACATION SCHEDULE – REGULAR FULL-TIME EMPLOYEES

#### Years of Service

#### Max # of Vacation Days per Year

**Newly hired employees receive vacation according to their month of hire**

January – June

5

July – September	3
October – December	0
<b>Thereafter, vacation is allocated as follows:</b>	
In the calendar year of the 1 <sup>st</sup> anniversary through the year of the 2 <sup>nd</sup> anniversary	10
In the calendar year of the 3 <sup>rd</sup> anniversary through year of the 6 <sup>th</sup> anniversary	15
In the calendar year of the 7 <sup>th</sup> anniversary through year of the 9 <sup>th</sup> anniversary	17
In the calendar year of the 10 <sup>th</sup> anniversary and thereafter	20

When employees attain their 15<sup>th</sup> year of service, and on each five-year anniversary thereafter, they will receive an extra five (5) days of vacation in that significant anniversary year only, up to a maximum of 25 days.

For the purpose of taking vacation time, full vacation time is allotted on January 1<sup>st</sup> of each year. However, for payment of accrued vacation time upon termination of employment, see “Termination of Employment” section below.

---

#### VACATION SCHEDULE – REGULAR PART-TIME EMPLOYEES

<b>Years of Service</b>	<b>Max # of Vacation Hours per Year</b>
<b>Newly hired employees receive vacation according to their month of hire</b>	
January – June	20
July – September	12
October – December	0
<b>Thereafter, vacation is allocated as follows:</b>	
In the calendar year of the 1 <sup>st</sup> anniversary through the year of the 2 <sup>nd</sup> anniversary	40
In the calendar year of the 3 <sup>rd</sup> anniversary through year of the 6 <sup>th</sup> anniversary	60
In the calendar year of the 7 <sup>th</sup> anniversary through year of the 9 <sup>th</sup> anniversary	68
In the calendar year of the 10 <sup>th</sup> anniversary and thereafter	80

When employees attain their 15<sup>th</sup> year of service, and on each five-year anniversary thereafter, they will receive an extra twenty (20) hours of vacation in that significant anniversary year only, up to a maximum of one hundred (100) hours.

For the purpose of taking vacation time, full vacation time is allotted on January 1<sup>st</sup> of each year. However, for payment of accrued vacation time upon termination of employment see “Termination of Employment” section below.

Regular part-time school administrative employees receive prorated paid vacation time based on a twenty (20) hour work week. Vacation time is paid at the eligible employee’s base rate of pay at the time of vacation.

---

### TERM OF PROJECT EMPLOYEES

Term of project employees are granted vacation based on their regularly scheduled hours, and may be pro-rated based on the length of the project or the pre-determined start and end dates.

Employees transferring to a term of project position will follow this guideline as well, subject to their work schedule as defined above.

---

### REQUESTING VACATION

We will try to accommodate employee requests. All vacation must be requested in advance and must be approved by your supervisor. The supervisor has the right to decline an employee’s request if the vacation schedule interferes with business needs.

If a paid holiday falls within a vacation period, it will be paid as a holiday.

While on vacation, if an employee is hospitalized or experiences an illness or injury that results in a short-term disability claim, the applicable days will be charged to short-term disability. No other use of time while on vacation is permitted.

---

### PAYMENT IN LIEU OF TIME OFF

No active employee will receive payment for vacation in lieu of taking the time off.

Additionally, employees must take their vacation in the same calendar year in which the vacation is credited, and will not be able to carry over accrued, unused vacation into the next calendar year, except as described in the next paragraph and as described in the next section headed “Certain State Law Requirements”.

No vacation time may be carried over to the following calendar year unless it is at the written request of the Employer and approved by Human Resources. Under those circumstances, a maximum of five (5) days may be carried over, and the carry over time must be used by the end of the first calendar quarter. Further, employees may carry such vacation time for use only: under no circumstances will any employee be paid for unused carry-over vacation time, except where:

- Required by State law (as discussed in the next section below); or
- Where the employee is terminated due to layoffs before the end of the first calendar quarter, in which case the employee will receive any vacation carried over from the previous year as described in the preceding sentence.

---

### CERTAIN STATE LAW REQUIREMENTS

In cases where state law requires that employers allow employees to carry over vacation from year to year, the maximum vacation accrual that any employee may have at one time shall equal one and one-half times that employee’s annual vacation allotment at his or her current annual vacation accrual rate. If an employee’s earned but unused vacation reaches this maximum, the employee will not accrue any additional vacation. If the employee later uses

enough vacation to fall below the maximum, he or she will resume earning vacation pay from that date forward. In such case, no vacation will accrue for the period in which the employee's vacation accrual was at the maximum.

---

## TERMINATION OF EMPLOYMENT

Employees who leave the organization will be paid for pro-rated unused vacation for that year only based on the number of full calendar months the employee worked that year. If vacation has already been used, then no vacation payment will be made. Payment of vacation does not extend the employment period beyond the date of termination.

Employees who terminate employment from the Employer due to death or disability (such that they are eligible to receive long-term disability under the employer-sponsored plan or Social Security disability benefits), or who voluntarily resign or are involuntarily terminated as a result of job elimination or reduction in force from the employer after 20 years of service and have worked at least one day of the calendar year, will be paid for their full year's unused vacation allotment without pro-ration.

Upon termination of employment for any reason, voluntary or involuntary, no vacation pay from prior years will be paid, except where required by State law and as discussed in the section of the Policy headed "Payment in Lieu of Time Off", above.

---

## VACATION AND LEAVES OF ABSENCE

Employees who go on Family and Medical Leave (FMLA), short-term disability leave, workers' compensation leave, or Military Leave will still receive their full vacation accrual for the year. However, employees who go on unpaid leave of absence will receive prorated vacation time based on the amount of time worked.

Employees on long-term disability or Active Military leave continue to be allocated vacation while on leave. After an employee has been on long-term disability leave for three (3) months, he/she may request to be paid for the unused vacation allotment for the year in which the disability began. Employees on active Military Duty can request that he/she be paid for the year's unused allotment of vacation at the start of the Military Leave. However, in both instances, the employee's vacation time for that year will not be restored when he/she returns to work and it is a one-time only request. If the employee prefers not to receive such payments and the employee returns to work, the employee will receive his/her full, unused vacation allotment for the year in which he/she returns to work.

Employees who go out on a leave of absence for any reason and do not use their entire vacation allotment for the year of their leave of absence will not roll the time over into the next year, and will not be paid out for the unused time, except in the limited circumstances described in the third paragraph of the section of the policy headed "Payment in Lieu of Time Off" above.

If an employee has a military obligation that requires a two-week tour of duty, the two weeks will not be charged to vacation and will be paid according to the Military Leave policy.

---

## VACATION AND ADJUSTED SERVICE DATES

Twelve month employees who are rehired into a benefit eligible position within one calendar year of their termination date will receive service credit for vacation based on their original hire date with the Employer. However, the service credit will be pro-rated based upon the rehire date.



---

## OVERTIME FOR NON-EXEMPT EMPLOYEES

Vacation leave is included in the hours calculated to determine overtime eligibility for non-exempt employees.

### PAID TIME OFF – SICK

Sick leave is included in the hours calculated to determine overtime eligibility for non-exempt employees. If a paid holiday occurs while an employee is on paid sick leave, he/she will be paid for that holiday and the day will not be charged to sick leave. Sick leave may not be borrowed from future accumulation and is not paid out upon termination of employment. In the event an employee has used his/her sick time for the year, personal days may be used.

Employees who work or reside in California and Oregon are subject to different sick leave provisions and should consult Human Resources for more information.

---

### SCHOOL ADMINISTRATIVE EMPLOYEES – REGULAR FULL-TIME

Regular full-time school administrative employees are advanced up to five (5) days of sick leave per year on January 1<sup>st</sup> for use when they are sick, or a close family member is sick. Sick leave is prorated depending upon date of hire and the employee's scheduled work hours per week. Sick leave can be rolled over from year to year with a maximum of ten (10) accumulated days.

Newly hired employees, during their first year of employment, will receive sick days based on their date of hire:

January – March	5 days
April – June	3 days
July – September	2 days
October – December	1 day

---

### SCHOOL ADMINISTRATIVE EMPLOYEES – REGULAR PART-TIME

Regular part-time school administrative employees receive prorated sick time based on a twenty (20) hour work week. Regular part-time school administrative employees are advanced up to twenty (20) hours of sick leave per year on January 1<sup>st</sup> for use when they are sick, or a close family member is sick. Sick leave is prorated depending upon date of hire. Sick leave can be rolled over from year to year with a maximum of forty (40) accumulated hours.

Newly hired employees, during their first year of employment, will receive sick time based on their date of hire:

January – March	20 hours
April – June	12 hours
July – September	8 hours
October – December	4 hours

---

### SCHOOL NON-ADMINISTRATIVE EMPLOYEES – REGULAR FULL-TIME

Regular full-time school non-administrative employees earn up to four (4) days of sick leave per year at the beginning of the school year for use when they are sick, or a close family member is sick. Sick leave is prorated depending upon date of hire. Sick leave can be rolled over from school year to school year with a maximum of eight (8) accumulated days.

Newly hired employees, during their first year of employment, will receive sick time based on their date of hire:

July – December	4 days
January – April	2 days
May – June	1 days

---

### SCHOOL NON-ADMINISTRATIVE EMPLOYEES – REGULAR PART-TIME

Regular part-time school non-administrative employees receive prorated sick time based on a twenty (20) hour work week. Regular part-time school non-administrative employees earn up to sixteen (16) hours of sick leave per year at the beginning of the school year for use when they are sick, or a close family member is sick. Sick leave is prorated depending upon date of hire. Sick leave can be rolled over from school year to school year with a maximum of thirty two (32) accumulated hours.

Newly hired employees, during their first year of employment, will receive sick time based on their date of hire:

July – December	16 hours
January – April	8 hours
May – June	4 hours

---

### SPECIFIC PROVISIONS FOR CALIFORNIA RESIDENTS

Employees residing in the state of California who do not receive paid sick leave under the above sections will receive three (3) days or twenty-four (24) hours of paid sick leave at the beginning of the school year or on date of hire in accordance with the Healthy Workplaces, Healthy Families Act of 2014. This paid sick leave cannot be rolled over from school year to school year but a new allocation will be granted at the start of each school year.

Employees who fill out a timesheet will have their time allocated in UltiPro Time Management (UTM), which can be accessed through the UltiPro employee portal. Employees that do not fill out a timesheet will have an Issue Aware ticket set up with their supervisor at the start of each school year or upon hire, which will be used to track paid sick leave annually.

Employees in California with guardianship responsibilities over a child may also use sick or personal time to find, enroll, or re-enroll a child in a school or licensed child care provider, participate in activities of the school or child care provider, or to address a child care provider or school emergency. The employee, in accordance with the procedure for use of sick leave, should give as much notice in advance as possible.

---

### PROCEDURE FOR USE OF SICK LEAVE

On the day of his/her absence from work due to illness, the employee must call his/her supervisor directly. The employee should call each day to report an absence or must inform the supervisor in advance of the nature and expected length of absence due to an illness that will exceed one day. (Note: information given to the supervisor regarding the “nature” of the absence should be limited to a basic statement of the reason for absence; for example,

that the employee is ill. The employee should not provide medical details to the supervisor). Once an employee exhausts all of sick and personal time, remaining days must be taken as unpaid time off.

We reserve the right to request medical documentation to support any sick day use, in accordance with applicable law.

---

### UNREPORTED ABSENCE

Three (3) consecutive days of undocumented, unreported absence will be considered a voluntary resignation.

---

### EXTENDED ILLNESS

For absences due to illness which extend beyond three (3) consecutive working days, please contact Human Resources. (In such case, employees must still notify their supervisor of their absence, as described in the “Procedures” section above). After five (5) consecutive working days, the time off may transition to short-term disability. Sick days will not be reinstated and will be considered exhausted, unless required by state law.

### PAID TIME OFF – PERSONAL

---

#### SCHOOL ADMINISTRATIVE EMPLOYEES

School administrative employees are eligible to receive personal days each calendar year. Personal days for regular part-time and term of project employees are pro-rated. Unused, earned personal days may not be carried over from year to year and there will be no pay in lieu of these days. All personal days must be requested in advance and must be approved by your supervisor.

These days may be used for events such as doctor and dental appointments, family illness, moving, mortgage closings, religious obligations, child and elder care issues, civic involvement (including voting), school affairs, court appearances (other than Jury Duty/Court Service), funerals (other than the death of an immediate family member as defined by the Bereavement Policy), and other personal matters.

Newly hired employees will receive one personal day during their first year of employment if they are hired before March 31<sup>st</sup>. After the initial year of employment, employees will receive one personal day per year. For regular full-time employees, personal days are allocated based on the hours in the employee’s work week.

There will be no payment of unused personal days after an employee terminates from the Employer.

---

#### OVERTIME FOR NON-EXEMPT EMPLOYEES

Personal time is included in the hours calculated to determine overtime eligibility for non-exempt employees.

---

#### SCHOOL NON-ADMINISTRATIVE EMPLOYEES –REGULAR FULL-TIME

Regular full-time school non-administrative employees hired in the current school year will earn two (2) personal days if hired between August 1<sup>st</sup> and December 31<sup>st</sup> and one (1) personal day if hired between January 1<sup>st</sup> and April 30<sup>th</sup>. If a school non-administrative employee is hired on or after May 1<sup>st</sup> of the current school year, they will not receive personal days for the current school year.

School non-administrative employees returning after their initial year of employment will be granted personal days according to years of service outlined below:

Upon completion of 1 year of service	6 days
Upon completion of 3 years of service	8 days
Upon completion of 7 years of service	10 days
Upon completion of 10 years of service	12 days

Ten month employees who are rehired into a benefit eligible position within one school year of their termination date will receive service credit for personal days based on their original hire date with the Employer.

Unused, earned personal days may not be carried over from year to year. All personal days must be requested in advance and must be approved by your supervisor.

If a school non-administrative employee ends their employment prior to the end of the school year, they are eligible for pay out of personal days if they have worked at least 90 days of that school year.

---

### SCHOOL NON-ADMINISTRATIVE EMPLOYEES –REGULAR PART-TIME

Regular part-time school non-administrative employees receive prorated personal time based on a twenty (20) hour work week. Regular part-time school non-administrative employees hired in the current school year will earn eight (8) hours of personal time if hired between August 1<sup>st</sup> and December 31<sup>st</sup> and four (4) hours of personal time if hired between January 1<sup>st</sup> and April 30<sup>th</sup>. If a regular part-time school non-administrative employee is hired on or after May 1<sup>st</sup> of the current school year, they will not receive personal time for the current school year.

Regular part-time school non-administrative employees returning after their initial year of employment will be granted personal time according to years of service outlined below:

Upon completion of 1 year of service	32 hours
Upon completion of 3 years of service	40 hours
Upon completion of 7 years of service	48 hours
Upon completion of 10 years of service	56 hours

Ten month employees who are rehired into a benefit eligible position within one school year of their termination date will receive service credit for personal time based on their original hire date with the Employer.

Unused, earned personal time may not be carried over from year to year. All personal time must be requested in advance and must be approved by your supervisor.

### TRANSFERS BETWEEN EMPLOYMENT STATUSES

Employees who transfer from temporary or part-time to a regular full-time or term of project twelve month position will be eligible for vacation, sick, personal and floating holidays based upon their transition date according to the New Hire Allocation for their first year only. Thereafter, beginning January 1<sup>st</sup> of the next calendar year, employees will be allocated vacation, sick, personal, and floating holidays based on their length of service using their original hire date or rehire date, if applicable.

Employees who transfer from a regular full-time or term of project twelve month position to a temporary or part-time status will be paid for their pro-rated, unused vacation time based on the number of full calendar months they worked in a vacation-eligible position. If vacation time has already been used, then no vacation payment will be made.

Employees who transfer from a ten to twelve month position will be eligible for vacation based upon their length of service. These employees will receive sick, personal and floating holidays based upon their transition date according to the New Hire Allocation for their first year only. Thereafter, beginning January 1st of the next calendar year, employees will be allocated vacation, sick, personal and floating holidays based on their length of service using their original hire date or rehire date, if applicable.

Employees who transfer from a twelve to ten month position will be eligible for personal days based on their length of service. Sick days will be allocated based upon their transition date according to the New Hire Allocation for their first year only. Thereafter, beginning the first teacher work day of the next school year, employees will be allocated personal and sick days based on their length of service using their original hire date or rehire date, if applicable.

Employees who transfer from temporary or part-time to a regular ten month position will be eligible for personal and sick days based upon their transition date according to the New Hire Allocation for their first year only. Thereafter, beginning the first teacher work day of the next school year, employees will be allocated personal and sick days based on their length of service using their original hire date or rehire date, if applicable.

Employees who transfer from a regular full-time ten month position to a temporary or part-time status will be paid for their unused personal days as long as they have worked at least ninety (90) days of the current school year.

Employees who transfer positions and who have an original hire date as well as a rehire date or dates will only receive service credit for their original hire date if they were rehired into a benefits eligible position within one year of their termination date. If an employee was not rehired within one year into a benefits eligible position, they will receive service credit based up on their rehire date. For example, an employee who leaves the organization and is re-hired after two years, will receive service credit based upon their rehire date if the employee transfers positions.

## BEREAVEMENT LEAVE

Bereavement leave is available to all regular full-time employees regardless of their tenure with the employer. Full-Time Term of project employees are eligible for bereavement leave if they have been on project for six (6) months or more.

For the death of a spouse, domestic partner, child or step-child, daughter-in-law, son-in-law, parent/guardian, stepparent, brother, sister, brother in law, sister in law, grandparent, grandchild, parent-in-law, or other resident of the household, regular full-time employees are provided with up to five (5) days of paid bereavement leave. This time is granted from the date of death through the day of the funeral. If the funeral is held out of town and requires extensive travel, or if there are other extenuating circumstances, consult Human Resources for determining the appropriate time off for the employee. Human Resources may require the employee to provide proof of death in the family (i.e. copy of obituary listing employee as a family member or notice from a funeral home stating relationship to employee).

Employees may request time off to attend funerals for other than immediate family members, but will need to use personal or vacation time to cover the absence. If an employee does not have any personal or vacation time to use, they may request unpaid time off.

## EFFECT OF BEREAVEMENT PAY ON OVERTIME CALCULATION

Paid bereavement leave counts as time worked for the calculation of overtime. Bereavement hours and the hours of normally scheduled work time will be used in the determination of hours worked in the workweek towards overtime for non-exempt employees.

## JURY DUTY LEAVE

We recognize an employee's civic responsibility to serve on a jury if requested to do so. Full-time regular and full-time term of project employees will be paid their full salary for up to four (4) weeks for jury duty leave. For non-exempt employees, jury duty leave that falls during the hours of regularly scheduled work time will be used in the determination of hours worked during the workweek for the purpose of calculating overtime. Leave for appearing as a subpoenaed witness or to attend a court or coroner's inquest will be unpaid if it is not related to employment, unless an employee uses a vacation or personal day. All employees may take unpaid leave as needed to perform jury duty.

To be eligible for paid leave under this policy, an employee must submit a copy of his / her jury summons to Human Resources upon receipt, and must inform his / her manager on a daily basis when he / she will need to be in court. The employee is also required to report to work on partial or full days when the court does not require the employee's presence. Upon being excused from jury duty, employees are required to submit either the stamped jury duty summons or a certificate of attendance to Human Resources.

## LEAVE FOR EMPLOYMENT RELATED LEGAL PROCEEDING

An employee will be granted paid leave if he/she is summoned to appear in court or to appear for a judicial proceeding by subpoena or court order for a proceeding that is directly related to their employment. The employee may be reimbursed for travel expenses incurred at the standard rates outlined in the Accounting Policy.

To be eligible for paid leave under this policy, the subpoena or court order must be related to the individual's employment with Connections Education or an affiliated school or program. In addition, an employee will not be eligible for paid leave under this policy if he or she is the complainant, or the party filing the action against Connections Education or the affiliated school or program, or attending a legal proceeding in any capacity not mandated by court order. The employee is required to present proof of the court order or subpoena to their supervisor. Additionally, the employee must submit a copy of his/her subpoena or court order to Human Resources upon receipt. The employee is required to report to work on partial or full days when the court does not require the employee's presence or testimony.

In order to be eligible for paid leave, the hours that the employee is required to appear in court or provide testimony must be between the employee's regular work hours. For non-exempt employees, leave for employment related legal proceedings that fall during the hours of regularly scheduled work time will be used in the determination of hours worked during the workweek for the purpose of calculating overtime.

All subpoenas, court orders, or any other legal communications or documents involving Connections Education, or an affiliated school or program should be directed to the Legal Department through an Issue Aware ticket .

## MILITARY LEAVE

Employees will be granted a military leave of absence for active service or training in the U.S. military to the extent required by the Uniformed Services Employment and Reemployment Rights Act (USERRA). To the extent required by USERRA, eligible employees will continue to earn service credit. In addition, eligible employees who return from such military leave are guaranteed a job to the extent required by law if they comply with reinstatement requirements. Employees must provide proof of military leave obligations prior to going on leave if at all possible. For further information on USERRA please refer to the USERRA poster posted on the Virtual Library.

---

## MORE ABOUT MILITARY LEAVE AND BENEFITS

Regular full-time employees and full-time term of project employees are eligible for paid benefits under this Policy. Reservists and Members of the National Guard will be paid their regular base salary for the first ten (10) working days of required military training each year. Employees who are called to or volunteer for active duty will be paid their regular base pay for the first thirty (30) days. All time taken beyond the thirty (30) days will be unpaid.

Employees out on military leave will still receive full vacation, sick and personal day accrual for the year. However, there is no carry-over of vacation, sick and personal time for employees who do not use their allotment for each year of their military leave. An employee can request to be paid for unused vacation and personal days at the start of the leave. However, this is not a requirement.

An employee on military leave has the right to remain on the organization's benefit plans for two (2) years following the first month of active military duty. The Employer will continue to pay premiums during any period of the leave that is unpaid. Health insurance benefits are also available under the Military Health Care Program, TRICARE, required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. For information regarding your 401 (k) plan treatment during military leave please refer to the Summary of Plan Provisions. Upon return from military leave, an employee has the right to reinstatement in benefits plans. An employee is required to contact HR in writing every 4 weeks, when possible, during the period of service.

Under the current law, employees on a military leave of absence are guaranteed the same or a suitable job if they are released from military service under conditions other than "undesirable" or "dishonorable," provided they apply for reinstatement to Human Resources within the required legal time frames. A suitable job is a position the employee qualifies for through skills, performance, education, and training.

An employee must notify their supervisor (if possible) at least one (1) month prior to beginning military leave for active service. An employee must also produce a copy of their military orders, as soon as reasonably possible, for active service. An employee is required to report back to work or submit a timely application for reemployment upon completing a period of service as required by law.

## TEACHER COMPENSATORY TIME

As exempt employees, teachers are not eligible to earn overtime. However, we occasionally ask teachers to participate in activities that may take place outside of normal office hours such as information/marketing sessions, weekend field trips, or administration of state testing. Because we appreciate your willingness to participate in these activities, we have created a compensatory time program to give you credit for this extra work. Compensatory time is paid time-off that may be taken during normal school work hours and during the school year.

---

## ELIGIBILITY

Regular, full-time teachers who participate in school-sponsored activities outside of the normal work hours are eligible for compensatory time. To the extent an activity is not sponsored by the school, or a teacher's presence at a school-sponsored activity is not required by us, a teacher is not eligible to earn compensatory time.

---

## EARNING COMPENSATORY TIME OFF

Teachers must work a minimum of four (4) consecutive hours per eligible activity to earn compensatory time. Any time worked over a four (4) hour period will be rounded to the nearest four (4) or eight (8) hour increment. If hours worked

fall directly between two four hour increments, it is at the School Leader's discretion to determine whether the hours will be rounded up or down. Teachers are limited to a maximum of forty (40) hours of compensatory time per school year.

For example, if a teacher works five (5) hours, it should be rounded to four (4) hours. If a teacher works seven (7) hours, it should be rounded to eight (8) hours. If a teacher works six (6) hours, ten (10) hours, or any amount falling directly in between two four hour increments, it is up to the School Leader to determine whether the hours should be rounded up or down.

School events authorized for compensatory time must be approved by the School Leader.

---

#### REQUESTING TO USE COMPENSATORY TIME OFF

Teachers requesting to use their earned compensatory time should submit a request through myCAL. Compensatory time off must be used in increments of two (2) hours. Compensatory time must be used within the school year that it is earned.

The School Leader may deny requests for compensatory time if the School Leader deems, within his/her sole discretion that taking the time off as requested might adversely impact school operations. Compensatory time is not transferable to other employees and will not be paid out to employees in the form of compensation at any time.

---

#### TRACKING OF COMPENSATORY TIME OFF

Compensatory time will be tracked through myCAL. Teachers or supervisors should submit a request and approval for a balance addition via myCAL. Requests to use compensatory time will follow the same request and approval process as all other forms of paid time off.

#### LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

Generally, eligible employees are entitled to up to twelve (12) weeks of unpaid leave per rolling twelve (12) month period for birth, adoption, or foster care of a child; to care for a child, spouse or parent; or for their serious health condition.

Additionally, the FMLA permits a spouse, son, daughter, parent, or next of kin to take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves or a veteran under certain circumstances, 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 and was a member of the Armed Forces at any time during the five-year period before he or she began the treatment, recuperation or therapy. An employee is also permitted to take FMLA leave for any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

All twelve-month employees who begin leave after July 1, must exhaust all paid leave during the FMLA absence, with the balance of the twelve (12) weeks being unpaid, except when the employee is taking leave for his/her own serious health condition and qualifies for short-term disability.

If a twelve-month employee requests leave under this Policy scheduled to begin prior to July 1, that employee is required to exhaust fifty (50) percent of all paid time off allocated them for that year.



If a ten-month employee requests leave under this Policy scheduled to begin prior to January 1, that employee is required to exhaust fifty (50) percent of all paid time off allocated them for that school year. If a ten-month employee's leave under this Policy is scheduled to begin on January 1 or after, that employee is required to exhaust all paid time off allocated them for that school year.

The use of paid time during FMLA leave does not extend the length of FMLA leave, and paid time will run concurrently with the employee's FMLA entitlement. An employee may use allotted and available sick days if he or she is sick or injured, or to care for a sick child.

An employee may receive compensation under the short-term disability program if he or she is eligible for such during a leave as a result of a disability. In the event that an employee is determined eligible to receive short-term disability benefits, the first 5 work days will be charged against the employee's sick day allotment. Sick days are not reinstated unless mandated by state law. If there are no sick days available, then the first week is unpaid unless the employee wishes to use personal or vacation time for payment. After the sick days are paid, short-term disability benefits may continue for up to 25 additional weeks.

An employee may use allotted and available Personal and Vacation Days, but only after all other available compensation has been exhausted.

Leave to care for a child after birth or placement of adoption or foster care must be taken within 12 months of the child's birth or placement.

In order to take leave to care for a family member with a serious health condition, an employee must provide medical certification of the serious health condition, and the medical necessity for the employee to assist with the care of the family member.

All time used for short-term disability or worker's compensation will be counted toward the 12-week allotment. Certain eligibility rules and requirements may apply under different state laws. Employees will be provided with additional information if this applies to them. If employees who are married are both employed by Connections Education, they may take only a *combined* leave of twelve (12) weeks per year for the birth/adoption of a child.

Eligible employees may take leave intermittently when medically necessary and with proper medical certification as required by law. Intermittent leave may be taken in full day or partial day increments. For partial day increments, the employee's timesheet should reflect the actual amount of time spent away from the workplace. Compensation and employee paid time-off benefits may be prorated depending on the duration of intermittent or reduced leave. If an employee wishes to be compensated for the time off work, the time must be taken in accordance with our time off policy. Employees taking intermittent FMLA leave must make a reasonable effort to schedule their leave so as not to unduly disrupt operations. When an employee takes intermittent leave or a reduced work schedule, we may temporarily transfer the employee to an alternative position, with equivalent pay and benefits that better accommodates recurring periods of leave.

---

## ELIGIBILITY AND PROVISIONS

Employees assigned to an office facility with more than fifty (50) employees within a seventy-five (75) mile radius who have been employed at least twelve (12) months and who have worked at least 1,250 hours in the last twelve (12) months are eligible for family and medical leave under the FMLA.

Family and Medical Leave is not paid leave. Upon returning to work, employees will be placed in the original or an equivalent position to the one that they held when they went on Family and Medical Leave unless the employee's position would have been eliminated or changed regardless of the leave. There are exceptions to this rule for key

employees. Health coverage will be maintained during the leave period, provided the employee continues to pay his/her portion of the premium in a timely manner. The employee is responsible for making arrangements with Human Resources to pay their employee premium. If an employee receives compensation from us during the leave, employee contributions to pay for benefits will be deducted.

Time spent on leave will count for vesting service for the employee's 401 (k) plan. During unpaid leaves, 401 (k) deductions will be suspended. Employees with 401 (k) loans must submit monthly loan repayments by check during unpaid leaves.

An employee will accrue vacation and/or sick leave for the period of leave. An employee on unpaid leave during the occurrence of an organization recognized holiday will not receive holiday pay. Holidays have no effect on the pay of employees on approved paid short-term disability leaves, except that holidays falling within the employee's elimination period will be counted as a holiday, and not as a sick day. Employees on intermittent FMLA leave will receive holiday pay only if they were scheduled to work on the holiday.

Participation in flexible spending accounts will continue while an employee is on leave. However, the contributions cease when an employee is on an unpaid leave, and employees who are on unpaid leave may not make contributions to their accounts through personal checks or otherwise. A participating employee may submit claims during the leave period. If an employee is on unpaid leave, once the employee returns to work and deductions resume from the paychecks, the remaining amount of the annual contribution will be recalculated to reflect the new appropriate deductions for the remainder of the calendar year.

Employees must submit family and medical leave requests in writing to Human Resources at least thirty (30) days in advance when the leave is foreseeable, or as soon as practical thereafter. In the event that the reason for leave is due to the personal illness of the employee, or to care for a family member with a serious health condition, medical certification is required within 15 days from commencement or leave request, unless it is not practicable to do so despite the employee's diligent good faith efforts. In cases where an employee requests FMLA leave in conjunction with short-term disability, the short-term disability application will act as notice of medical certification.

We will notify employees if their submitted medical certifications are incomplete or insufficient, and will provide employees at least seven days to cure deficiencies.

Depending on the circumstances and duration of the FMLA leave, we may require employees to provide recertification of their serious health condition. A new medical certification will be required annually for serious health conditions lasting beyond one year. We also reserve the right to request a second or third medical opinion pertaining to the employee's disability at our expense.

We may retroactively designate leave as FMLA leave with appropriate written notice to employees, as long as the organization's failure to designate the leave as FMLA-qualifying earlier did not cause harm to the employee.

While out on leave, employees must maintain contact with their supervisor and Human Resources to inform them of their status and intention to return to work at the end of the FMLA period. If an employee gives us notice of his/her intent not to return to work, we no longer are required to maintain health benefits or to restore the employee to his/her job.

Employees must return to work once approved leave has expired. Prior to returning to work, an employee who takes leave due to his or her own serious health condition is required to submit certification from a healthcare provider that he/ she is able to resume work. When an employee returns from leave, any coverage that had been suspended during the leave will be reinstated. Use of FMLA leave will not result in the loss of any employment benefits that accrued prior to the start of the FMLA leave.

If an employee fails to return to work at the expiration of an approved FMLA leave, it will be deemed a voluntary termination.

## PARENTAL AND SERIOUS ILLNESS IN THE FAMILY LEAVE

The Parental and Serious Illness in the Family Leave Policy provides regular full-time and full-time term of project employees with up to two (2) weeks of paid time off during a 12-month period in the following circumstances:

- Parental leave to care for a child after birth or placement for adoption or foster care:
- Serious illness in the family leave to care for a seriously ill spouse, domestic partner (affidavit on file with Benefits Department), child or parent, or to make arrangements relative to that care. This does not include in-laws.
- Serious illness in the family leave to be with a child during an inpatient hospital stay

A “child” under this Policy is typically considered a dependent child under the age of 18. However, in certain limited situations, we may approve this leave for employees needing to care for adult children over the age of 18 if circumstances warrant, in our sole discretion. Any request for leave to care for children over the age of 18 under this Policy must be approved by Human Resources.

All time used for Parental and Serious Illness in the Family Leave will be counted toward the employee’s 12 week Family and Medical Leave Act (FMLA) allotment and must be utilized before unpaid time off begins. Parental Leave must be taken within 6 months of the qualifying event.

In certain instances, state leave laws may differ from the Federal Law. Please check with Human Resources to confirm specific benefit information.

Paid time off taken under this Policy will not count as time worked for the calculation of overtime.

---

### ELIGIBILITY

Eligible employees who have been employed for one year and have worked at least 1,250 hours over the 12-months preceding the requested leave are eligible. Full-time employees who meet the eligibility criteria can take up to two (2) weeks of paid leave during a 12-month period.

---

### DURATION OF LEAVE

Only one two (2) week leave may be taken during a 12-month period, which will be counted by looking backward from the date the leave begins. Leave may be taken in minimum of one-week increments.

Parental leave must be taken within the first six (6) months of the birth or adoption of a child, or the placement of the foster child.

---

### NOTICE REQUIREMENTS

When the leave is foreseeable, at least 30 days advance notice to the Human Resources Department is required. If 30 days’ notice cannot be provided, as much notice as possible should be provided. Failure to give reasonable notice may delay, or make an employee ineligible to take leave. Employees must also always contact their supervisor when they are going to be absent, or as soon as possible if advance notice is not possible.

---

## CERTIFICATION AND REPORTING REQUIREMENTS

In all instances, employees requesting leave must complete the Parental and Serious Illness in the Family Leave of Absence Request Form. For Serious Illness in the Family Leave, employees must provide medical certification by a physician or practitioner.

In cases where parental leave is taken to care for a child after birth or placement for adoption or foster care, documentation, such as birth certificate or adoption decree, is required.

## UNPAID LEAVE OF ABSENCE

We expect all employees to plan the use of their annual paid time off allotment in a responsible manner ensuring they have time available for unforeseen circumstances throughout the year. Employees who need extended time off from work for personal or other reasons, which do not qualify as Family and Medical Leave, may be approved to take an unpaid leave of absence at our sole discretion, depending upon the circumstances, which are expected to be extraordinary and are subject to verification.

Upon the first instance of taking an unpaid leave day without verification or a leave based on an excuse of a repetitive nature the employee will receive a written warning and will be placed on probation. The second instance will provide grounds for termination.

An approved unpaid personal leave of absence does not assure employees the right to return to work with us or to the job he or she held. Although we will try to place the employee in a job, we are not obligated to do so. If we offer the employee a position at the end of the leave and the employee fails to accept it, he or she will be considered to have voluntarily resigned without notice. Employees with less than six (6) months of continuous service are generally not eligible for an unpaid leave of absence, except for military leave or when required by state law.

If an employee wishes to take an unpaid leave of absence for a non-medical reason, the employee must have exhausted all paid time off **except** sick time. Sick time can never be used for non-medical leave.

If an employee wishes to take an unpaid leave of absence for a medical reason, the employee must have exhausted all paid time off including sick time.

Unpaid leave requests must be submitted to Human Resources by the employee, and requests must be approved by Human Resources and in some cases, the department manager. An employee does not accrue paid leave during a leave of absence.

# PERFORMANCE AND DISCIPLINARY ACTION POLICIES

## EMPLOYEE PERFORMANCE MANAGEMENT

Performance refers to work performance, attendance and punctuality, conduct, and compliance with policies and procedures. Employee performance is the key to achieving business results and organizational productivity. We use informal and formal performance feedback tools to assist employees in developing high levels of performance.

Employees receive a performance review in advance of their salary review date, which is a common date for all employees. Performance reviews are conducted annually at the end of the school year as well as mid-year in December or January. Employees also receive periodic feedback both formally and informally from their supervisor. This feedback may be written or verbal.

Based on those reviews and other factors (the employee's position level, general market condition, internal equity, the school's overall performance and merit increase pool, etc.), the supervisor may recommend a merit increase.. All salary increases must be reviewed and approved by two levels up in the organization and by Human Resources.

Given that salary reviews are performed on a "common review date," an employee's first merit increase as well as his/her incentive compensation (if eligible) is prorated based on his/her start date. A performance review does not guarantee an increase in salary.

Increases are prorated to reflect the amount of time the employee was away from work, including leaves of absence. Merit increases for ten month employees are prorated based on date of hire in the first year of employment. Please refer to the Ten-Month Employee Pay Structure policy for proration amounts.

## DISCIPLINARY PROCESS

Employees are expected to meet certain standards of work performance and conduct. These include, but are not limited to, those outlined in this handbook as well as in the employee's job description. Employees who do not meet the standards and expectations may be given the opportunity to improve performance and/or conduct through the disciplinary process. The nature of the discipline used, up to and including immediate termination of employment will depend upon the conduct of the employee and the relevant circumstances. It is not a guarantee of continued employment when an employee is placed on an improvement plan as part of the disciplinary process. Employees are expected to meet their performance expectations daily. Certain cases involving serious policy violations warrant a written warning with probationary status. This type of disciplinary action carries a contingency stating that if there are any further violations of policy or unacceptable performance or behavior, it will be grounds for termination.

# WORKPLACE CONDUCT POLICIES

## STANDARDS OF CONDUCT

In an effort to provide our employees with comfortable and safe working conditions, we maintain standards of professional behavior that all employees must follow. Although there is no way to identify every possible example of prohibited conduct, the following is a **partial** list of infractions that may result in disciplinary action, up to and including termination of employment.

- Perpetrating fraud against us or our customers, business associates, or clients
- Theft, misappropriation, unauthorized possession, use of or removal of our property by others
- Carrying weapons or explosives, or violating any criminal law while on our property or on organizational business
- Fighting or otherwise threatening, intimidating, coercing, or interfering with supervisors, coworkers, or guests
- Using profane, obscene, or abusive language while on our property or on organizational business
- Sleeping during working hours
- Gambling or other immoral or disorderly conduct while on our property or on organizational business
- A pattern of chronic or excessive absenteeism, tardiness, leaving work early, or any other violation of our attendance policy
- Failure to properly notify your supervisor about an absence
- Failure to satisfactorily perform your job
- Failure to perform assigned job duties yourself and/or hiring a third party to perform your assigned job duties
- Intentional abuse or destruction of our property
- Negligent use or care of our property
- Violation of any safety rule, policy, practice, or procedure
- Violation of any policy in this handbook
- Failure to properly follow any rule or procedure
- Performing your job in a manner that may cause injury to a person or damage a property, machinery, equipment, supplies, or the business reputation of us or our associates
- False, fraudulent, misleading, or harmful statements or omissions concerning another employee or our students, parents, associates, teachers, customers, and vendors or any statement that is harmful or disloyal to our organization
- Insubordination or refusal to comply with instructions, or failure to perform reasonable duties
- Dishonesty or providing false information to your supervisor or to us
- Misuse of private information and data created as a result of organization operations concerning employees, students or their families, and teachers.
- Conduct that, in our sole opinion, reflects adversely on you or our organization
- Other acts that, in the opinion of management, warrant disciplinary action

## RESPECT FOR OTHERS

We expect our employees to treat each other, students, teachers, customers, vendors, regulators, legislators or any third party that an employee comes in contact with in the course of their job duties with respect and consideration. Lack of respect can be shown through words, conduct, acts or demeanor. Some examples of lack of respect towards other employees include snide remarks, inappropriate jokes, direct comments and even avoidance of particular

individuals. The above examples by no means describe all types of disrespectful behavior. As a general rule, behaviors that affect another employee's ability to work depart from our standard for respect.

## LANGUAGE IN THE WORKPLACE

The use of obscenity, profanity, sexual innuendoes, coarse language or language that could be perceived as offensive in the workplace is highly unprofessional and unacceptable. If it persists, it can create a hostile workplace environment and may amount to a form of harassment. All employees are cautioned to avoid such language. Persons improperly subjected to such offensive language should report the incident, using the procedure outlined in the Preventing Workplace Harassment policy.

## PROFESSIONAL ETHICAL STANDARDS

Employees must maintain high standards of personal, professional, and business conduct and behavior and realize that they have a moral responsibility to act in a professional manner not only to professional associates and fellow employees, but to customers, students and their family members or representatives.

Employees are also required to use sound professional judgment when communicating with students and parents and when handling any situations requiring sensitivity. Employees are to follow all school policies and protocols in regards to FERPA and other dealings with students, parents, learning coaches and any agencies which may be associated with a Connections family.

Employees must display the highest integrity and the best judgment and ethics, and use their professional skills to the best interests of all. Employees must use only legal and ethical means when seeking to influence governmental legislation or regulations. Lastly, employees must aid in the professional development of those who enter the educational services profession by assisting them to understand the functions, duties, and responsibilities of the profession; and, endeavor at all times to improve our organization.

## REPORTING UNETHICAL BEHAVIOR

Our ongoing success depends on maintaining high ethical standards of conduct. To reinforce our commitment to the highest standards of ethics, we have made available the Connections Education Ethics Hotline. The Ethics Hotline is a phone and web-based communications tool that offers employees a confidential way to raise a concern or report suspected unethical, unprofessional, illegal, or fraudulent activity by others associated with the organization. The hotline number is 877-892-4063 and the confidential web address is [www.connectionsacademy.alertline.com](http://www.connectionsacademy.alertline.com).

### Who should use the Ethics Hotline?

Any employee who has information about possible criminal activities, ethical violations, or other work-related incidents should use the Ethics Hotline. **An employee's first option is to report suspicions to a member of management or Human Resources.** If you're uncomfortable with the direct approach, use the Ethics Hotline.

### What types of incidents should be reported?

We encourage employees to report situations or events that could potentially harm students, schools, employees, or the organization. Examples include violations related to:

- Compliance with regulations
- Conflicts of interest
- Accounting & auditing practices
- Gifts & bribes
- Misuse of resources or funds
- Intellectual property infringement
- Falsification of information
- Threats and physical violence

- Disclosure of confidential information
- Privacy of student records
- Theft
- Copyright laws and software piracy
- Discrimination
- Harassment
- Retaliation

### How it works

Concerns reported to the Ethics Hotline are received by an independent third-party communication specialist who will then report the information anonymously to our Human Resources department. At no point will the identity of the individual reporting the concern be revealed without his/her consent. Any employee who, in good faith, raises a concern or reports misconduct is doing the right thing and will not be subject to discipline or retaliation just for reporting a concern. If the investigation of a concern reported through the Ethics Hotline reveals that the initial report was done in a malicious or intentionally improper manner, then the person will be deemed to waive their right to anonymity and be subject to disciplinary action.

### You are the key to an ethical workplace

While the Ethics Hotline is an ongoing program for concerned employees; we encourage direct communication between you, your coworkers, and your supervisor or another member of management. If you prefer to remain anonymous, call the Ethics Hotline anytime, 24 hours a day, seven days a week.

## CONFLICTS OF INTEREST

You are prohibited from engaging in any activities that conflict with our interests or have the appearance of doing so. A conflict of interest, or the appearance thereof, may occur when your interest in, association with, and/or employment by one of our competitors, suppliers of goods or services, employees/applicants for employment or customers/students is such that your ability to act in the best interests of the organization may be called into question.

If you are concerned that you may be engaging in a conflict of interest, or if you believe that another employee has engaged in such conduct, please discuss the matter with your supervisor and/or Human Resources.

Conduct that may constitute a conflict of interest includes, but is not limited to:

- Directly or indirectly borrowing from, lending to, investing in or engaging in any substantial financial transaction with an existing potential customer/student, client, or supplier;
- Performing outside work for another entity while working for a Connections Education-affiliated school or program;
- Transmitting confidential information to a customer/student, vendor, competitor, or other individual who is not an employee and who does not have authorization to receive it; and
- Using our facilities, equipment, labor, or supplies to conduct outside activities
- Having an intimate relationship with any student, parent of a student, employee under your supervision, or customer, except when such individual is a member of your family or when you have no work responsibilities associated with the individual and the relationship is not prohibited by law or regulation, such as a relationship with an under-age student

## GIFTS

Employees are to avoid any conduct that gives rise to a conflict of interest or even the appearance of a conflict of interest. Specifically, employees must comply with laws that preclude the giving of gifts to government employees even when the gift is given without any intention of influencing the recipient. For purposes of this policy, a gift is defined as anything of value given or reimbursed by the organization for which goods or services are not provided in return as part



of an ordinary business transaction. This may include tangible items, meals, or travel expenses. Accordingly, employees must have all gifts reviewed by the legal department by creating an Issue Aware ticket.

Employees may not give, solicit or accept gifts to or from any other person or entity that has or seeks a business relationship with the organization unless approved through the Issue Aware process. Employees are also prohibited from giving gifts to customers, vendors, students and government officials. In no event should any gift of cash, including gift cards, be accepted or made.

If an employee receives an unsolicited gift, the employee must promptly notify his or her immediate supervisor, in writing, and take the following action:

- Return the gift with a letter to the donor explaining the Organization's Gift policy.
- When a gift cannot be returned because it is perishable and may become damaged or spoiled, send the donor a letter noting this fact and explaining the Organization's Gift policy.
- When it is necessary to write a letter as prescribed above, the employee should provide a copy of the letter to his or her immediate supervisor and should submit it to the Legal Department.

## AUTHORIZATIONS AND APPROVALS

Under no circumstances is an employee, other than those who have purchasing responsibility authorized in writing, to commit to any purchase or agreement that financially obligates us. Should you have a requirement to procure goods and services, you must obtain the appropriate authorizations from your supervisor in accordance with the organization's fiscal policies. Failure to obtain the proper authorizations/approvals will result in disciplinary action and/or a requirement that the individual accept personal responsibility for an obligation wrongfully made in our name.

## SOLICITATION AND DISTRIBUTION

We prohibit the soliciting by employees and the distributing of non-business material in work areas and during work hours. Bulletin boards, internal directories, interoffice mail, email, and other organizational resources are to be used only for business purposes unless otherwise designated for this purpose.

Employees may not solicit or distribute ANY information in work areas on behalf of a business, club, school, society, religious group, nonprofit organization, or a political party during working time or during the working time of the employee(s) to whom such activity is directed.

As long as the activity is not disruptive, employees may distribute information about nonprofit fundraising efforts or distribute small items, such as cookies or candy for sale, if the proceeds will be received by a nonprofit organization. The decision for what activities to permit will be determined by the manager for the employee's location. Requests to conduct fundraising activities must be approved by the location manager in advance.

We reserve the right to sponsor certain nonprofit fundraising events. However, employees will not be required to participate.

## APPEARANCE AND DRESS

We strive to provide a work environment that is both professional and comfortable for our employees. We do not want to implement detailed guidelines in order to preserve flexibility and accommodate differences in style preference and taste. However, each employee's dress, grooming, and personal hygiene should be appropriate to the workplace

environment in accordance with guidelines set forth by the supervisor. In general, employees are expected to dress in a manner and present themselves in a manner that is acceptable in a business setting.

Use good judgment when selecting casual business attire. When meeting with families/students and/or external parties or when visitors are expected in the workplace, employees should dress in accordance with the expectations of those individuals. Employees who are dressed inappropriately may be asked to return home to select suitable attire. If employees have any questions concerning the dress code, they should speak with their immediate supervisor or Human Resources.

## EMPLOYEE CONDUCT WHILE DRIVING

If you operate your own vehicle in performing your job, you will be considered completely responsible for any accidents, fines, or traffic violations incurred. While driving your own vehicle or a rental vehicle for organizational business, your personal automobile insurance will be considered primary with any organization-provided coverage secondary.

Employees who are driving on business are expected to conduct themselves in a safe and legal manner, obeying posted speed limits and avoiding distractions while driving.

## SOCIAL MEDIA POLICY

We believe in utilizing social media sites to foster online collaboration and share what we do, but we expect our employees to do so responsibly. As these online communication platforms continue to evolve, so will our policies. We want employees to speak freely, but also responsibly. This policy is focused on social media activities in or outside of work that could affect work performance, the performance of other employees, or the school's interests. The policy provides standards for employees who choose to contribute or participate in blogs, wikis, social networks (Facebook, MySpace, Twitter, etc.), virtual worlds, user-generated audio and video (YouTube), or other social media. Remember that our rules of conduct apply to online activities. Remember that our rules of conduct apply to online activities, and any information or comments posted publicly may be escalated to HR for review.

We discourage employees from participating in one-on-one communication or sharing personal information with students through social media sites. It is not appropriate for teachers or other staff members to deviate from their professional role with students at any time. If teachers or other staff members choose to interact with students through social media sites, they should log the interaction, and use filters or other mechanisms to preserve the professional nature of the student-teacher relationship. While such precautions might limit a student's access to your personal information, you may still have access to the personal information of a student. In such a case, you must be aware of the fact that information you learn about students through these networking and social media sites may trigger your duty under applicable law to report suspected abuse, neglect or other conduct to the authorities.

This policy shall not be construed or applied to interfere with section seven of the National Labor Relations Act.

## PARTICIPATION IN SOCIAL MEDIA SITES

1. Write about what you know. Ensure that statements you make are accurate and factual. Be exciting and creative when talking about your organization or school, but don't exaggerate or guess. If someone asks you a question you don't know the answer to, forward it to an expert within the organization.
2. Present yourself well. Take into consideration that anything you post is made public and could be misconstrued by readers. Assume that your colleagues, your manager, your school's students and their parents will read it. Keep that in mind as you post and present yourself in a way that you would in the office. Be sure that the image you portray is consistent with the work you do. Social media sites tend to blur the lines

between personal and professional lives, and public and private information. Be aware of that and communicate accordingly.

3. Restrict access if appropriate. Because boundaries can be blurred, everyone potentially has access to your information. Many social sites have privacy settings. Think about using them. .
4. Present your school and organization well. Just by identifying yourself as an employee, you are creating perceptions about the school and organization. Make sure that content associated with your organization and school is consistent with its values and standards of conduct.
5. Respect your audience. It is fine to have a healthy debate, but don't disparage others. Carry our customer service model through to your social media content. Outside parties CAN pursue legal action against you personally for content you post.
6. Correct mistakes. If you made a mistake, go back and correct it. Just make sure you indicate that you have done so before modifying postings.
7. Identify yourself appropriately. Don't misrepresent who you are – if you're commenting about your school, let others know your role and status. Make it clear that you are speaking for yourself and not on behalf of your school. Only employees that have been officially designated by your school have the authority to speak on behalf of the school.

## PROHIBITED ACTIVITIES ON SOCIAL MEDIA SITES

1. Do not violate your confidentiality and non-disclosure agreement. Follow our official policies on protecting your school and our proprietary and confidential information. Some things that you absolutely can't disclose on social media sites include financial information, trade secrets, customer information, and confidential or personally identifiable information about students. View the Confidential Records-Access, Retention, and Disclosure Policies and your non-disclosure agreement, if applicable, for more details.
2. Do not violate copyright or fair use laws. It is extremely important that you respect the laws governing copyright and fair use of copyrighted material owned by the school or others, for our protection as well as your own.
3. Never conduct school business on a social media site. Our internal Education Management System (EMS) and other provided communication tools are the appropriate venues for work-related activities. **All contacts with students or parents should occur on and be tracked using the school's communication tools, not social media sites.**
4. Don't disrupt the learning environment. Teachers and school administrators should maintain a supervisory, professional, and respectful relationship with students.
5. Don't publish information about students.
6. Don't publish personally identifiable information, including photos, about your colleagues without their consent.
7. Don't let social media interfere with your work performance.
8. Know your obligations. It is your responsibility to understand and be familiar with the reporting requirements for such things as child abuse and neglect, consistent with the laws of the state in which you work and our policy.

## SUBSTANCE ABUSE

We are committed to maintaining a safe, healthy, and efficient working environment for our employees and the customers that we serve. Therefore, we require a drug-free workplace. Employees are strictly prohibited from misusing controlled substances, intoxicants, inhalants, alcohol and prescription drugs, or purchasing, selling, manufacturing, distributing, possessing, or working under the influence of illegal substances. Employees are also prohibited from

consuming alcohol in the presence of any students or families enrolled in an affiliated school or attending an organization function.

Employees who take over-the-counter or prescribed medication are responsible for being aware of any adverse effect the medication may have on the performance of their duties, and must promptly report to their supervisor if the use of the medication might impair their ability to perform the job safely and/or effectively. Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks, or even prohibited from working if they are judged unable to perform their jobs safely and/or properly while taking prescribed medication. It is a violation of this policy for any employee to take over-the-counter or prescribed medication contrary to its proper use.

Employees may not use our property and equipment, use a vehicle owned by the organization, or use their own personal vehicle or rented vehicle in the performance of their job responsibilities while under the influence of illegal drugs, intoxicants, inhalants, or quantities of alcohol above legal limits.

Contact your supervisor if you are aware of illegal activity at your workplace. You are required to cooperate fully with Human Resources if you are involved in substance abuse investigations. Employees who are referred for treatment and do not remain drug/alcohol free, and/or perform unsatisfactorily on the job, may be subject to termination.

---

### DEFINITION OF “CONTROLLED DANGEROUS SUBSTANCE”

“Controlled dangerous substance,” as used in this policy, has the same meaning as the term “controlled substance” in the Controlled Substances Act (21 U.S.C. 802), and includes (1) any substance that has not been legally prescribed to the employee by a properly licensed physician, and (2) any substance that is legally obtainable, but has not been legally obtained or is not being used in the prescribed dosage for prescribed purposes. This Policy **does not** prohibit you from taking prescribed medication under the direction of a physician, provided that the prescribed medication does not impair your performance or threaten your safety, security and/or property, or that of us and/or your coworkers. The use of prescribed medication in a manner that is inconsistent with the directions of a physician is not exempt from our general prohibitions on substance abuse.

---

### SEARCHES

We reserve the right to carry out searches of employees and their property, including desks, work areas, files, lockers, bags, or other personal belongings (including vehicles), while at any of our workplaces or work-related areas, if there is a valid reason for such a search.

---

### DRUG AND ALCOHOL TESTING

Under this Drug and Alcohol policy, we may, at our discretion, require pre-employment testing, reasonable cause testing, post-accident testing, unannounced random testing, and follow-up testing.

- **Pre-Employment Testing:** We may require all candidates for employment to submit to drug testing as a condition of any offer of employment. Positive test results for any controlled substance as defined in this policy will be considered in making final employment decisions.
- **Reasonable Suspicion Testing:** We may require any employee to submit to a drug and/or alcohol test whenever we reasonably believe from the facts and circumstances, including the employee’s appearance, conduct, speech or body odors, that the employee may be under the influence of a controlled substance or alcohol, or otherwise may have violated any aspect of this Policy; federal, state or local law; or federal regulations.

- **Post-Accident Testing:** We may require any employee to submit to a drug and/or alcohol test whenever the employee is involved in, or has contributed to, a work-related incident that involves or could have involved injury to any person or damage to property. Tests will be performed within two (2) hours of the accident or as soon thereafter as practicable following the accident. An employee who is seriously injured and cannot provide a specimen at the same time of the accident shall provide the necessary authorization for obtaining hospital reports and/or other documents that would indicate whether there were any controlled substances or alcohol in his/her system.
- **Unannounced Random Testing:** We may perform unannounced randomly selected drug testing. Once notified, the employee must report to the testing site immediately. The random selection process will be such that every covered employee has a substantially equal chance of being selected for testing each time, regardless of whether or not he or she previously has been subject to testing. Human Resources may limit the random selection pool to only those employees in certain positions.
- **Follow-up Screening:** If the employee in the course of employment enters an employee assistance program for drug or alcohol-related problems or a drug or alcohol rehabilitation program, we may require the employee to submit to follow-up testing.

---

## EMPLOYEE ASSISTANCE AND REHABILITATION

We encourage any employee with a drug or alcohol abuse problem to seek treatment voluntarily. In the case of a positive drug or alcohol test result or a violation of this Policy, we reserve the right to determine whether to allow the employee an opportunity to be placed in or enter into a rehabilitation program agreement as an alternative to termination.

No employee will be subject to disciplinary action solely for acknowledging a drug or alcohol problem and seeking treatment for the problem. However, in order to take advantage of that protection, employees must come forward and seek treatment before they have been asked to take a drug or alcohol test, or otherwise been suspected of having or found to have violated any aspect of this Policy.

Under the rehabilitation program and agreement, the employee will, among other things, be required to successfully complete an alcohol/drug treatment program before returning to work. The employee must apprise Human Resources of his/her condition while undergoing rehabilitation, as well as provide written verification of attendance at treatment sessions. Upon returning to work, the employee's performance must remain at an acceptable level, including attendance and punctuality.

---

## CONFIDENTIALITY

The results of any drug or alcohol test conducted pursuant to this Policy shall be kept confidential to the extent possible. Test results shall not be disclosed to any other employees or any other persons, except to persons to whom disclosure is necessary, to defend against any legal action brought by the tested employee or candidate for employment against us, or to any government contractor or as otherwise required by law or regulation.

---

## EMPLOYEES WHO WORK WITH CHILDREN

It is our policy to ensure the safety and well-being of all children participating in activities sponsored by us, and to report suspected cases of child abuse and neglect consistent with the requirements of state law. We will not knowingly place an employee in a position that causes him or her to come into contact with children where the employee has been accused and/or convicted of crimes against children, child abuse, or child neglect. We ensure that individuals who come into contact with children have passed appropriate background screening measures.

---

## LEARNING ENVIRONMENT

A teacher or school administrator should not disrupt the learning environment of any of our students. Teachers and school administrators should maintain a supervisory, professional, and respectful relationship with students.

---

## AWARENESS OF POSSIBLE ABUSE/NEGLECT

All individuals participating in activities affiliated with us that include children are responsible for being alert to possible abuse or neglect. We provide training to employees who interact with children on Child Abuse and Neglect, which includes guidelines for identifying and procedures for reporting any suspected child abuse or neglect, and employees must comply with the procedures established in this training.

---

## NON-FRATERNIZATION POLICY

School employees are strictly prohibited from engaging in personal relationships with students that are outside the scope of a professional adult/student relationship or, which may give the appearance of being outside the scope of a professional adult/student relationship. Employees who violate this Policy may be subject to reporting to law enforcement authorities if the conduct is believed to constitute a crime under state or federal law. In addition, the parents of the student involved will be notified of the student's involvement and the actions taken.

---

## TRANSPORTATION OF STUDENTS BY EMPLOYEES AND STUDENT HOME VISITS

Employees are strictly prohibited from providing transportation to students for any purpose.

An employee may be permitted to visit the home of a student if the student's parent or guardian is present. Prior to such a visit, an employee must gain approval from the Principal or Principal's designee. Further, any employee visiting a student's home must do so with at least one other employee and is never permitted to conduct a home visit without another employee in attendance.

---

## ACTIONS IN THE PRESENCE OF CHILDREN AND FAMILIES

The following are prohibited actions in the presence of students or families:

- Smoking or using tobacco products
- Consuming alcohol
- Using profanity, inappropriate language, or language that could be perceived as offensive by others

---

## INAPPROPRIATE PHYSICAL CONTACT WITH CHILDREN

Employees may not engage in physical contact with a child that is harmful, sexual, offensive, unwelcome or inappropriate, or physical contact that is perceived as harmful, sexual, offensive, unwelcome or inappropriate by Connections Education, its employees, or its customers.

Additionally, employees must adhere to the requirements set forth in the code of educator ethics for their state, if applicable, as well as state criminal statutes regarding assault.

## PREVENTING WORKPLACE HARASSMENT

We unequivocally prohibit the harassment or intimidation of our employees based on age, race, color, religion, sex, pregnancy, gender identity, national origin, physical or mental disability, sexual orientation, marital status, veteran status, protected genetic information, or any other category protected by federal, state, or local law. We do not tolerate harassment or hostile actions in the workplace and take prompt action to correct any such situation. Harassment is a form of discrimination that occurs when someone engages in unwelcome and reasonably offensive conduct based on a protected characteristic, and that conduct could adversely affect an employee's working conditions. This Policy applies to harassment of any employee by another employee, by a supervisor, or by any other individual with whom an employee interacts in the course of his/her employment, including but not limited to customers, clients, vendors, suppliers, contractors, or other similar individuals.

Further, no employee will be punished or treated unfavorably because he or she refuses to submit to or participate in sexual harassment, and no employee will be rewarded or treated favorably because he or she submits to or participates in such conduct.

### DEFINITION

Harassment can result from a broad range of actions, including, but not limited to:

- **Verbal conduct:** comments that could be considered harassing if they are likely to offend a reasonable person
- **Visual conduct:** visual materials that contribute to a hostile work environment by their sexually explicit or derogatory nature
- **Physical conduct:** touching that a reasonable person would find offensive
- **Sexual Harassment:** any unwelcome or unwanted conduct of a sexual nature, whether verbal, nonverbal, or physical, where:
  - It is expressed or implied that an employee's submission to or refusal of the conduct will have any effect on his/her employment, job assignment, wages, evaluation, promotion, training, future job opportunities, or other terms or condition of employment, or where such submission or refusal is used as a factor in decisions relating to the person's employment; or
  - The conduct substantially interferes with an individual's employment by creating an intimidating, hostile, or offensive work environment.

Some examples of sexually harassing conduct include, but are not limited to, the following:

- Unwanted sexual advances, or requests or demands for sexual favors or sexual acts;
- Verbal or physical conduct of a sexual nature that is not welcomed by another employee, such as repeated sexual flirtation, advances, innuendo, propositions, gestures, jokes, or mockery;
- The display or distribution of sexually-oriented objects, pictures, or literature, including illustrations, drawings or cartoons, including materials downloaded from computer systems via the internet, electronic mail, or other sources; or
- Any uninvited and unwelcome physical contact.

This Policy applies in the workplace and in any other work-related settings, such as business trips, sales meetings, conventions, or business-related social events: we expect employees to conduct themselves in a professional manner in the workplace and at any other time they are representing us. Such conduct is essential to promote quality work, and to

ensure a work environment free of discrimination. Physical conduct of a sexual nature, even if welcomed by another employee, is prohibited in the workplace, or in any work-related setting.

Please refer to the online Harassment Training provided at the start of your employment for more detailed information on all forms of harassment and our policies on harassment.

---

## INTERACTION WITH STUDENTS

Any employee who interacts with students in the course of their job should be familiar with and comply with the policies contained within the School Handbook as it pertains to harassment or treatment of students. Harassment or treatment of a student that is prohibited by the School Handbook is not tolerated and any employee who violates the policies in the School Handbook may receive disciplinary action.

---

## SANCTIONS

Any employee or supervisor, at any level, who violates this Policy, will be subject to discipline up to and including termination of employment.

---

## COMPLAINT PROCEDURE

We encourage employees who believe they are being harassed to initially, where possible, inform the offender that his/her behavior is unwelcome, and ask the individual to stop the conduct. In addition, however, we encourage any employees who believe that they are being harassed or have been harassed to report the harassing conduct to Human Resources. In this way, we will be able to take action to stop the harassment before it becomes severe or pervasive.

If an employee believes that he or she is being or has been harassed, he or she should report the matter to Human Resources.

All complaints of harassment will be kept confidential to the extent reasonable and possible under the circumstances, and will be investigated promptly, thoroughly, and impartially.

If an investigation substantiates allegations of harassment, we will take immediate and appropriate corrective action that is designed to address, stop, and remedy the harassment, and to ensure that the harassment does not recur.

Any supervisor who becomes aware of allegations of harassment must bring the allegations to the attention of Human Resources.

---

## INVESTIGATION PROCEDURE

When an investigation is being conducted, Human Resources representatives will instruct and provide guidance to participants of the investigation regarding confidentiality, and employees are expected to fully comply with these instructions in order to maintain the integrity of the investigation.

An employee who is questioned as part of an investigation must be forthcoming and candid in answering all questions and must not withhold information pertinent to the investigation.

Withholding information or providing false information during an investigation is a serious violation of this Policy and will subject an individual to disciplinary action, up to and including termination.



---

## PROTECTION AGAINST RETALIATION

We prohibit any form of retaliation against an individual who makes a bona fide complaint of harassment, for assisting in a complaint investigation, for providing information in a complaint investigation, or for making any determination necessary under this Policy. Retaliation is a serious violation of this Policy, and any individual found to have retaliated against another person in violation of this Policy will be subject to discipline, up to and including termination of employment.

---

## FALSE ACCUSATIONS OF MISCONDUCT

False and malicious complaints of harassment, as opposed to complaints which, even if erroneous, are brought in good faith, will result in appropriate discipline, up to and including termination.

---

## AUTHORITY AND RESPONSIBILITY

If a supervisor learns that an employee is suffering potentially harassing behavior, the supervisor must act promptly to ensure that the harassing behavior is investigated, and if necessary, promptly stopped. All supervisors are responsible for preventing employees from being subjected to harassment, and for reporting any complaint or incident of harassment to Human Resources immediately and at the very least within twenty four (24) hours using the procedures outlined above. If an incident is not reported, but a supervisor is aware of potential harassment, this must also be reported immediately and at the very least within twenty four (24) hours to Human Resources.

As a supervisor, you must immediately report any allegations of harassment that you learn of, even if the allegations are against you.

Once a supervisor learns of potentially harassing behavior, we have a legal duty to take prompt and effective action. This duty remains even if the complaining employee asks the supervisor to keep the matter confidential and to do nothing, especially if the alleged harassment is severe, ongoing, or potentially harmful to others.

Supervisors cannot promise to maintain complete confidentiality. Instead, supervisors must ensure that the potentially harassing behavior is reported to the appropriate officials as soon as possible. If the employee does not want to report the issue him or herself, the supervisor must do so.

Supervisors should address the employee's concerns and assure him or her that, while the supervisor cannot promise complete confidentiality, the matter will be kept as private as possible and that the employee will be protected from retaliation.

Supervisors should follow up with the employee periodically during the investigative process, as well as after the investigation has been completed, to ensure that he or she is not experiencing retaliation or further harassment.

---

## WHISTLEBLOWER POLICY

A whistleblower as defined by this Policy is an employee who reports an activity that he/she considers to be illegal or dishonest to one or more supervisors of the employer. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor and Human Resources. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

The confidentiality of the whistleblower will be maintained to the extent that is reasonable. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. We prohibit retaliation against a whistleblower.

## NON-RETALIATION

No employee will be retaliated against for reporting in good faith potential violations of any policy, or for filing, testifying, assisting with, or participating in any investigation, proceeding, or hearing conducted by the organization or by a federal or state enforcement agency. Prohibited retaliation includes, but is not limited to, demotion, suspension, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying an employment benefit.

Any individual who retaliates or attempts to retaliate will be subject to appropriate disciplinary action, up to and including termination of employment. If you feel that you have been retaliated against you should report this in writing to Human Resources.

It should be noted that frivolous complaints that have no merit upon investigation or which are made in clear and direct response to disciplinary actions against an employee with documented performance issues or policy violations will not protect the employee against further disciplinary action up to and including termination. However, such actions must clearly be directly related to the employee's own documented performance issues or policy violations.

## ISSUE RESOLUTION PROCESS

We encourage open and direct lines of communication between employees at all levels of the organization. We respect the intelligence of our employees and their ability to speak for themselves. It benefits everyone when employees feel free to bring questions, suggestions and concerns directly to their supervisors. Examples of issues that should be handled through this resolution process include: concerns about the application of school policies and procedures within the school to school staff, parents and students; concerns about personnel decisions directly involving an individual or decisions affecting other individuals at the school; work conditions; questions about the competence and overall fitness of a colleague or a supervisor; and regulatory compliance.

Employees should follow the resolution process detailed below. Employees should always contact Human Resources immediately to deal with issues of discrimination or harassment as described in the Preventing Workplace Harassment policy of this handbook.

## STEPS IN THE PROCESS

1. If the issue does not involve a violation of school policy or an ethical or regulatory requirement, meet with at least two levels of management. An employee must, in good faith, make every attempt to resolve the issue with his/her immediate supervisor and, if that is not successful, then with his/her next level manager. Fear of retaliation is not a legitimate reason to skip this step. If the issue does involve a violation of school policy or an ethical or regulatory requirement, then the employee should proceed directly to step 2.
2. If the immediate supervisor or the next level manager cannot resolve the issue, or if the issue involves a violation of school policy or an ethical or regulatory requirement, it is important to describe the issue, the

desired result, and your proposed solution to the issue. This step should occur as soon as possible after the occurrence of the problem.

3. If the issue relates to a personnel matter or work condition, contact Human Resources. After an employee fully describes the issue, Human Resources will help them and their supervisor consider how policies, procedures, and practices relate for the issue. Often, the policies in this handbook will dictate a resolution to the issue. If the issue involves a school policy or an ethical or regulatory requirement, contact a member of the school management team. Human Resources can provide you with the name of the appropriate contact or you can ask them to contact the appropriate individual on your behalf.
4. If your issue is not resolved by either Human Resources or School Services, you can request that your matter be presented to your school's governing body (if applicable) for final consideration or you can contact them directly. The contact information for your school's governing body is located on your school's web site.

# CONFIDENTIAL RECORDS – ACCESS, RETENTION, AND DISCLOSURE POLICIES

## HANDLING CONFIDENTIAL INFORMATION

### PERSONALLY IDENTIFIABLE INFORMATION

We must all comply with the Family Educational Rights and Privacy Act (FERPA) in our handling of student data (see discussion below). We also must protect personally identifiable information, especially social security and financial account numbers, under state and federal privacy laws. The failure to comply with these requirements may result in legal liability to Connections Education or to Connections Academy schools. Furthermore, the confidence of our customers, regulators and our students and their families depends upon our carrying out these responsibilities in full.

The hard drives on all laptops issued by Connections to employees or school staff will have encryption and there will be a process implemented for users to swap existing laptops for ones with encrypted hard drives.

As a user of Connexus or other Connections Education information or systems, you must comply with the following:

- NEVER store personally identifiable information that includes social security or financial account numbers locally on a laptop or other removable media such as USB and flash drives unless the data is encrypted and password protected. Note that viewing a Data View export in Connexus creates a file which is automatically saved in the local temporary folder on the download machine. So you should only view Data View export files when connected to the organization's network through Citrix, or for those whose access is not through Citrix, use must be temporary and be followed by prompt deletion, as specified in the next bullet.
- To the extent that student information that doesn't include a social security or financial account number must, for legitimate business reasons, be temporarily saved on a computer that does not have an encrypted hard drive, this information must be permanently deleted – by deleting the file(s) and then emptying the Recycle Bin (or your system's equivalent) from the computer immediately after use.
- NEVER send emails that contain personally identifiable information that includes social security or financial account numbers. If you are required by any regulatory authority or vendor to transmit a file that contains this kind of information, you must contact the Connections MIS helpdesk and request assistance to appropriately encrypt or otherwise store the file according to their instructions.
- Laptops and other electronic devices such as smartphones that receive the organizational emails must be password protected in case the device is lost or stolen. If you have to temporarily leave a portable electronic device in a vehicle, lock it in the trunk.
- Any failure to comply with the above requirements will be considered a serious breach of responsibility and may be grounds for termination of employment for all Connections employees or other actions as provided for by school employment rules, including discontinuing access to Connexus or to the Connections network.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Employees are subject to the requirements of the Family Educational Rights and Privacy Act (FERPA). The current Policy is located on the Virtual Library (Home > Employee Resources > Legal Resources (FERPA, consultants, IP) > Family Educational Rights and Privacy Act (FERPA))

Employees are responsible for reviewing the requirements and only disclosing any student information if specifically required by regulation and when such disclosure is permitted by FERPA. Employees are never permitted to remove any FERPA-protected information from school property in print or electronic form except for legally permitted purposes and when specifically authorized by a supervisor. Note that if student records that do not include a social security number must, for legitimate business reasons, be temporarily saved on a computer that does not have an encrypted hard drive, this information must be permanently deleted – by deleting the file(s) and then emptying the Recycle Bin (or your system’s equivalent) from the computer immediately after use.

---

## CONFIDENTIAL AND PROPRIETARY INFORMATION

Employees are responsible for limiting disclosures of confidential and proprietary information to those individuals who need to know the information in order to perform their job responsibilities for the benefit the organization. Confidential information should not be disclosed to non-employees except pursuant to a Non-disclosure Agreement approved by the Legal Department.

Employees must conspicuously label confidential information with the applicable classification notice (e.g., Connections Education Confidential”). In addition, all confidential information must be safeguarded and kept secure and disposed of in a secure manner (subject to records retention requirements).

Employees should not accept information or other materials from a customer, business partner, contractor, vendor or other non-employee that may be trade secret information obtained, or provided without the owner’s consent. Unauthorized use of third party confidential information can contaminate the organization’s work, limiting their ability to sell its products and services that include unlicensed information. Any authorized use of third party confidential information must be in compliance with the applicable Non-disclosure Agreement.

---

## INTELLECTUAL PROPERTY POLICY

Intellectual Property is defined as an intangible creation of the human mind, expressed or translated into tangible form that is assigned certain rights of property such as inventions (patents), literary and artistic works (copyrighted works), and symbols, names, images, and designs used in commerce (trademarks). We are committed to the enforcement and protection of intellectual property rights as both a legal and an ethical imperative. We expect all employees to adhere to the United States (“U.S.”) copyright and trademark laws and to be mindful of the limited rights conferred by licenses and permissions granted by third parties. We also expect all employees to take appropriate steps to protect the rights of the organization in its trademarks and works of authorship developed for or on behalf of the organization and to timely notify them of any potentially patentable inventions.

---

## USING COPYRIGHTED AND TRADEMARKED MATERIALS

Employees must assure that work product they are involved in developing is original and doesn’t include material owned by third parties unless covered by a license agreement approved by the Legal Department. Employees must also assure that they do not use trademarks owned by third parties for commercial purposes without the consent of the owner of the trademark. To learn more about what is acceptable, employees should refer to the Copyright and Trademark Compliance Policy and Guidelines, which is located on the Virtual Library (Home>Employee Resources>Legal Resources (FERPA, consultants, IP)>Copyright and Trademark Compliance Policy). Contact the Legal Department if there are any questions regarding usage of third party copyrighted material and trademarks.

**Plagiarism:** Plagiarism in the workplace occurs when an employee claims or implies original authorship or incorporates material from someone else’s written or creative work, in whole or in part, whether or not there is a

copyright notice, into an employee's work product without adequate acknowledgement. Plagiarism in the workplace is strictly prohibited and may also represent a violation of law, exposing the employee to criminal and/or civil prosecution.

**False Information:** We expect employees to exercise honesty and integrity in all aspects of employment. Employees are prohibited from providing false information to other employees, students, or customers. Employees are also required to immediately report to Human Resources if they suspect that another employee has provided false information to other employees, students, or customers. Employees are strictly prohibited from falsifying data in Connexus or any other system used for reporting to an authorizer, regulatory body or external agency. Falsification of such data may result in disciplinary action up to and including immediate termination. If an employee is aware of another employee falsifying data and fails to report the infraction, that employee may be subject to disciplinary action up to and including immediate termination.

**Ownership and Rights to Materials Developed by Employees:** Work product and ideas developed by corporate employees as part of their work for the company are owned by Connections Education.

Teachers are encouraged to contribute materials that they have developed during their employment for use by the broader Connections Education community. As members of the Connections Education community of learners, teachers are encouraged to collaborate with one another and share instructional resources in order to enhance professional practice and ultimately improve the academic success of the students. Materials that could be shared by the broader Connections Education community include, but are not limited to lesson plans, worksheets, problem sets, newsletters, presentations such as PowerPoints, recorded LiveLesson® presentations and resources. By providing these through the EMS or other company provided online applications or templates (e.g., software for LiveLesson® presentations and LiveLesson® templates) or communications tools (e.g., WebMail or email), teachers agree that the company has a non-exclusive license to use and modify these materials and such modified materials are company owned derivative works. Any such materials so contributed may be edited and formatted by the company and used by the company in any way it deems appropriate. In addition, where a teacher places any approved content in the EMS, any such modifications and/or content will also be company owned derivative works. The company will have the right to use such materials, modifications and/or content in any way it deems appropriate. Employees are free to retain a copy of their original (unedited) materials when they leave the company, but any company templates or third party materials used or incorporated under a company license with permission from a third party must be removed.

## EXTERNAL INQUIRIES

Any employee who receives an external inquiry or a request for documents from a regulatory or legal authority or from the press; or who receives an inquiry concerning information that is not normally provided in the employee's normal course of their employment, such as an employee reference request, should refer such inquiry as follows.

- Refer all media inquiries to the Marketing Department.
- Refer all inquiries from lawyers or government agencies to the Legal Department.
- Refer all employment references requested to the Human Resources Department. We do not respond to oral requests for references. All requests must be in writing accompanied by a signed authorization.
- As an employee, do not under any circumstances respond to requests for information regarding another employee. If you receive a request for a reference, you should forward the request to the Human Resources Department for a response.

## RECORDS RETENTION

We maintain a variety of records, including student, employee and corporate records. Record retention requirements and policies have been established for maintaining records. Employees must never destroy any record except in accordance with these policies. Records are not to be kept longer than the policy duration in any form unless they have received direct authorization from the Department manager or Human Resources or if they are subject to a hold notice received from the Legal Department.

The current records policies are located on the Virtual Library (Home > Employee Resources >Records Management Program).

## PERSONNEL FILES

An employee's personnel file consists of physical documentation as well as electronic information stored on the Human Resources Information System. The original information in your personnel file will be kept by Human Resources. Additional copies of certain documents in your personnel file may also be kept in the school office.

An employee may request a copy of their personnel file. The request must be made in writing to the Human Resources Department and the file will be made available to the requesting employee within a reasonable amount of time. The Human Resources Department may charge a shipping or copying fee for the amount needed to fulfill the request.

## ACCESS TO EMPLOYEE EXPOSURE RECORDS AND EMPLOYEE MEDICAL RECORDS

Under the Occupational Safety and Health Act ("OSHA"), employees have the right to examine and copy relevant "employee exposure records" and "employee medical records," as those terms are defined under the statute. Human Resources is responsible for maintaining these records. If you wish to access your records, please contact Human Resources.

Employee Exposure Records: Employee exposure records are retained for thirty (30) years. In the event that workplace monitoring is conducted, we may elect to retain the data (e.g., lab reports, worksheets, etc.) for only one year. In such cases, the sampling results and sampling plan, analytical and mathematical methods used, and a summary of the other relevant background data will be retained for at least thirty (30) years.

Employee Medical Records: Generally speaking, employee medical records are retained for the duration of employment plus thirty (30) years. However, this does not apply to:

- Health insurance claims records that are maintained separately from the organization's medical program and its records; or
- First aid records (not including medical histories) of one-time treatment and subsequent observation of minor injuries (e.g., scratches, cuts, burns, splinters, etc.) that (i) do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job; (ii) are made on-site by a non-physician; and (iii) are maintained separately from the organization's medical program and its records.

If you work for the organization for less than a year, they may elect to provide you with these records upon the termination of your employment rather than retaining them. The OSHA regulation entitled "Access to Employee Exposure and Medical Records" is available in Human Resources. If you would like a copy of the regulation and/or its appendices, please contact Human Resources.

# WORK ARRANGEMENT POLICIES

## ACCOMMODATION OF DISABILITIES

We will conform to the requirements and regulations of the Americans with Disabilities Act of 1990, as amended, the Rehabilitation Act of 1973, and all applicable state and local laws including modifications made by the ADA Amendments Act of 2008. Qualified individuals with disabilities may be entitled to a reasonable accommodation in the workplace. If you believe you are such an individual, please communicate that information in writing to Human Resources. We will attempt to work with you to accommodate your needs, as well as our work requirements.

If an employee or an applicant comes to a supervisor requesting a reasonable accommodation, it is the supervisor's responsibility to immediately involve Human Resources in the process.

Any information regarding a disability will be kept confidential to the extent possible.

## WORK-AT-HOME POLICY

Employees who would normally work out of a school office may be eligible to work at home on a full-time, part-time, or occasional basis. Specific information regarding the work-at-home arrangements offered is provided below. The decision whether to allow an employee to work at home is within the sole discretion of (i) the organization, and (ii) any school that has contracted with the organization to act as its human resources agent. A supervisor can require an employee with work-at-home privileges to come into the office or assigned office location at any time. If an employee is requested to come into the office or assigned office location and fails to do so, disciplinary action may be taken.

This policy does not apply to employees who request to work at home as an accommodation for a disability under the Americans with Disabilities Act. For information regarding such requests, please refer to the Accommodation of Disabilities policy in this handbook.

## WORK-AT-HOME CLASSIFICATIONS

### HOME BASED EMPLOYEES (FULL-TIME)

1. Definition: "Home-based employees (FT)" are full-time employees who work at home five (5) days per week. For recordkeeping, training, meeting and administrative purposes, home-based employees are assigned to a specific office; or if requested, employees will be required to attend meetings at a public location as determined by school leadership.
2. Eligibility:
  - a. Applicants: In certain circumstances, an individual applying for a position may be offered the option of working as a home-based employee. Such offers generally are extended to assist in filling specific operational needs (e.g., securing an applicant who (i) is particularly well-qualified, (ii) possesses experience or expertise in a subject area that is difficult to fill, (iii) there is not sufficient space for the employee in the office, etc.).
  - b. Current Employees:



- i. **Requirements:** Most positions will be eligible for work at home as determined by the School Leader, however there may be specific roles that are not eligible for full-time work at home based on the tasks and requirements of the role. Eligibility is determined by the School Leader and employees who work at home are expected to work at the same level and adhere to the same standards as they would in the school office.

### 3. Procedure

- a. **Applicants:** When an applicant is hired as a home-based employee, the work location (home-based) will be noted in the offer letter.
- b. **Current Employees:** Requests for home-based arrangements should be directed to the employee's supervisor, who will consult with Human Resources to evaluate the suitability of such an arrangement. Factors to be considered include, but are not limited to, school needs, as well as the employee's job duties and responsibilities. In addition, certain grade levels, subjects, and positions may be better suited to a home-based arrangement than others.

---

## **OFFICE BASED EMPLOYEES (OCCASIONAL WORK-AT-HOME DAYS)**

1. **Eligibility:** At the start of employment, exempt employees may be eligible to work at home on a flexible schedule. Employees working at home on a flexible schedule will be expected to come into the office for collaboration with co-workers or in person meetings, if the employee is located within a reasonable distance from the office location. Non-exempt employees are not eligible to work at home. For more information, please contact your School Leader.
2. **Exemptions:** Certain roles may be designated as office based only due to the unique nature of the job duties.
3. **Requirements:** Most positions will be eligible for work at home as determined by the School Leader, however there may be specific roles that are not eligible for occasional work at home days based on the tasks and requirements of the role. Eligibility is determined by the School Leader and employees who work at home are expected to work at the same level and adhere to the same standards as they would in the school office.
4. **Procedure:** Employees should contact their supervisor to determine their specific work at home schedule or to request any changes to their work at home schedule.
5. **Duration:** Duration of employment requirements may be modified at the discretion of the supervisor.

---

## **SHORT-TERM WORK-AT-HOME ARRANGEMENTS**

1. **Definition:** For the purposes of this Policy, the phrase "short-term work-at-home arrangement" refers to situations in which (i) an employee is permitted to work at home for a defined period of time due to a personal need or a return from short-term disability, and (ii) the duration of the work-at-home arrangement is less than one full school year.
2. **Eligibility:** For employees returning from a leave of absence due to a short-term disability (i.e., maternity leave), the following eligibility requirements apply:
  - a. Employees who have been on a leave of absence due to a short-term disability may be permitted to work-at-home for up to three (3) months after the date the disability began, IF the employee's performance meets the criteria.

- b. Employee must submit an authorization to return to work from a physician to Human Resources before work-at-home arrangement will be approved.
  - c. If the employee is returning from a leave of absence due to a short-term disability for maternity leave, the childcare requirement will be waived for up to three (3) months after the date the disability began.
3. Procedure: Employees who wish to work at home on a short-term basis should contact Human Resources.
4. Duration: Employees should provide Human Resources with information regarding the expected duration of their work-at-home arrangement.
5. Terminating a Work-at-Home Arrangement: We reserve the right to discontinue a work-at-home arrangement at any time, with or without notice, in our sole discretion. We generally will attempt to provide thirty (30) days' notice before making such a change.

---

### HOME-BASED EMPLOYEES (PART-TIME)

1. Definition: Home-based employees (PT) are part-time employees who work at home or at an alternative location. These employees include Adjunct teachers, Part-time Speech Language Pathologists (SLP PRNs), and Substitute teachers. Adjunct teachers are required to consult with their Managers to schedule their "core hours," which will consist of a minimum of three (3) office hours per week between the hours of 9:00 am and 5:00 pm (e.g., Mondays, Wednesdays, and Thursdays from 9:00 am-10:00 am, Thursdays from 2:00 pm – 5:00 pm, etc.).
2. Eligibility: All Adjunct teachers, SLP PRNs, and Substitute teachers enter into a work-at-home arrangement when they are hired.
3. Procedure: When a part-time employee is hired as a home-based employee, the work location (home-based) will be noted in the offer letter.
4. Duration: Adjunct teachers, SLP PRNs, and Substitute teachers are hired with the expectation that they will work at home while employed. However, we reserve the right to discontinue the arrangement at any time, with or without notice, in our sole discretion.

---

### PROVISIONS

Work-at-home schedules will always be determined by leadership in ways that best address school needs. The School Leader may require the same designated work-at-home days to be taken by the employee each week (e.g. every Friday of the week) unless a rotating schedule is determined and maintained by leadership. With advanced approval from their supervisor, an employee's work-at-home days can be changed on a particular week.

An employee's "home" location is the address listed for that employee in Ultipro. Requests to work from anywhere other than the address in Ultipro requires supervisor approval.

If a holiday falls on the same day as an employee's work-at-home day, no additional work-at-home day will be granted for that week. Hourly employees working at home may only work the hours approved by their supervisor and must record all time worked at home on their timesheet.

An employee's work-at-home schedule may be altered by school leadership at any time based on school needs.

---

## WORK-AT-HOME STANDARDS

1. Work Environment: Employees are required to establish an appropriate work environment within their homes, in accordance with the requirements described in this policy.
2. Work Hours: Employees who work at home are required to work the same “core hours” (e.g., 8:00 am – :00 pm), the same number of hours (40 hours per week), and the same calendar days as other employees at their assigned school office location. A schedule showing work-at-home days must be maintained in accordance with the school’s scheduling process (i.e. on the employee’s calendar)
3. Contact Information: Employees who work at home must provide Human Resources with their home telephone numbers and mailing address via UltiPro and any changes in contact information must be immediately reported to Human Resources by updating UltiPro. Employees who work from home must display their instant message status daily with their contact information.
4. Communication: Employees who work at home are required to communicate with their supervisor in a manner and frequency consistent with other employees at their assigned school office location. Employees should consult with their supervisor to discuss their respective expectations, as well as logistical issues that may arise.
5. Accessibility: Employees who work at home must be accessible by phone and internet within a reasonable time period during the agreed upon work schedule (“core hours”). If an employee will not be available for a period of time greater than one (1) hour during his/her core hours, the employee must notify his/her supervisor.
6. Phone Calls: All work numbers should be answered professionally and by the employee only. All work numbers should have a professional voicemail message that indicates the employee’s name and role.
7. Responding to Voicemails: Employees who work at home are required to check their work voice mailboxes at least three (3) times per day, and return calls from their supervisor within three (3) hours during normal work hours.
8. Responding to Instant Messages: Employees who work at home are required to respond to Instant Messages within (20) minutes during normal work hours.
9. Off-Site Responsibilities: Employees who work at home will be given an assigned office location. This location may be the actual school office, a public meeting location where the employee will be expected to meet with his/her supervisor, or the employee’s home address. These meetings may be scheduled on a regular and/or ad hoc basis. Some employees may be eligible to receive reimbursement for expenses related to traveling to their assigned office.
10. Evaluation: Evaluation of an employee’s performance while working at home may include daily interaction by phone and email. Evaluations will be similar in content and frequency to the evaluations received by employees at the assigned school office location, but with additional focus on work output and the completion of objectives, and less focus on time-based performance.
11. Confidentiality: Employees who work at home are required to take steps to prevent proprietary and/or confidential information regarding the organization, its employees, and its clients from unauthorized disclosures or unauthorized access. Employees should use locked file cabinets, and desks; practice regular password maintenance; and take other steps, as appropriate to protect proprietary and/or confidential information. Portable Media such as flash drives, CDRs, etc. should not be used to store or transport proprietary and/or confidential data under any circumstances without authorization from the MIS department. Employees are required to follow all Information System policies. It is recommended that no proprietary and/or confidential data be printed from the employee’s residence. If proprietary and/or confidential data is printed, it must either be i) returned to the school office or ii) shredded.
12. Contact with Students and Other Individuals
  - a. Home Office: Employees who work at home are prohibited from granting access to their home work location to students, potential students, their families or caregivers.
13. Child / Dependent Care: Working at home should not be used as a means of providing and/or replacing child / dependent care. The purpose of the work-at-home arrangement is to facilitate job performance and meet school needs. Employees working at home should not act as primary caregivers for dependents. Dependents

may be present in the employee's home; however, the dependents must not require the employee's attention during normal work hours. Employees considering a work-at-home arrangement are encouraged to discuss expectations of telecommuting with family members prior to entering into such an arrangement.

#### 14. Expenses

- a. Mail: Employees who work at home may request reimbursement of costs incurred in mailing bulk or expensive materials (typically quantified as greater than \$5.00). A receipt from the carrier is required for reimbursement.
- b. Travel: Employees may be eligible for travel reimbursement in accordance with IRS guidelines and/or state law. Please review your school's Travel and Expense Reimbursement policy for more information.
- c. Home Office: Employees are responsible for all costs and expenses associated with the setup of a home office / workspace (e.g., costs associated with remodeling, furniture, lighting, repairs, modifications, etc.). Repair, upgrading and/or replacement costs and liability for employee-owned equipment and furniture used during the work-at-home arrangement is the responsibility of the employee.

---

## TECHNOLOGY

### 1. Computers

- a. Home-Based Employees: Generally, home-based employees will be provided with a computer and dependent upon job duties, related equipment. Equipment supplied is to be used for business purposes only. Employees must take appropriate steps to protect all organization-owned equipment from damage and theft. The employer will maintain an inventory of all equipment and/or materials that are provided to employees working at home. Such equipment will remain the property of the employer at all times. Upon termination of employment, employees are required to return all organization-owned equipment and other property, unless other arrangements have been made.
- b. Office Based Employees with Work-at-Home Privileges: Employees who work at home on a short-term or occasional basis will be provided with a computer. Employees who work at home on a short-term or occasional basis are responsible for providing computer related equipment as required for their specific job duties. We are not responsible for loss, damage to or repairs of any employee-owned equipment. Employee-owned equipment must meet certain minimum requirements, as determined by the MIS department. We reserve the right to modify equipment requirements with or without notice, in our sole discretion.

2. Broadband Service: Employees who work at home are required to maintain broadband access to the Internet, as well as a dedicated phone line that is available during working hours. If an unexpected technology issue occurs (e.g. Internet outage), the employee may take up to thirty (30) minutes to determine if the issue can be resolved. If it is unresolved or intermittent issues persist, the employee will need to come into the school office or move to an approved location with required technology to continue working. For non-exempt employees, time spent commuting to the school office or approved location will not be compensated. Employees must consult with their supervisor to determine how to make up the time spent commuting to the school office or approve location.

---

## REGULATORY COMPLIANCE / RISK MANAGEMENT

1. Site Inspection Checklist: Supervisors may conduct on-site inspections, and complete the site inspection checklist in the EMS. If the guidelines for the site inspection are not met, the employee's work-at-home arrangement may be modified. Subsequent inspections may be required on an as-needed basis.
2. On-Site Inspection: Employees who work at home are required to permit an on-site review of their home office / workspace upon request, whether it is a scheduled or unscheduled visit, as long as it is during the employee's core work hours.

3. Equipment and Workspace Design: Equipment and workspace design must meet all applicable standards and requirements. Upon request, we will offer assistance in setting up a workstation. If you have an accommodation or ergonomics request, please contact Human Resources.
4. Reporting Injuries: Injuries sustained by an employee while working at home may be covered by the workers' compensation policy. If you are injured while working at home, you must contact your supervisor and Human Resources immediately by completing a Report of Accident or Injury form, located on the Virtual Library.
5. Injuries to Visitors: We are not responsible or liable for injuries sustained by visitors to an employee's home office or assigned office location.
6. Tax Considerations: In accordance with the law, all mandatory federal, state, local, and other deductions will be taken from an employee's semi-monthly pay.

## WORKPLACE SAFETY AND SECURITY POLICIES

### WORKPLACE SAFETY

All employees must practice safety awareness by anticipating unsafe situations and reporting such conditions immediately. If a crisis or near-crisis situation arises at any work location, do not attempt to handle it on your own. Immediately consult your supervisor and/or Human Resources.

Practice safety around the office by not using, adjusting, or repairing machines and equipment if you are not authorized and qualified to do so. Be alert for tripping or slipping hazards. Keep walking areas clear of carts, boxes and other obstacles. Know the locations, contents and use of first-aid kits. If there is a medical emergency, call 911. Be familiar with our emergency action plans and report all injuries, illnesses, and accidents that are sustained while performing organization-related work or while on our property to your supervisor immediately, no matter how minor. If you are in a position where you operate machinery or equipment that requires specific training or certification, you must possess the appropriate certification or have completed the appropriate training.

### SECURITY

We will not be liable for the loss, theft, or damage of any personal property brought onto our premises, or for fire, theft, damage, or personal injury involving employee automobiles, their contents, or occupants. We reserve the right to inspect and search all areas of our premises at any time without notice and to question individuals on our premises concerning safety and/or security matters. Furthermore, in order to promote the safety of employees and visitors, as well as the security of our facilities, we may conduct video surveillance of any portion of our premises at any time, the only exception being private areas such as restrooms.

Security inspections, searches and investigations can include, without limitation, examining offices, computers, CDs, disks, files, file cabinets, desks, closets, storage areas, restrooms, and all other areas of our facilities and premises as well as the person, vehicles, purses, packages, parcels, and other containers of individuals entering, leaving, or located on company property. We may conduct these investigations, inspections, and searches to detect illegal or unauthorized drugs and drug paraphernalia, alcohol, weapons, removal of company property, or for other reasons at our discretion. For these reasons, we keep duplicates of all keys issued to employees.

We reserve the right to access and inspect any personal computer or related device if such equipment is used to conduct company business. This right is limited to the work-related information that may be contained on these devices. Please note that in no case should work-related electronic content be stored on personal computers at home except when an employee is specifically assigned to work at home and to use personal equipment.

Your assistance with our efforts to provide for security—including your authorization to conduct security inspections or cooperation with company security inspections—is expected as a condition of your continued employment and is greatly appreciated. We reserve the right to occasionally review “swipe” records at buildings where key cards are used for access as well as question employees about office entry at abnormal hours.

## WORKPLACE VIOLENCE PREVENTION

We do not tolerate acts of workplace violence committed by or against employees, business associates, or customers. We prohibit employees from making threats or engaging in violent acts

### PROHIBITED CONDUCT

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing, brandishing, or using a weapon while on our premises or engaged in company business;
- Damaging property intentionally; and
- Threatening to injure an individual or damage property

We will seek the prosecution of all those who engage in violence on our premises or against our employees while they are engaged in company business.

### EMPLOYEE GUIDELINES AND PROCEDURES

#### General Security Practices

- Never hesitate to call 911 if confronted with a potentially violent situation. It is better to have called 911 unnecessarily than not to have the police available when a threatening situation turns violent.
- Never attempt to physically restrain or physically remove a threatening or violent individual by yourself. Doing so puts you in danger and leaves you and us vulnerable to possible lawsuits.
- Always report violent, threatening, or harassing behavior to your supervisor and Operations. Alert your supervisor or Operations to the presence of strangers in your work area or the presence of any suspicious packages.

## OUTSIDE THREATS

If you are the recipient of a threat against the organization, our facilities or employees including you, you are required to report such incident immediately. Please use the following guidelines for dealing with threats.

---

## THREAT OVER THE PHONE

If you receive a threatening call, send an instant message to your supervisor or Human Resources immediately noting that the caller is on the phone and that a threat is being made. Note the caller's phone number from your phone's caller ID.

---

## THREATENING EMAIL

If you receive a threatening email, immediately forward the email to your supervisor and Human Resources.

---

## MAIL THREAT

If a threat is received through the mail, notify your supervisor and Human Resources immediately. Save the letter and the envelope, and, if possible, do not handle suspicious packages. If you find a suspicious item (package, box, briefcase, etc.) that does not belong in your area, immediately notify Operations.

---

## IN-PERSON THREAT

Please call 911 immediately.

# PROPERTY, EQUIPMENT, AND INFORMATION SYSTEMS POLICIES

## PROPERTY AND EQUIPMENT

Our property or equipment and the property and equipment of a Connections Education affiliated school or program (the “property or equipment”) is not for personal use and may not be removed from the premises without permission. We reserve the right to access and search all equipment. Computer systems, telephone systems, email, WebMail, and voicemail are to be used for business/school purposes only and will be monitored as appropriate. We reserve the right to bill an employee for the cost of material not returned when an employee leaves the organization and/or for the amount of personal telephone calls, if any, charged to work phone account.

Office based employees must follow the procedures set forth by building management and the employer in owned or leased facilities including a non-smoking policy, which prohibits smoking of any kind, including but not limited to tobacco products, electronic cigarettes, marijuana, and cigars. Employees are also prohibited from smoking in the presence of any students or families enrolled in an organization -affiliated school or attending an organizational function.

## PARKING OPTIONS

We provide several parking options for employees. We are not responsible for lost, stolen, or damaged property while parking in one of these areas. You are responsible for locking your car and ensuring that valuables are stored out of sight.

## CELL PHONE/MOBILE DEVICE USE

In order to maintain employee productivity, we will reimburse certain employees in key positions for the use of a cellular phone or mobile device so they can stay in contact with business associates and coworkers while they are out of the office on business. Any employee receiving reimbursement must have their cellular phone or mobile device listed in the organization’s HRIS system. Employees who are not provided a regular cellular phone or mobile device reimbursement may, with prior permission from their supervisor, make business calls on their personal cellular phone or mobile device and submit an itemized bill for reimbursement on an expense report.

We encourage employees to remember safety when using their cellular phones or mobile devices for business purposes while driving. We encourage employees to safely pull off of the road when engaging in all cell phone conversations or using mobile devices for other purposes (emailing, texting, etc.). Employees should be aware of and follow the appropriate state and local laws regarding use of cellular phones and mobile devices while driving.

Those employees who are not provided phones will not be reimbursed for use of their personal phones and are expected to make business calls from their office.

## SOFTWARE/HARDWARE POLICY

### ACCEPTABLE USE



This section defines the boundaries for the “acceptable use” of the employer’s electronic resources, including software, hardware devices, and network systems. By using the employer’s hardware, software, and network systems, you assume personal responsibility for their appropriate use and agree to comply with this Policy and other applicable policies, as well as city, state, and federal laws and regulations.

---

## SOFTWARE

All software acquired for or on behalf of the employer or developed by employees or contract personnel on behalf of the employer is and shall be deemed company property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Under no circumstances should any user install or download any software onto an employer-owned computer without specific permission from MIS.

---

## PURCHASING

All purchasing of company software shall be centralized with the MIS department to ensure that all applications conform to company software standards and are purchased at the best possible price. All requests for software must be submitted to the department head for approval. The request must then be sent to the MIS department, which will then determine and purchase the standard software that best accommodates the desired request.

---

## LICENSING

We are responsible for enforcing all applicable licenses, notices, contracts, and agreements for software that is used on company computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. We must strictly enforce license compliance because any violation by a user may still cause us to be liable for the consequences of such violation.

---

## HARDWARE

All hardware devices acquired for or on behalf of the employer or developed by employees or contract personnel on behalf of the employer is and shall be deemed the employer’s property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

---

## PURCHASING

All purchasing of company computer hardware devices shall be centralized with MIS to ensure that all equipment conforms to company hardware standards and is purchased at the best possible price using volume discounts or national accounts. All requests for computing hardware devices must be submitted to the department head for approval. The request must then be sent to MIS, which will then determine standard hardware that best accommodates the desired request.

---

## OUTSIDE EQUIPMENT

No outside equipment or hardware may be plugged into the employer’s network without specific permission from MIS (including USB peripherals and Flash Drives).

### ORGANIZATION PROPERTY

As a productivity enhancement tool, the organization encourages the business use of electronic communications (including phone, voicemail, e-mail, webmail, message boards, instant message and fax). Electronic communications systems and all messages generated on or handled by electronic communications systems, including back-up copies, are considered to be the property of the third party provider, and are not the property of users of the electronic communications services.

Employees may be required to use the phone number provided to them by Connections for any telecommunication with students, families or work related tasks.

### AUTHORIZED USAGE

The organization's electronic communications and telecommunications systems generally must be used only for business activities. Incidental personal use is permissible so long as:

1. It does not preempt any business activity.
2. Your supervisor is aware of your intended non-business usage.
3. It does not consume more than a trivial amount of time and/or resources.
4. It does not interfere with productivity.

Users are prohibited from using the organization's electronic communications and telecommunications systems for charitable endeavors, private business activities, or amusement/entertainment purposes unless expressly approved by the VP of Human Resources. Employees are reminded that the use of organization resources, including electronic communications and telecommunications systems, should never create either the appearance or the reality of inappropriate use.

### SPECIFIC COMMUNICATION SYSTEMS REQUIREMENTS

#### MESSAGE BOARDS

Postings by staff, teachers, or other individuals who are not the learning coaches for currently enrolled students will be limited to comments relating to the program or other school-related activities. Further, such postings should be limited to those necessary to answer posted questions, to assist with identified problems, or to gather parent input on proposed program changes or other school topics.

#### WEBMAIL

Webmail can be used for communication on personal matters (such as hobbies, books, mutual interests etc.) so long as care is used in making statements that are an expression of personal opinion and could not be viewed as being detrimental to the school. Statements regarding school policy such as comments that are political (except for any specific legislative activity related to the operation of the school) or religious in nature are discouraged. A good common sense test is to ensure that anything that is written in a webmail could be printed in a public newspaper and not be viewed as controversial or inappropriate.

---

## EMAIL

Another important reminder concerns the use of the organization's email. Any emails that are sent using the organization's email system, whether or not the users are employees, are the property of the third party provider and may be viewed by members of management or others with administrative rights to the system. Furthermore, MIS is instructed to forward to management any emails that violate the Internet usage policy or represent activities that could be detrimental to the organization's operations. It is essential that all email correspondence be able to pass the same common sense test as described for webmail of being able to be printed in a public newspaper without any embarrassment to the sender, recipient, or the organization.

---

## TELEPHONES

Phones provided for business purposes may be monitored or recorded to ensure quality service. Depending on the nature of work being performed, business phones may not be used for personal calls. In certain employment settings, personal cell phones may only be used in break areas during employees' scheduled breaks and lunches.

---

## GENERAL ELECTRONIC COMMUNICATIONS PROVISIONS

---

### DEFAULT PRIVILEGES

User privileges on electronic communications systems must be assigned so that only those capabilities necessary to perform a job are granted. This approach is widely known as the concept of "least privilege." With the exception of emergencies and regular system maintenance notices, broadcast facilities (including the "All-Employees" distribution list) must be used only after the permission of your department head or school leader has been obtained.

---

### USER ACCOUNTABILITY

Regardless of the circumstances, your individual user account passwords must never be shared or revealed to anyone else. This includes logging into an organizational resource as yourself to allow another user to access those resources. If another user does not have access to a resource and asks you to log in for them, you should deny the request and notify MIS immediately.

If users need to share computer resident data, they should utilize public directories on local area network servers, SharePoint or the Virtual Library in the EMS. Users should also refrain from sending attachments to internal users for review and comment if the resource is available in the public folder or SharePoint on the organization's network.

---

### ACCESS CONTROL

To prevent unauthorized parties from obtaining access to electronic communications, users must choose passwords that are difficult to guess (not a dictionary word, not a personal detail, and not a reflection of work activities). The employer's password policy requires users to choose a password that is at least 8 characters long and a combination of letters, numbers and/or symbols. You will be required to change your password every 90 days, and you will not be permitted to re-use your previous 5 passwords.

---

### NO GUARANTEED MESSAGE PRIVACY

We cannot guarantee that electronic and telephone communications will be private. Employees should be aware that electronic and telephone communications could, depending on the technology, be forwarded, intercepted, printed, and stored by others. Furthermore, others may require access to electronic and telephone communications in accordance with this policy.

### REGULAR MESSAGE MONITORING

It is our policy not to regularly monitor the content of electronic communications. However, the content of electronic communications may be monitored and the usage of electronic communications systems will be monitored to support operational, maintenance, auditing, security, and investigative activities. Users should structure their electronic communications in recognition of the fact that we may examine the content of electronic communications.

### STATISTICAL DATA

Consistent with generally accepted business practices, we collect statistical data about electronic communications. As an example, call-detail-reporting information collected by telephone switching systems indicates the numbers dialed, the duration of calls, the time of day when calls are placed, etc. Using such information, MIS staff monitors the use of electronic communications to ensure the ongoing availability and reliability of these systems.

### INCIDENTAL DISCLOSURE

It may be necessary for MIS staff to review the content of an individual employee's communications during the course of problem resolution. MIS staff may not review the content of an individual's communications out of personal curiosity or at the behest of individuals who have not gone through proper approval channels.

### MESSAGE FORWARDING

Recognizing that some information is intended for specific individuals and may not be appropriate for general distribution, electronic communications users should exercise caution when forwarding messages. Sensitive information must not be forwarded to any external party without the prior approval of your department head or school leader. Blanket forwarding of messages to parties outside of the organization is prohibited unless prior permission of the VP of Human Resources has been obtained.

### PURGING ELECTRONIC MESSAGES

Sent and received emails should also regularly be purged from your personal electronic message storage areas. As your organization is responsible for public education, you are subject to public records requests from members of the press or others. Once such a request has been made, it is a criminal offense to delete content that could be covered by the request, even if the person who deleted the content genuinely believes that the deleted content was not relevant. The best way to prevent this problem is to regularly delete emails that are not essential. Deleting unneeded messages is also necessary to keep our email servers from being overloaded. Each email account has a storage limitation that will notify you when the maximum space in your account has been reached. At that point, you are required to archive or delete your non-essential email to make more room in your mailbox.

## INTERNET SECURITY & USAGE POLICY

---

## SPECIFIC POLICY

All information traversing company computer networks that has not been specifically identified as the property of other parties will be treated as though it is a company asset. It is our policy to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information.

In addition, it is our policy to protect information belonging to third parties that has been entrusted to us in confidence as well as in accordance with applicable non-disclosure agreements, contracts and industry standards.

---

## AUTHORIZED USAGE

The employer's computer network generally must be used only for business activities. Incidental personal use of internet on the employer's network should be limited to employee break times.

Some departments may explicitly prohibit personal internet usage on the company's network. This will be outlined in a department specific policy.

---

## INFORMATION MOVEMENT

At no time should an employee download anything from the Internet without direct permission by the Director of MIS. All approved software downloaded from non-Connections Education sources via the Internet must be screened with virus detection software prior to being opened or run. Whenever the provider of the software is not trusted, downloaded software should be tested on a stand-alone (not connected to the network) non-production machine. If this software contains a virus, worm, or Trojan horse, then the damage will be restricted to the involved machine.

All information taken off the Internet should be considered suspect until confirmed by separate information from another source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate.

Unless tools like privacy enhanced mail (PEM) are used, it is also relatively easy to spoof another user on the Internet. Likewise, contacts made over the Internet should not be trusted with company information unless a due diligence process has first been performed. This due diligence process applies to the release of any internal information (see the following section). Employees must not place company material on any publicly accessible Internet computer that supports anonymous file transfer protocol (FTP) or similar services, unless MIS and the department head has first approved the posting of these materials.

In more general terms, internal information should not be placed in any location, on machines connected to internal networks, or on the Internet, unless the persons who have access to that location have a legitimate need-to-know.

All publicly writable (common/public) directories on internal Internet-connected computers will be reviewed and cleared periodically. This process is necessary to prevent the anonymous exchange of information inconsistent with our business. Users are prohibited from being involved in any way with the exchange of the material described in this policy.

---

## INFORMATION PROTECTION

The employer's confidential, proprietary, or private information must not be sent over the Internet unless it has first been encrypted by approved methods. Unless specifically known to be in the public domain, source code must always be encrypted before being sent over the Internet.

Credit card numbers, telephone calling card numbers, log in passwords, and other parameters that can be used to gain access to goods or services must not be sent over the Internet in readable form. Unless an encryption algorithm like PGP (pretty good privacy), or another algorithm approved by MIS is used to protect these parameters, you should never put this information into an email, or instant message. This policy does not apply when logging into the machine that provides Internet services. Currently we do not use any type of encryption.

In keeping with the confidentiality agreements signed by all employees, company software, documentation, and all other types of internal information must not be sold or otherwise transferred to any third party for any purposes other than business purposes expressly authorized by management.

Exchanges of software and/or data between an employee and any third party may not proceed unless a non-disclosure agreement has first been signed. Such an agreement must specify the terms of the exchange, as well as the ways in which the software and/or data is to be handled and protected. Regular business practices, such as shipment of software in response to a customer purchase order, need not involve such a specific agreement since the terms are implied.

Likewise, off-hours participation in pirate software bulletin boards and similar activities represent a conflict of interest with company work, and are therefore prohibited. Similarly, reproduction of words posted or otherwise available over the Internet must be done only with the permission of the author/owner.

---

## COPYRIGHT AND LICENSING RESTRICTIONS

Computer software protected by copyright is not to be copied from, into, or by using company computing facilities, except as permitted by law or by contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied in order to make back-up copies, if permitted by the copyright owner.

The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department.

We strongly support strict adherence to software vendors' license agreements. We abide by all applicable federal and state statutes and regulations pertaining to the use of computer hardware and software including, but not limited to, federal copyright laws. Unauthorized copying, altering, modifying, merging, transferring, de-compiling, or reverse assembly of licensed software is strictly prohibited. State laws may further govern the use of any computer resource (including software).

Most copyright licenses for software contain single CPU usage restrictions. These restrictions must be honored. In some instances, the software copyright owner may grant a variance from these restrictions to company environments. However, without explicit written variance, single usage restrictions in the license apply to all users.

---

## EXPECTATION OF PRIVACY

Employees accessing employer information systems and/or the Internet should realize that their communications are not automatically protected from viewing by third parties. Unless encryption is used, staff should not send information over the Internet if they consider it to be private.

We may and expressly reserves the right to monitor Internet use from all computers and devices connected to any organization-provided network.

At any time and without prior notice, we reserve the right to examine email, personal file directories, and other information stored on our computers. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of our information systems.

---

## ACCESS CONTROL

All users wishing to establish a connection with company computers via the Internet must authenticate themselves at a firewall before gaining access to our internal network. This authentication process must be done via a dynamic password system approved by MIS.

Employees are prohibited from establishing wireless access points, electronic data interchange (EDI) arrangements, FTP sites, web servers, peer-to-peer networks or any other external network connections that could allow external users to gain access to our systems and information.

---

## REPORTING SECURITY PROBLEMS

If sensitive employer information is lost, disclosed to unauthorized parties, or suspected of being lost or disclosed to unauthorized parties, MIS must be notified immediately.

If any unauthorized use of our information systems has taken place, or is suspected of taking place, MIS must likewise be notified immediately. Similarly, whenever passwords or other system access control mechanisms are lost, stolen, or disclosed, or are suspected of being lost, stolen, or disclosed, MIS must be notified immediately.

Because it may indicate a computer virus infection or similar security problem, all unusual systems behavior, such as missing files, frequent system crashes, misrouted messages, and the like must also be immediately reported. The specifics of security problems should not be discussed widely but should instead be shared on a need-to-know basis.

Users must not probe security mechanisms "test the doors" at either our website or other Internet sites unless they have first obtained permission from MIS. If users probe security mechanisms, alarms may be triggered and resources will needlessly be spent tracking the activity.

---

## REMOTE ACCESS POLICY

Remote access is a generic term used to describe the accessing of our computer network by individuals not located at the primary office. We provide several options for access to corporate and school resources. This remote access may be required for traveling employees, employees who regularly work from home, or employees who work both from the office and from home. In many cases, both the organization and the employee will benefit from the increased flexibility provided by a remote access program. Each user's need to access organization resources remotely will be reviewed and approved by the department head and MIS on a case-by-case basis.

Participation as a remote access user may not be possible for every employee. Remote access is meant to be an alternative method of meeting organization needs. We may refuse to extend remote access privileges to any employee or terminate a remote access arrangement at any time.

---

## EQUIPMENT AND TOOLS

We may provide tools and equipment for remotely accessing the company computer network. This may include computer hardware, software, phone lines, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment and software provided by us for remotely accessing the company's computer network is limited to authorized persons and for purposes relating to company business. The company will provide for repairs to company equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment.

---

### USE OF PERSONAL COMPUTERS AND EQUIPMENT

The MIS department may only be able to provide limited support for equipment and software that is not purchased or owned by the company.

The company will bear *no* responsibility if the installation or use of any necessary software causes system lockups, crashes, or complete or partial data loss. The employee is solely responsible for backing up data on their personal machine before beginning any company work. At its discretion, the company will disallow remote access for any employee using a personal home computer that proves incapable, *for any reason*, of working correctly with the company-provided software, or being used in a production environment. There are several key requirements that an employee must meet before gaining remote-access privileges to our company resources.

---

### HIGH-SPEED INTERNET CONNECTIONS

Only users with acceptable broadband connections will be approved to work remotely. No users with dial-up connectivity will be granted the ability to work remotely. If you have a high-speed connection to access the Internet from home on your own computer or during travel, you are required to have a personal firewall and active virus protection software installed on the computer to prevent unauthorized access to the computer. MIS must inspect and confirm the settings of any software-based firewall. If MIS cannot confirm the settings and the computer cannot be brought into the office for inspection, your ability to work remotely may be revoked.

If you have an existing high-speed Internet connection at home, and you use a stand-alone firewall or router appliance to protect your entire home network, you may not be required to run personal firewall software. The home router or firewall device must be configured to mask the computers behind it by using Network Address Translation (NAT) or a proxy, and it must not allow unsecured external access to any resources on your home network.

---

### ANTI-VIRUS SOFTWARE

All computers accessing company resources are required to have active anti-virus software installed and configured to automatically update each time the computer is connected to the Internet. You will need to coordinate with MIS to install the required software. If you already have another anti-virus package installed, you must verify that you are paying for an active subscription to pattern updates or you will be required to uninstall that application and install our corporate anti-virus application. No trial software will be accepted as proper protection.

MIS reserves the right to routinely inspect and verify that you have the proper safeguards in place on your home network and computer, and to revoke VPN access to the company network at any time that we find or suspect that you are maintaining your computer or network in an unsecured environment.



# ACKNOWLEDGEMENT

## EMPLOYEE ACKNOWLEDGEMENT OF POLICIES

I acknowledge that:

1. I have been advised that the employer has an employee handbook which sets forth various policies regarding my employment by Connections Academy.
2. I understand that I have access to and can obtain a copy of the employee handbook for review at any time online in the Virtual Library or by contacting Human Resources or my supervisor.
3. I understand and agree that I am responsible for knowing and understanding its contents and abiding by the policies set forth in the handbook.
4. I understand that the handbook does not create a contract of employment, either express or implied, or a guarantee of any benefit, and that the handbook contains only a summary of benefits and an overview of policies and procedures.
5. I understand that all employment policies, practices, wages and benefits, whether they are in the handbook or not, may be unilaterally changed, amended, modified, reduced, or discontinued at any time in the organization's sole judgment and discretion.
6. I understand that any amendment of the handbook will always govern and supersede any prior versions.
7. I understand, in accordance with the handbook policies, that if I should have questions or concerns regarding my terms of employment or working conditions, I should contact Human Resources or my supervisor.
8. I have read and understand the policies contained in this handbook and I agree to abide by all policies as well as immediately report any perceived violations of policies to my supervisor and/or Human Resources.
9. I understand that the employer has the right to use disciplinary action for any violation of policy or perceived violation of policy contained in this handbook.
10. I understand that the details of any benefits available to me as an employee are contained in the Benefits Guide.
11. Finally, I agree that my employment continues to be at-will and for no definite duration, that I can terminate my employment at any time, with or without cause or notice, and that the employer reserves the right to do the same.

You will be directed to acknowledge the policies contained within this handbook via electronic signature upon beginning employment.

