

STAFF POLICIES/HANDBOOK

OF

THE GOVERNING AUTHORITY

OF

BREAKTHROUGH PUBLIC SCHOOLS

An Ohio Non-Profit Corporation

Adopted:

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SECTION 200: GENERAL

WELCOME TO BREAKTHROUGH PUBLIC SCHOOLS

Dear Staff Member:

It is my pleasure to welcome you to Breakthrough Public Schools. You have become a part of an organization that prides itself on its commitment to supporting access to quality school choices in urban Cleveland. With the commitment of hardworking staff like you, we are able to successfully serve our supported schools, their students and their families.

Our employees are the Organization's most valuable assets. This staff handbook is a guide that we hope will help you understand how you and the Organization can work together toward shared success. We ask that you take the time to read it and familiarize yourself with our mission, policies, and practices. If anything in this handbook is not clear to you, or if you need more information, please ask your immediate supervisor or contact Human Resources.

Thank you for joining our team. We hope your experience here will be challenging, fun, and rewarding.

Best wishes,

Alan Rosskamm
Chief Executive Officer

201 ABOUT THIS HANDBOOK

In your best interest as an employee of Breakthrough Public Schools, we have designed this handbook to answer questions regarding your job and make you aware of the Organization's rules, procedures, policies, fringe benefits and other matters of interest to you. The information expressed in this handbook, or any future additions or revisions does not constitute an agreement or any contractual rights in favor of employment for any specified period or definite duration. The employment relationship may be established pursuant to a contract and may be "at will" meaning that, with or without cause and without prior notice, the employer and employee may terminate the employment relationship; subject only to a written authorized agreement to the contrary. The only person authorized by Breakthrough Public Schools to enter into any agreement or assurances to the contrary of this handbook is the CEO of Breakthrough Public Schools and any such agreement or assurance must be in writing and signed by the CEO. The policies, procedures, benefits and matters contained in this book are subject to revisions at any time by the Breakthrough Public Schools Board.

You are expected to read this handbook thoroughly so that you understand all its contents. You are encouraged to bring questions regarding any policies or benefits to any member of management. You are required to sign a Handbook Acknowledgment form and return it. We encourage you to ask questions so that misunderstandings will be kept to a minimum and we can concentrate on our number one job - teamwork and service to our schools and their students.

We want you to enjoy your job and sincerely hope that you find your employment at Breakthrough Public Schools to be pleasant, personally challenging, rewarding and beneficial to your career and professional growth.

202 ABOUT OUR ORGANIZATION

"To turn your youngsters onto school, you have to take the time and expend the effort to salute them for doing the right thing and publicly celebrate their academic success. You must remain steadfast and unwavering in order to provide a supportive and encouraging environment for the youngsters you are raising." – Hugh D. Price, President of National Urban League (Achievement Matters 4, Price, 2002).

The specific design of Breakthrough Public Schools (BPS) as a management company is to provide support to Schools that will best work for students that are at the most risk, address their specific needs, and ensure that we are able to meaningfully contribute to the educational landscape in Cleveland which remains dedicated to the improvement of the lives of all children residing in our city. The educational programs of our supported schools shall be provided without discrimination on the basis of age, color, gender/sex, national origin, disability, race, religion, military or veteran status, genetic information, sexual orientation, or on any other basis prohibited by federal, state, or local law. Non-discriminatory policies will be adopted and implemented regarding recruitment, admissions, employment, educational programs, athletics, and extra-curricular activities. The philosophy of education and educational goals of BPS member schools shall reflect our deep and central commitment to strong student achievement.

203 OUR MISSION STATEMENT

The mission of Breakthrough Public Schools is to provide sustainable, high-quality schools in Cleveland's under-served neighborhoods, ensuring all students have access to an outstanding college preparatory education.

204 OUR VALUES

The Organization strives for a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, color, gender/sex, national origin, disability, race, religion, military or veteran status, genetic information, sexual orientation, or on any other basis prohibited by federal, state, or local law. Harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

205 NON-DISCRIMINATION POLICY

Breakthrough Public Schools is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including but not limited to those pertaining to recruitment, hiring, placement, transfer, promotion or compensation, layoff or termination, selection for training, and any other terms, conditions, or privileges of employment, in a nondiscriminatory manner without regard to age, color, gender/sex, national origin, disability, race, religion, military or veteran status, genetic information, sexual orientation, or on any other basis prohibited by federal, state, or local law. Breakthrough Public Schools will also make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Any employee with a question or concern about discrimination in the workplace is encouraged to bring their concern to the attention of the Chief Executive Officer, the Human Resources department or their designee. No reprisal will be permitted for raising concerns or making a report. Anyone determined to have engaged in discrimination or retaliation for a report of discrimination will be subject to disciplinary action, up to and including termination of employment.

29 USC § 631; 29 USC § 206(d); 42 USC § 2000e *et. seq.*; 42 USC § 12112; R.C. 4112.02; 4111.17.

206 HARASSMENT POLICY

206.1 STATEMENT OF PHILOSOPHY

The Organization strives for a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, color, gender/sex, national origin, disability, race, religion, military or veteran status, genetic information, sexual orientation, or on any other basis prohibited by federal, state, or local law. Harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

206.2 DEFINITION OF HARASSMENT

For purposes of this policy, harassment is defined as unwelcome or unwanted conduct of an offensive nature (whether verbal, visual, or physical) when: 1) submission to or rejection of this conduct by an individual is used or threatened to be used as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment; or 2) this conduct has the purpose or effect of unreasonably interfering with an individual's employment performance or creating an intimidating, abusive, hostile, or offensive work environment.

Examples of harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated jokes which include offensive references to age, color, gender/sex, national origin, disability, race, religion, military or veteran status, genetic information, sexual orientation, or on any other basis prohibited by federal, state, or local law.; unwelcome flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, threatening, or obscene comments or gestures; dissemination or display in the workplace of objects, written materials, or pictures which include offensive references to age, disability, national origin, race, religion, or gender; asking questions about sexual conduct; racial or ethnic slurs or epithets.

Harassment is unacceptable in the workplace itself and in other work-related settings, such as business trips, meetings, or business-related social events.

29 USC § 631; 29 USC 206(d); 42 USC 2000 *et. seq.*; 42 USC 12101; R.C. 4112.02.

206.3 INDIVIDUALS COVERED UNDER THE POLICY

This policy protects all employees. The Organization will not tolerate, condone, or allow harassment, whether engaged in by fellow employees or other non-employees who conduct business with the Organization. The Organization encourages reporting of all incidents of harassment, regardless of who the offender may be.

206.4 REPORTING A COMPLAINT

The Organization encourages all individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. The Organization does, however, recognize that, in some instances, power and status disparities between the alleged harasser and the individual may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the following steps should be followed in reporting a harassment complaint. A complaint may be filed by one experiencing or witnessing harassment.

A. Notification of Appropriate Staff

Individuals who believe they have been subjected to harassment should report the incident to the Chief Executive Officer or his/her designee. When appropriate, the Chief Executive Officer or his/her designee will immediately consult with the Board. If the Chief Executive Officer or his/her designee is allegedly involved in the incident, then the individual should report the incident directly to the Chairperson of the Board.

The Organization encourages prompt reporting of complaints so that rapid response and appropriate action may be taken, but no limited time frame applies. Late reporting of complaints will not in and of itself preclude the Organization from taking remedial action.

B. Protection against Retaliation

The Organization will not in any way retaliate or permit retaliation against any individual who makes a good faith report of harassment or who assists or cooperates in an investigation thereof. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have violated this policy by retaliating against another individual for making a report of harassment or for assisting or cooperating in the investigation thereof will be subject to the same disciplinary action provided for harassment offenders.

C. Investigating the Complaint

Any allegation of harassment brought to the attention of the Organization will be thoroughly and promptly investigated. Confidentiality will be maintained where possible throughout the investigatory process to the extent practical and appropriate under the circumstances.

D. Resolving the Complaint

Upon completing the investigation of a harassment complaint, the Organization will communicate its findings and intended actions. If the investigation finds that harassment occurred, the harasser will be subject to appropriate disciplinary procedures, as listed below. If the investigation determines that no harassment has occurred, this finding will be communicated as appropriate.

E. Sanctions

Individuals found to have engaged in misconduct constituting harassment will be disciplined, up to and including discharge. Appropriate actions will be determined by the Organization. For example, action may include reprimanding the offender, documenting the occurrence in the personnel file, referral to counseling, withholding of a promotion, demotion, reassignment, temporary suspension without pay, or termination of employment.

Although the Organization's ability to discipline a non-employee harasser (e.g., customer, supplier) is limited by the degree of control, if any, that the Organization has over the alleged harasser, any individual who has been subjected to harassment by such an individual should still file a complaint and be assured that the Organization will take those actions it deems appropriate to end any harassment.

207 IMMIGRATION LAW COMPLIANCE POLICY

Breakthrough Public Schools is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification I-9 form and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Breakthrough Public Schools within the past three years, or if their previous I-9 is no longer retained or valid.

8 USC § 1324a.

SECTION 210: YOUR EMPLOYMENT AT BREAKTHROUGH PUBLIC SCHOOLS

211 EMPLOYMENT STATUS

Breakthrough Public School employees have an "employment-at-will" relationship. This means that the employee is free to leave Breakthrough Public Schools at any time, with or without reason, and that the Organization has the same right to end its employment relationship with that employee. No one at Breakthrough Public Schools has authority to make a contrary agreement with you except the Chief Executive Officer. Any such contrary agreement must be in a formal written document and signed by the Chief Executive Officer.

212 COMPENSATION

The annual salary of each employee will be paid in 24 equal semi-monthly payments, unless you begin your service after the start of a new year and in that instance the salary will be paid in equal installments through the end of the year. Paydays shall be on the 15th and last day of each month. When payday falls on a weekend or a holiday, the payday will be the last regular workday before the weekend or holiday. Hourly-rated employees are paid semi-monthly for the number of hours worked in the pay period based on the submission of their timesheet.

Fair Labor Standards Act; R.C. 4113.15(A).

213 EMPLOYMENT OF RELATIVES

Relatives of current employees generally are considered for employment on the basis of their specific qualifications. However, should the employment of an employee's relative conflict with any of the prohibited employment relationships identified below or by applicable law, the applicant will not be considered for employment.

Definition of Relatives

For the purposes of this policy, relatives include the following: spouse, parent, child, sibling, in-law, grandparent, grandchild, aunt, uncle, cousin, step-relative, or any individual with whom an employee has a close personal relationship such as a domestic partner, co-habitant, or significant other.

Covered Employment Classifications

This policy applies to employment decisions affecting all job classifications, including full-time, part-time, temporary, and seasonal positions. These restrictions also apply when assigning, transferring, or promoting an employee.

Prohibited Employment Relationships

The hiring of relatives is prohibited if the employment of such an individual would result in the creation of:

- A direct supervisory or managerial relationship between the employee and his/her relative
- An actual or the appearance of a conflict of interest. Generally, this bars the employment of an employee's relatives in any position that has an audit, control or supervisory relationship to the employee's job.

Marriages or Relationships between Employees

Employees who marry or establish a close personal relationship may remain in their current positions as long as the new relationship does not conflict with above policies. Should a conflict arise every attempt will be made to quickly transfer one of the employees to another appropriate position. If the transfer is not feasible, the employees will be permitted to determine which of them will resign.

Enforcement of Policy

All questions and issues relating to an employment-of-relatives situation should be addressed to the Chief Talent Officer. Employees who marry or commence a close personal relationship (as defined above) must inform their supervisor or the Chief Talent Officer as soon as practical. All decisions and personnel actions taken as a result of this new relationship must be reviewed and approved by the Chief Talent Officer and the employee's supervisor.

Public Officers Ethics and Conflicts Rules

Certain persons may be considered "public officers" for purposes of Chapter 102 and Section 2921.42 of the Ohio Revised Code, in which case other more strict rules may apply. Relationships with or between members of the Board of Directors or administration are just one example. Because of these rules, it is very important that all relationships be disclosed before and throughout employment, and that all matters are brought to the attention of the Chief Talent Officer and the employee's supervisor for consultation. In addition, certain rules under Chapter 3314 of the Ohio Revised Code apply to relationships between Breakthrough Public Schools and the Schools in its network, and those require disclosure and attention as well. Many times, certain protections need to be instituted which may cure any conflict, but always, it is best to disclose early and receive review and guidance.

SECTION 215: EMPLOYEE QUALIFICATIONS

216 EMPLOYEES

Prior to employment, applicants for positions must submit the following documents:

- A. Application for employment;
- B. Written references and recommendations for employment;
- C. An application for the completion of a Bureau of Criminal Identification and Investigation and FBI criminal background check as required by Ohio law. New employees are employed on a conditional basis pending receipt of a satisfactory background check. Every employee must undergo a criminal background check at the time of application and then by the fifth of September every five years thereafter, unless the applicant is a bus driver, in which case every six years thereafter. Certain convictions as outlined in Ohio Law will prohibit an individual from being employed in a public school. A listing of the disqualifying offenses may be obtained from the Human Capital Team.

The organization or the CEO may request a credit check for positions requiring the care, custody or control of funds or other similar highly fiduciary or monetary obligation, any applicable licenses or certificates, any application, references and may rely upon the same when offering employment. Employees must possess both physical and mental health to be able to fulfill the duties of employment or the continuation of employment.

Employees may be required to possess such other experience, training or special skills as may be required by the Board or the CEO for the position.

3014 BREAKTHROUGH NETWORK – INTERNAL HIRING PROTOCOL

Purpose: Breakthrough Public Schools is a growing network and will have many new opportunities for teaching, leading and support. This internal hiring protocol was developed with the input of school leadership to identify fair and equitable recruiting and selection procedures that are in the best interest of our schools, staff, and especially Scholars. To that end, the staff is encouraged to apply for new or different positions within any Breakthrough network school for any reason, including geographical proximity, pedagogical fit or leadership development without any expectation of reprisal.

Protocol: The protocol defined below describes the three different types of opportunities available at Breakthrough:

Within a School, Within a Model, and Within the Network. Each job will be posted on the Breakthrough Careers webpage.

	WITHIN A SCHOOL	WITHIN A MODEL	WITHIN THE NETWORK
Definition	Within an individual school building	Across schools within the same model (Citizens Academy, Citizens Leadership Academy, Preps)	Across schools outside their model (as well as on the Breakthrough team)

Mid-year Transfers Allowed for Academic staff?	Yes (at discretion of school leadership)	Yes (at discretion of school leadership)	No
Mid-year Transfers Allowed for non-Academic?	Yes (at discretion of school leadership)	Yes (at discretion of school leadership)	Yes (Should stay until replacement trained, at discretion of leaders)
Where/how jobs will be posted?	Jobs will be posted on internal section of Applitrack (except same role)	Jobs will be posted on the school/Breakthrough Careers webpage (Applitrack)	Jobs will be posted on the school/Breakthrough Careers webpage (Applitrack)

PROCESS FOR CANDIDATES:

- Opportunities within the network may be publicized by school leaders and will be posted on the Breakthrough Careers page as an internal opening by Breakthrough Human Capital.
- To apply across schools or for a promotion, candidates must complete an online application requiring the completion of demographics, experience, education, and certification information. Resume and cover letter are optional but encouraged.
- The information exchange between Human Capital and a current employee is kept confidential until the employee is “seriously considered” (defined as proceeding with an in-person interview).
- All Breakthrough network internal candidates must inform their supervisor of their interest in a Breakthrough job opening at the time they are selected for an interview.
- Candidates are welcome to direct questions to Breakthrough Human Capital or the hiring manager throughout the course of the transfer process.

Employees may be asked to share performance information including employment application, performance evaluations, disciplinary notices, payroll/salary records and/or vacation use records as a part of the selection process. The Personnel Release form would need to be completed by the employee to allow access to those records by the hiring manager. If selected for the position, the current supervisor of the internal candidate and the future supervisor must develop an effective transition plan keeping in mind the needs of both operations. The plan should be reasonable and mutually agreed upon.

SECTION 220: EMPLOYMENT STATUS/PERSONNEL FILES

221 FULL-TIME EMPLOYEE

A full-time employee is one who is expected to regularly work an average of no less than 30 hours per week.

Fair Labor Standards Act; R.C. 3319.086.

222 PART-TIME EMPLOYEE

A part-time employee is one who is expected to work 29 hours or less per week on average.

Based upon scheduling needs and fluctuating work demands Breakthrough Public Schools may employ part-time, temporary or seasonal employees. While all policies and procedures will apply equally to temporary and seasonal employees, no fringe benefits are offered unless specifically indicated upon hire.

Fair Labor Standards Act (29 USC § 201 et. seq.); R.C. 3319.086.

223 OUTSIDE ACTIVITIES

During work hours employees are prohibited from engaging in personal activities and associations that may be in conflict with the interests of the Breakthrough Public Schools. Examples of such activities include, but are not limited to private enterprises, campaigning for a candidate for political or elected office, and soliciting fees for private tutoring of students. Staff members who have any questions regarding a potential conflict of interest should confer with the Chief Executive Officer.

224 SECONDARY EMPLOYMENT/EXTERNAL CONSULTING

Employees may not take another job that would interfere with their responsibilities or would create a conflict of interest. If you are considering gainful secondary employment, you must obtain prior approval from the Principal or his/her designee. Approval is required for any secondary employment for which you would receive compensation, whether as a salary, an hourly wage, a sales commission, etc. Please note that this includes:

- Receiving a commission on the sale of items such as cosmetics, food, vitamins, clothing, jewelry, kitchen and craft items, etc.
- Serving an outside organization as an employee, sales representative, officer, owner, director, member, trustee, partner, advisor, or consultant, etc.

225 PERSONAL INFORMATION AND ACCESS TO PERSONNEL FILES

“Personal Information” is any information about a person who is an employee of the Organization or about actions done to or by, or about personal characteristics of such an employee; if such Personal Information can be released from a system by a name or other identifying numbers or symbols assigned to such employee.

The Organization maintains personnel files on each employee. These files may contain the following information: application for employment; resume; copies of personal references; job evaluations; professional credentials or certification; copies of performance appraisals; disciplinary warning notices; letters of recommendation; criminal background reports and any notices, and writings, or reports related to the employee.

To ensure that personnel files are up-to-date at all times, it is the responsibility of each employee to promptly notify the School of any changes in name, telephone number, home address, marital status, change in legal name, addition or deletion of dependents, change in beneficiaries, change in Federal or State tax deductions, scholastic achievements, the individuals to notify in case of an emergency, or other Personal Information.

Personal Information shall be used and maintained in a manner consistent with state and federal laws and regulations. Personnel files are the property of the Organization, and access to the information they contain is restricted to those persons or authorized representatives with a legitimate reason to know the information. This is subject only to applicable requirements of public records law. The Chief Executive Officer and Chief Talent Officer are directly responsible for the Personal Information systems and may adopt further procedural rules consistent with this policy. No Personal Information may be accessed without first completing a written request to the Chief Executive Officer. Unauthorized access or disclosure to Personal Information may result in employee discipline, though employees shall not be subject to discipline for notifying appropriate parties of the known or suspected unauthorized disclosure of Personal Information by another employee. The Chief Executive Officer and/or Chief Talent Officer may grant blanket access to all or part of the Personal Information systems for employees whose jobs require such access. The Chief Talent Officer shall keep a log of authorized parties and specific access granted, and all Personal Information systems shall be password protected.

Employees who wish to review their own file should contact the Chief Talent Officer or his/her designee. With reasonable advance notice, employees may review their own personnel file by appointment.

Ohio Privacy Act.

226 CONFIDENTIALITY OF RECORDS

If the Breakthrough Public Schools receives information as confidential from a public agency the Organization will maintain the confidentiality of such information unless directed to do otherwise by a court of law, to the fullest extent permitted by law.

227 BOARD-STAFF COMMUNICATIONS

Staff members report directly to the Chief Executive Officer regarding administrative issues. The Chief Executive Officer or his/her designee reports to the Board on all issues, which affect the operation of the Organization, and on any other concerns regarding the Organization.

All communications from Breakthrough Public Schools' staff members to the Board should be submitted through the Chief Executive Officer or his/her designee unless otherwise specified in the Organization's policies.

SECTION 230: ETHICAL BEHAVIOR

231 ETHICAL BEHAVIOR

The Breakthrough Public Schools require exemplary moral and ethical standards of conduct by its employees. The Board also requires that all employees maintain high standards in interpersonal relationships with other employees, parents, visitors and with students of the supported schools. An employee who may qualify as a public official due to the nature of his/her position may not (1) authorize or use his/her position as a community school employee to secure authorization of a contract of the Board in which he/she or their family members or business associates have an interest (2) profit from a School contract he/she authorize unless it was awarded to the lowest and best bidder after a competitive bid, or, (3) have an interest in the profits or benefits of a School contract other than his/her own employment contract..

232 USE OF ALCOHOL AND DRUGS

Persons subject to the terms of this policy and the testing procedures are as follows:

- A. All employees of the Organization and its subsidiaries.
- B. All employees of temporary employee agencies or employee leasing services assigned to perform work for or on behalf of the Organization or its subsidiaries.
- C. All employees of contractors providing services at Organization locations or at other locations on behalf of the Organization.
- D. All applicants for employment with the Organization and its subsidiaries.

The policy of the Organization prohibits possession of, use of, or being under the influence of alcohol or illegal drugs or other controlled substances during working hours, on Organization property, at Organization programs, or Organization activities, in any facility maintained by the Organization, or in Organization supplied vehicles.

Employees of the Organization and its subsidiaries are its most valuable resource and for that reason, their health and safety is of paramount concern. The Organization will not tolerate any alcohol or drug use which imperils the health and well-being of its employees or threatens its business. The use of illegal drugs and abuse of other controlled substances, on or off duty, is inconsistent with the law-abiding behavior expected of all our employees. Employees who use illegal drugs or abuse other controlled substances, on or off duty, pose a risk to their own health and safety, as well as that of other employees. Such employees also tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in the Organization's business. Employees have the right to work in a drug-free environment. In addition, alcohol and drug abuse inflicts a toll on the nation's productive resources and the health and well-being of American workers. The Organization is, therefore, committed to maintaining a safe workplace, free from the influence of alcohol and drugs.

U.S. Const. Amend. IV, XIV; Oh. Const. Art. 1 §14; R.C. 2925.03; R.C. 4123.34.

232.1 USE OF OVER-THE-COUNTER MEDICINE AND AUTHORIZED USE OF PRESCRIPTION MEDICINE

Employees using over-the-counter medication or medication prescribed by a physician are expected to discuss potential side effects with a physician. An employee using any drug which may alter his or her physical or mental ability must report this treatment to the Chief Executive Officer or his/her designee, who will determine whether the Organization should temporarily change the employee's job assignment during the period of treatment.

232.2 PROHIBITIONS

The Organization's policy prohibits the following:

- A. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs, alcoholic beverages, and tobacco products on Organization premises or Organization business, in Organization -supplied vehicles, or during working hours.
- B. Unauthorized use or possession, or any manufacture, distribution, dispensation, or sale of a controlled substance on School premises or any facility maintained by the Organization, in Organization -supplied vehicles, or during working hours.
- C. Use, manufacture, distribution, dispensation, possession, storage, or any sale of alcohol or illegal drugs or controlled substances on Organization premises or Organization business, in Organization -supplied vehicles, or during working hours.
- D. Being under the influence of alcohol or a controlled substance or illegal drugs on Organization premises or Organization business or at any facility maintained by the Organization, in Organization -supplied vehicles, or during working hours.
- E. Use of alcohol off Organization premises that adversely affects the individual's work performance, his own or others' safety at work, or which the Organization regards as adversely affecting its reputation in the community or with its customers.
- F. Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off Organization premises.
- G. Switching or adulterating any urine, blood, or other sample submitted for testing.
- H. Refusing consent to testing or to submit urine, blood, or other sample for testing when requested by management.
- I. Refusing to submit to a search when requested by management in accordance with this policy.
- J. Failure to adhere to the requirements of any alcohol or drug treatment or counseling program in which the employee is enrolled.
- K. Arrest** or conviction under any criminal drug law.
- L. Arrest** or conviction under any law prohibiting driving under the influence of alcohol or other drugs.
- M. Failure to notify the Organization of any arrest or conviction under any criminal drug law or laws prohibiting driving under the influence of alcohol or other drug, within five (5) days of the arrest or conviction.

- N. Refusing to sign a statement agreeing to abide by the Organization's Alcohol and Drug Abuse Policy.
- O. Refusing consent or refusing to submit to pre-employment testing.

****** For certain types of arrests, or in certain circumstances, or for certain job descriptions, arrests have varying consequences, from merely monitoring, to reporting or limiting the care, custody or control of students, so arrests must be reported to the Employer.

R.C. 2925; R.C. 2925.03.

232.2 CONSEQUENCES FOR VIOLATION OF THIS POLICY

Violation of the Organization's Alcohol and Drug Abuse Policy may result in severe disciplinary action, including discharge, at the Organization's sole discretion.

In addition to any disciplinary action, the Organization may, in its sole discretion, refer the employee to a treatment and counseling program for alcohol or drug abuse. The Chief Executive Officer shall determine whether an employee it has referred for alcohol or drug treatment and counseling should be temporarily reassigned to another position.

The Organization will promptly terminate any employee who tests positive for alcohol or drugs while undergoing treatment and counseling for alcohol or drug abuse, regardless of whether such treatment and counseling is voluntary or required by the Organization.

The results of, or an employee's refusal to submit to, any chemical/drug/alcohol test described herein may, in addition to any disciplinary action imposed, disqualify an employee from receiving compensation and benefits under Ohio's workers' compensation laws.

232.3 TESTING

Whenever the Organization has reason to believe that an employee's work performance or on-the-job behavior may be affected in any way by alcohol or drugs, the Organization may require the employee to submit urine, blood, or other sample for testing.

The Organization will afford employees subject to testing the opportunity, prior to testing, to list all prescription and non-prescription drugs they have used in the last thirty (30) days and to explain the circumstances surrounding the use of such drugs.

Employees subject to testing must sign an approved form consenting to the testing and consenting to the release of the test results to the Organization. Refusal to sign the consent form will be considered refusal to be tested and will result in discharge and may result in denial of workers' compensation benefits.

The Organization, prior to taking any action, will give all applicants and employees who test positive the opportunity to explain in writing the test results.

232.4 TYPES OF TESTING

All employees are subject to the following types of testing:

A. Post-Accident Testing

Alcohol and drug testing is required of employees if impairment may have either contributed to an accident or cannot be completely discounted as a contributing factor to an accident. Because alcohol does not remain in the body for extended periods of time, testing will be done as soon as possible.

Reportable accidents that require testing include:

1. Death of any person.
2. Bodily harm to any person resulting in one or more of the following:
 - i. Loss of consciousness
 - ii. Necessity to carry person from the scene
 - iii. Necessity for medical treatment (beyond first-aid)
 - iv. Disability which prevents the discharge of normal duties or pursuit of normal activities beyond the day of the accident
3. Explosion or fire.
4. Serious damage to the property of the Organization or others.
5. Any event that is serious in the judgment of the Organization requires testing.

If any employee who is subject to post-accident testing is conscious, and refuses to be tested, that person will immediately be placed on suspension, pending further disciplinary action.

B. Other Testing

Alcohol and drug testing of employees will be conducted when there is reason to believe the employee is impaired from the use of alcohol or drugs. A decision to test will be based on specific physical, behavioral, or performance indicators of possible alcohol or drug use. For example, repeated errors on the job, regulatory or Organization rule violations, or unusual time and attendance patterns, could provide evidence to test an employee based on reasonable cause.

Any employee who is tested will immediately be placed on suspension pending test results.

The Organization may conduct pre-employment testing.

R.C. 4123.651.

232.5 MEDICAL EXAMINATIONS

Employees may be required to undergo medical examinations from time to time during their employment if, in the judgment of the Organization, such examinations are shown to be job-related and consistent with business necessity. An Organization-designated health care provider may perform examinations or the employee may be required to provide results of a medical examination from the employee's health care provider. The Organization will maintain employee medical records in a file separate from other personnel records, and access to such medical information will be restricted as required by law.

233 WEAPONS IN THE WORKPLACE

Objective: To create a safe working environment for our Employees and students of our customers by prohibiting the possession and/or use of weapons in the workplace. The Organization will not tolerate any weapon possession or use.

Scope: Persons subject to the terms of this policy are as follows:

- A. All employees of the Organization.
- B. All employees working in the Organization's supported schools.
- C. All employees of contractors providing services on behalf of the Organization.
- D. All applicants for employment with the Organization.
- E. All other persons, including visitors, vendors, subcontractors, students, etc.
- F. This policy applies to all persons, except law enforcement personnel or state or federal officers, agents, or employees who are authorized to carry deadly weapons or dangerous ordnance and are acting within the official duties of such position; ; security officers who are on duty and authorized to convey or possess deadly weapons or dangerous ordnance in(to) the school safety zone; any other person with written authorization from the Organization to convey or possess deadly weapons or dangerous ordnance.

The Organization's policy prohibits:

- A. Use or possession of weapons on Organization grounds, in an Organization vehicle, or at an Organization sponsored event.
- B. Use or possession of weapons while performing any task on the Organization's behalf.
- C. Refusing to submit to a search when requested by the Organization in accordance with this policy.
- D. Refusing to sign a statement agreeing to abide by the Organization's Weapons in the Workplace Policy.
- E. Failing or refusing to report a known violation of this policy.
- F. Failing or refusing to cooperate with any investigation relating to a possible violation of this policy.

Violation of the Organization's Weapons Policy may result in severe disciplinary action, including discharge, at the Organization's sole discretion. Using or possessing a weapon on Organization

grounds in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from Organization grounds and may result in criminal prosecution.

If you become aware of anyone violating this policy, take no action and immediately report it to your supervisor or to the Chief Executive Officer or his/her designee.

R.C. 2923.122; R.C. 2923.126.

234 SOCIAL NETWORKING WEBSITES

Social media tools offer the opportunity for users to gather in online communities of shared interest and to create, share, or consume content. Social media tools include social networking sites such as Facebook, video and photo sharing websites such as YouTube and Flickr, micro- blogging sites such as Twitter, weblogs, corporate blogs, personal blogs, conversation pages, discussion boards, message boards, news forums, wikis, virtual worlds, or any other websites that allow users to publish user generated content.

Once something is posted online, it can become viral and may never be completely eliminated—even if deleted. Public online forums and websites are accessed by many people, including our parents and students and may reflect upon the posting Staff Member and/or the organization. Staff Members are advised to exercise discretion and good judgment and act in a positive and ethical manner in using social media tools when they are officially responsible for representing the organization and when they are discussing the organization, aspects of their job or employment with the organization, Breakthrough-related issues or other issues impacting the organization, or any matters impacting the perception of the organization.

Staff Members are personally responsible for the content they publish via social media tools and should have no expectation of privacy in such forums. Staff Members should monitor the content of their “pages” and remove anything that violates the terms of this policy or any other organization policy immediately.

Staff Members may not represent themselves as spokespersons for the organization without express authorization. It should be clear that all information shared via social media tools solely expresses the thoughts of the writer/poster/etc. and has not been communicated on behalf of the organization. Staff members must abide by all copyright and intellectual property laws in the event that they elect to use the company logos.

Nonpublic proprietary information relating to the organization is property of Breakthrough Schools, and the unauthorized disclosure or distribution of such information is forbidden unless otherwise authorized by law.

Staff Members may not post images or photos of students and should use special caution before posting pictures of others.

Staff Members may not post or display comments about coworkers or supervisors that are vulgar, obscene, threatening, intimidating, harassing, or a violation of workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic. Staff Members may be held responsible for the use of ethnic slurs, personal insults, obscenity, or for engaging in any of the above conduct that would not be acceptable in the workplace itself. Fraternization between Staff Members and Students via the Internet, personal e-mail accounts, social networking websites and other modes of virtual technology is also prohibited.

Access to social networking websites during working hours or via school computers/devices is prohibited.

235 STAFF DATING POLICY

The organization prohibits relationships of a dating, intimate and/or sexual nature between teachers or staff and any Scholar. Additionally, the organization discourages consensual relationships between teachers/staff and the parents or guardians of Scholars in classes or programming that the teacher or staff member directly facilitates.

In the event that a relationship of a dating, intimate and/or sexual nature between consenting staff members should commence, it is the duty of the staff members to report the relationship to the Chief Talent Officer. If the Chief Talent Officer or Chief Executive Office is involved in the relationship, it is his or her obligation to report it to the Board of Directors or their appointed designee.

It is expected that any party involved in a workplace relationship maintains the same level of respect and professionalism that is required of all employees. Should the relationship end, either involved parties should notify the Chief Talent Officer or Board appointed designee. This policy is rooted in the recognition that staff relationships may be inherently unequal and contain an element of superiority or power. This policy further strives to provide an environment that is free from sexual harassment.

Definitions Related To Policy

- A. Consensual Relationship: Dating and/or sexual relationships willingly undertaken by the parties.
- B. Direct/Power Relationship: Staff relationships in which the teacher or staff member is in a position of actual or apparent authority in activities including without limitation, teaching, advising, mentoring, supervising, directing, evaluating, and/or conducting research with the other party.
- C. Staff: Any other person employed by the organization.

237 CONFLICT RESOLUTION

It is the policy of the organization that employees should have an opportunity to present work-related complaints. The school is committed to correcting any condition or situation that may cause

unfairness or misunderstandings. It is inevitable that problems and misunderstandings may occur in the normal course of the organization's day-to-day business. Therefore, the organization has provided an orderly manner for an employee to discuss a problem without prejudice or fear of retaliation. (Please note that complaints of discrimination/harassment should be addressed pursuant to the procedures set out at section 206).

INVESTIGATION PROCEDURES

FIRST STEP – Promptly bring the complaint to the attention of your immediate supervisor. The employee should file a formal written memo indicating that he/she wishes to file a complaint and explaining the nature of the complaint in sufficient detail. The memo should be given to your immediate supervisor. The supervisor will investigate the complaint, attempt to resolve it, and give a decision to the employee within five business days. The supervisor should prepare a written and dated summary of the conflict and proposed resolution for the employee's personnel file.

If the conflict involves the immediate supervisor or the employee is not satisfied with the resolution, the employee may proceed directly to the Second Step.

SECOND STEP – Appeal the decision within five days to the Chief Talent Officer. If the Chief Talent Officer is not the appropriate person, then the appeal should go to the Chief Executive Office. A disposition will be rendered in five working days. At this stage, the Chief Talent Officer (or Chief Executive Officer as outlined above) will investigate the issues in a manner deemed appropriate. A decision will be communicated in writing to all parties involved. If the written decision is deemed by the employee to be unacceptable, then the employee may make a written appeal to the Chair of the Board.

THIRD STEP – If the conflict has not been resolved to the employee's satisfaction in the Second Step within five working days, the employee may take the problem to the Chair of the Board in writing. To the extent possible, the Board Chair will take the necessary steps to promptly review and investigate the dispute and will then issue a final decision.

The organization is committed to treating each employee fairly. The organization's administrators will do all that is reasonably prudent to make the School a good place to work. If you have a problem or complaint concerning your employment or if you believe you are not being treated fairly, you are expected to take the appropriate steps, as set forth above, to see that the matter is resolved. Remember, even if you think your supervisor should be aware of, or sensitive to your problem, your problem may not be resolved unless and until you take the appropriate steps.

Not all complaints can be resolved to everyone's satisfaction. However, in each case, the reason for the decision will be clearly explained to the employee.

Confidentiality throughout this process is critical for all involved in order to ensure individual privacy and to provide the best possible opportunity to achieve a workable resolution for all parties concerned. This policy does not alter the employment-at-will relationship in any way when applicable to at-will employees.

SECTION 240: EMPLOYEE AND STUDENT CARE AND SAFETY

241 GENERAL POLICY

Staff may have proximity to students of supported Schools and may be confronted with situations which, if handled incorrectly, could result in liability to the Organization and personal liability to the Staff.

- A. Staff/Employees must follow School policies and procedures when at Schools
- B. Each Staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- C. Staff shall immediately report to the Chief Executive Officer or his/her designee or the Head of School any accident or safety hazard s/he detects.
- D. A staff member shall not send students on any personal errands.
- E. Staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.*
- F. A staff member shall not transport students in a private vehicle without the approval of the Chief Executive Officer or his/her designee.
- G. A student shall not be required to perform work or services that may be detrimental to his/her health.

*This provision should not be construed as precluding a professional or staff member from associating with students in private for legitimate or proper reasons.

242 REPORTING ACCIDENTS

All accidents on Organization property, on Organization transportation and at Organization-sponsored events must be reported to the Chief Executive Officer or his/her designee immediately. An accident report form must be completed as soon as possible following the accident and turned into to Chief Executive Officer or his/her designee. These reports will be compiled, summarized and submitted to the Board quarterly.

R.C. 4123.51 and R.C. 4123.511.

SECTION 250: STAFFING, ORGANIZATION AND TRAINING

251 GENERAL POLICY

On a regular basis the Chief Executive Officer or his/her designee will review the staffing, training and organization needs of the Breakthrough Public Schools for the purpose of recommending changes, if needed, to the Board.

252 STAFF DEVELOPMENT

Breakthrough Schools is committed to the ongoing professional development and training of its employees. Personal growth and career development add strength to the organization in terms of a broader employee skill base, knowledge, professionalism and commitment to the organization and its mission. It is the responsibility of both employee and supervisor to identify and initiate opportunities for employee development.

The Performance Improvement Process provides opportunity for the employee and supervisor to define the need for additional skill and/or knowledge development aimed at improving current performance, keeping functionally current on a topic or issue of particular interest to the organization, and/or providing development or additional responsibilities. Careful thought must be given by both employee and supervisor to identify and initiate opportunities for employee development.

Breakthrough-supported seminars, workshops, continuing certification and conferences must be approved in writing by the employee's immediate supervisor in advance of registration. Upon approval, Breakthrough agrees to provide the individual time away from the job to participate in the program and pay for registration and program fees. In cases where programs are outside the Cleveland metropolitan area, the organization will reimburse travel, lodging, meals and mileage in accordance with the travel expense and reimbursement policy.

Decisions regarding participation in external training, seminars, workshops, conferences, continuing education, etc., is at the sole discretion of the immediate supervisor and may be discontinued at any time, allowing the organization the latitude to adjust the training budget throughout the year as conditions change. Questions regarding professional development and staff training should be directed to supervisors.

253 PERFORMANCE EVALUATION OF STAFF

Every staff member will receive one formal performance evaluation during the year unless impossible or impracticable due to school closure.

The performance evaluation process is designed to provide the information employees need in order to maintain or improve their performance. The results of the performance evaluation will be used to assess continued employment and the level of compensation for the following year. All evaluation documents shall be dated and signed by the evaluator and the person being evaluated.

SECTION 260: EMPLOYEE MISCONDUCT, DISCIPLINE AND TERMINATION

261 EMPLOYEE DISCIPLINE

The Organization is committed to establishing and maintaining supervisory practices and procedures that support effective operations in the interest of the organization and its employees. Such procedures may include the administration of disciplinary action to assist employees in overcoming work-related problems, performance deficiencies, or behavior that violates the Organization's policies, practices, and procedures.

Although the Organization maintains a progressive disciplinary procedure, circumstances may warrant disciplinary action outside of the progressive procedure. For example, the progressive procedure may not be appropriate: (1) when the conduct at issue involves severe performance deficiencies, performance problems related to skill or ability, or certain types of inappropriate conduct; (2) when the initial steps of progressive discipline do not assist the employee in correcting the problem; (3) when the employee occupies a position requiring the exercise of effective management and leadership; or (4) when the employee's actions, or inactions, may seriously impair the Organization's ability to carry out its mission. If the Organization determines that these, or similar circumstances exist, the Organization may determine that the progressive disciplinary procedure is inappropriate. Moreover, under certain circumstances, a supervisor may determine that although the procedure should be utilized, certain steps in the procedure should be omitted or repeated.

262 DISCIPLINARY PROCEDURE

Step 1: Oral Discussions and Warning

The initial step of the progressive disciplinary procedure is for the supervisor to discuss the problem with the employee as soon as possible after the incident or awareness of the problem occurs. The supervisor should discuss the problem, suggest ways to improve or to correct the problem, and identify a time period for corrective action.

Step 2: Written Warning

The second step is for the supervisor to provide the employee with a written warning. The step is generally taken when the initial step does not correct the problem, although a supervisor may determine that a written warning is warranted as the initial step. When a written warning is given to an employee, the supervisor should meet with the employee, outline the problem, suggest ways to improve or correct the problem and identify a time period for corrective action. The specifics of this discussion should be documented in a letter or memorandum that is provided to the employee and forwarded to the Chief Executive Officer or his/her designee of the Organization for placement in the employee personnel file. A copy of the letter or memorandum should also be initialed by the employee. If the employee refuses to sign it, this should be documented by the supervisor.

Step 3: FINAL WARNING WITH OR WITHOUT SUSPENSION

As a third step in the process, the supervisor will provide the employee with final written warning. This step is generally taken when a previous written warning does not correct the problem, but a supervisor may skip Steps 1 and/or 2 at his or her discretion. The supervisor may also issue a suspension with a final written warning if he or she determines that the final written warning alone

does not adequately serve the best interests of the School. As an example, a supervisor may determine that suspension should be issued as a corrective measure to emphasize the seriousness of a problem. As another example, a supervisor may issue a suspension because discharge appears warranted but the supervisor needs time for an investigation to be conducted to determine if discharge is actually warranted.

Step 4: Discharge

If prior measures fail to correct a problem, the final step in the progressive discipline procedure is termination. If the supervisor is satisfied that discharge is appropriate, and the Chief Executive Officer or his/her designee concur, discharge should be initiated. The circumstances that led to the decision to discharge the employee should be documented by the supervisor.

263 INVOLUNTARY TERMINATION

Breakthrough Public Schools is an "At Will" employer and as such an employee may be terminated without cause. Whether an employee is "at will," or, serving under a contract that requires cause for termination, listed below are some reasons which may result in an employee being terminated. This list is not intended to contain all possible reasons for involuntary termination.

- Theft or Dishonesty;
- Intentional destruction or unauthorized use of property;
- Falsification of records;
- Unacceptable work performance, including irregular or tardy attendance;
- Unacceptable attendance record;
- Threatening, harassing, assaulting or abusing any student, employee or visitor;
- Fighting, physical violence and verbal abuse;
- Possession of firearms or explosives;
- Violation of the drug, alcohol and/or smoking policies;
- Intoxication or use of alcohol on Organization property;
- Use, sale or possession of unlawful drugs on Organization property
- Sleeping on duty;
- Neglect of duty and disruption of others;
- Insubordination or inefficiency;
- Abuse or inappropriate access of confidential information;
- Serious or negligent violation of safety or security regulations;
- Violation of any Organization Policy or applicable School Policy.

264 VOLUNTARY RESIGNATION

When an employee wishes to resign he/she must submit their resignation in writing at least two weeks' notice prior to the effective date.

All rights and privileges of employment with the Organization terminate upon the date of separation,

and employees are required to return all company property assigned to them.

265 WHISTLEBLOWER POLICY

The Ohio Revised Code prohibits employers from taking any disciplinary or retaliatory action against an employee for making a report of a violation of any state or federal statute which an employee believes is:

- A criminal offense that is likely to cause either an imminent risk of physical harm to persons or a hazard to public safety,
- Is a felony;
- An improper solicitation for a contribution.

In order to receive the protection afforded by the Revised Code, the employee must orally notify his or her supervisor of the violation and subsequently file a written report with the supervisor that provides sufficient detail to identify and describe the violation. If the employee is unable to report the violation to his or her supervisor, the oral and written reports must be made to the Board. Employees must make a reasonable and good faith effort to determine the accuracy of any information that is reported verbally or in writing.

If the employer does not correct the violation or make a reasonable and good faith effort to correct the violation within twenty-four hours after the oral notification or the receipt of the report, whichever is earlier, the employee may file a written report that provides sufficient detail to identify and describe the violation with the prosecuting authority of the county or municipal corporation where the violation occurred, with a peace officer, with the inspector general if the violation is within the inspector general's jurisdiction, or with any other appropriate public official or agency that has regulatory authority over the employer and the industry, trade, or business in which the employer is engaged.

The employer will not retaliate or take part in any form of reprisal against the employee bringing the complaint. Employees who believe they may have been subject to retaliation should report suspected retaliation to the Board President.

An employee may be subject to discipline if it is determined that the report of wrongdoing was knowingly fabricated by the employee or was, knowingly distorted, exaggerated or minimized to either injure someone else or, to protect the reporting party or others.

Complaints of harassment will be handled in accordance with the anti-harassment policy.

SECTION 270: COMPENSATION AND BENEFITS

271 GENERAL POLICY

The Organization strives to establish pay levels that are competitive with those of similar Organizations in our area. The Organization's goal is to attract excellent staff - our most valued assets. Adjustments may be made by the Board, taking into consideration past performance, experience, market availability, job responsibilities, etc.

272 SCHEDULING

The hours worked will be established and changed as necessary to meet the needs of the Organization and its supported schools. Generally, work hours of the organization are Monday through Friday, 8:30am to 5:00pm. This schedule may change from time to time as necessary.

273 COMPENSATION

All staff are paid on the fifteenth and the last day of the month by direct deposit. When paydays fall on a weekend or a recognized holiday, the date of direct deposit credit will be the immediately preceding business day.

On each payday, you will have access to an online statement showing your earnings and deductions. City, state, and federal taxes are withheld automatically, as are contributions to the benefit plans and deductions for other purposes that you have authorized.

274 DIRECT DEPOSIT

All employees are required to use direct deposit for payroll checks. Upon hire, all employees must provide a void or cancelled check with accurate banking information in addition to filling out the required direct deposit form.

275 RECORDING WORK TIME

All hourly employees are responsible for keeping accurate time records in accordance with Organizational procedure. As an hourly employee, you will receive instructions from your supervisor as to how to complete your timesheet. You are not to complete any other employee's timesheet nor are permitted to direct someone else to complete yours.

20 USC 211(c).

276 OVERTIME PAY

As defined by law, non-exempt employees receive overtime pay for hours worked beyond a 40 hour workweek. Overtime is defined as any hours in excess of 40 hours accumulated during the normal work week, which is Sunday through Saturday. Overtime hours are paid at time and one half. Working in excess of 40 hours in any one week must be approved in advance by your supervisor.

Under federal law, exempt employees-generally speaking, salaried executive, professional, and administrative employees, as defined by law, and outside sales persons, as defined by law, are exempt from the law requiring payment for overtime work. Exempt employees are responsible for working as many hours as necessary to get the job done and are not offered overtime pay. At hire, you will be notified of your exempt or non-exempt status.

29 U.S.C. 207(a)(1) – (2); R.C. 4111.03.

277 SALARY DEDUCTION POLICY

It is our policy to comply with the “salary basis” requirements of the Fair Labor Standards Act (“FLSA”). Therefore, we prohibit the School from making any improper deductions from the pay of exempt employees. We want employees to be aware of this policy and that the School does not allow deductions that violate the FLSA.

Deductions from pay are permissible from an exempt employee:

- A. to offset amounts employees receive as jury or witness fees, or for military pay
- B. for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.
- C. during the initial or terminal week of employment;
- D. for penalties imposed in good faith for infractions of safety rules of major significance
- E. for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made;
- F. for absences from work for one or more full days for personal reasons other than sickness or disability;
- G. for absences of one or more full days if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to sickness or disability.

If you believe that an improper deduction has been made from your salary, you should immediately report this information to the payroll team. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

29 C.F.R. § 531, et. seq.

SECTION 280: TIME OFF FROM YOUR JOB

281 PAID TIME OFF ("PTO")

PTO Eligibility: PTO is designated by two categories described below.

Full-Time. All full time (defined as employees who are hired to work 30 or more hours per week). Employees of Breakthrough Public Schools will be eligible to receive 20 PTO days for use during the year.

PTO may be used for any of the following:

- Sick Leave: Time which can be used for an employee's illness that would impact the ability of the employee to carry out his/her responsibilities or pose a health threat to school staff and students, or in the case of a dependent's or member of household's illness. When more than 2 sick days (consecutive or not) are used for one illness, the employee's supervisor may request a doctor's note.
- Personal Leave: Time which can be used for one-day planned events or personal/family emergencies, and not as vacation time during the school year. The use of this time must be requested and approved prior to the time being taken.
- Vacation Leave: Time which can be used to afford an employee the opportunity for rest, recreation, and personal activities. To take vacation time off, an employee must request approval from their supervisor two weeks in advance.
- PTO time may be used for observances of religious holidays.

PTO Accrual:

Each employee's allotment of PTO time is accrued on a prorated basis throughout each year and begins accruing upon commencement of employment. Time may be taken prior to accrual with supervisor approval. Employee's PTO accrual restarts at the beginning of each fiscal year.

If the employee resigns but has already utilized time off that exceeds the amount accrued at the time of resignation, the employer will deduct the daily rate of the excess time taken from the employee's final paycheck. The daily rate is calculated according to the pay policies.

PTO is accrued according to the following schedule:

Employed for X Months	Number of PTO Days Accrued	Number of PTO Hours Accrued
1	1.67	13.36
2	3.33	26.64
3	5.00	40.00

4	6.67	53.36
5	8.33	66.64
6	10.00	80
7	11.67	93.36
8	13.33	106.64
9	15.00	120.00
10	16.67	133.36
11	18.33	146.64
12	20.00	160.00

Requesting PTO:

PTO requests will be reviewed based on a number of factors, including staffing needs and scheduled events. A supervisor may deny a request for PTO usage due to such factors.

Barring extenuating circumstances or approved exceptions, employees of Breakthrough Public Schools will not be able to utilize PTO during the week before students arrive back to school and the first week students are in school.

Barring significant emergencies or extenuating circumstances, all employees of Breakthrough Public Schools needed for testing support will not be able to utilize PTO during testing.

For employees of Breakthrough Public Schools who have to be in the office/schools during holidays and breaks, as required by their manager, comp days will be utilized to “make up” the time.

PTO can be in two hour, four hour or full day increments.

Exceeding the Allotment of PTO:

Once PTO is exhausted, exempt employees will be deducted a full unpaid day for any further absences as allowed by law. The average daily rate is calculated according to the pay policies. There may be progressive disciplinary action for unpaid time due to PTO exhaustion for employees who are not on a leave of absence. Additional unpaid time off may be granted on a case-by-case basis depending on the circumstances and the discretion of supervisor.

PTO Banking:

At the close of each fiscal year, employees may choose to apply up to 10 of their unused PTO days to their respective PTO bank. Employees may do so up to a maximum of 40 days banked total.

Banked days may be used for extenuating circumstances. Extenuating circumstances include leaves of absence, illness of the employee or the employee's child that lasts longer than 3 days, extended bereavement, and major life events (e.g. wedding, etc.). Banked days may also be used for religious holidays.

PTO Payout:

Upon resignation and with sufficient notice, employees of Breakthrough Public Schools may be paid out for up to five (5) days of PTO at their standard daily rate. This does not apply to banked time.

PTO Donation:

At its discretion, Breakthrough Public Schools will allow employees to donate up to three (3) PTO days that one places in a leave-sharing pool. Upon approval, the HC Team may award up to ten PTO days per year to any eligible full-time employee of Breakthrough Public Schools.

Eligibility: An employee may be eligible to use PTO donations from the leave-sharing pool under the following circumstances:

- The employee has suffered a medical illness or emergency affecting the recipient employee or the recipient employee's spouse, domestic partner, child or parent that requires an absence from work, including intermittent absences related to the same condition that necessitates a prolonged absence from work.
- The employee's absence will otherwise result in a substantial loss of income because the employee has or will have exhausted all of his or her PTO.
- The employee complies with all application and documentation requirements set forth in this policy.
- The employee has not been and will not receive payments through disability insurance or workers' compensation as a result of this period of absence.

PTO Donation Process: Employees who wish to donate PTO days are required to fill out a PTO donation form and give it to the Human Capital Department. Each entity will have its own PTO donation pool that will be available to other employees in their school that are in need and meet the guidelines of this policy. At the conclusion of the school year, unused, donated days shall not be returned to the donor but surrendered. Each pool will reset at the beginning of the next school year.

Donated PTO Request Process: To request donated days, an employee must fill out a Request for Donated PTO Leave form. In addition, the employee must also provide medical documentation supporting why the request is needed. The employee may receive a maximum award of 10 days per school year. These days will only be granted if the employee has run out of their personal PTO and must be used while out on leave. The donated days cannot be saved for when they return to work.

Donated PTO Approval Process: Employees who request days must have their operations/financial manager verify that they have exhausted or will have exhausted all personal PTO time by the time the leave is needed. Once the operations/financial manager signs off on their portion of the request form, the employee's manager will need to sign off on the request as well. Once the

manager signs off on the request, the form should be sent to the Human Capital Department for review and approval. Once the Human Capital Department receives the form, they will review all documentation and then either approve or deny the request. Once the decision is made Human Capital will contact the employee, the operations/financial manager and supervisor for their school/entity.

282 PAID HOLIDAYS AND BREAKS

Definition: Holidays and breaks are defined as predetermined periods in which employees are not required to report to work.

Paid Days: All full time hourly or salaried employees (defined as employees hired to work 30 or more hours per week), shall be paid for breaks, holidays, and inclement weather days. If a full-time employee resigns before completing 45 work days, they will not be eligible for the paid holiday and break benefit. The employer will deduct the daily rate of any paid holidays and breaks from the employee's final paycheck.

Part-time salaried or hourly employees are not to be paid school breaks, holidays, and inclement weather days.

The following days are paid holidays and breaks for full time hourly and salaried employees—Please see the Pay Policies regarding how holidays and breaks are paid.

- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Winter Break – to match the schools' – including Christmas & New Year's Day
- Dr. Martin Luther King, Jr. Day
- Presidents Day
- Spring Break – to match the schools
- Memorial Day
- Juneteenth

283 BEREAVEMENT LEAVE

For employees who experience the death of an immediate family member, they may take up to three (3) days of bereavement per death. Immediate family members include: spouse, children, father, mother, sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, foster child, a child for whom the employee has been appointed legal guardian, or a person who has assumed a similar position in relation to the employee.

For employees who experience death of an extended family member, they may take up to two (2) days of bereavement per death. Extended family members include grandparents, grandchildren, aunts/uncles, cousins, or a person who has assumed a similar position in relation to the employee.

Employees may apply their available PTO and/or banked time to extend time away for bereavement.

Employees may be required to submit documentation of the bereavement. Acceptable documents include obituary, death certificate, memoriam card, etc.

284 MEDICAL LEAVE OF ABSENCE

When FLMA is not available, if an employee is unable to physically or mentally perform his or her job, they may request an unpaid medical leave of absence. This should be done in concert with the recommendation of a physician(s). While on medical leave, the employee shall not take other employment. Upon the granting of a medical leave under this section, Human Capital will provide the employee with information on how and when to make premium payments to continue health and welfare benefits during the leave.

285 CHILD CARE LEAVE

When FMLA is not available, requests for unpaid leave for pregnancy, child birth, adoption or other child care related circumstances without pay may be requested for up to eight (8) weeks. With the approval of the Chief Executive Officer or his/her designee, accumulated personal leave may be used in conjunction with childcare leave if the employee so requests. Upon the granting of leave under this section, Human Capital will provide the employee with information on how and when to make premium payments to continue health and welfare benefits during the leave.

29 U.S.C. 2601.

286 OTHER LEAVES

286.1 JURY DUTY LEAVE

Full time employees who are selected for jury duty will be excused for the duration of the leave and receive their normal pay for each day they serve, for up to two weeks. The employee may also keep their jury duty pay.

R.C. 2313.18.

285.2 MILITARY LEAVE

Breakthrough Public Schools observes all applicable laws concerning military leave and re-employment rights following military training and service.

38 U.S.C. 4301; R.C. 5923.05; R.C. Chapter 5906.

286.3 VOTING LEAVE

Employees who are unable to reach their polling locations outside of work hours shall be permitted to take a reasonable amount of unpaid leave to vote on election days. The Employee must provide reasonable notice to the Principal or his/her designee of the need for voting leave and may be required to provide evidence of voting upon return to work.

R.C. 3599.06.

286.4 WITNESS AND CRIME VICTIM LEAVE

Employees who have been the victim of a crime, or are a member of a crime victim's family, shall be permitted to participate in the preparation for criminal or delinquency proceedings, if attendance is requested by the prosecutor responsible for the proceedings, and shall be permitted to attend proceedings pursuant to a subpoena where attendance is reasonably necessary to protect the interests of the victim. Such leave will be unpaid. Employees must promptly provide a copy of any prosecutorial requests or subpoenas to the Principal or his/her designee prior to taking leave.

R.C. 2930.18.

286.5 FIRST RESPONDER LEAVE

Employees who serve as volunteer firefighters or volunteer emergency medical service technicians ("EMT") shall be permitted to be absent or late in order to respond to an emergency prior to the time scheduled to report to work. Such leave will be unpaid. In order to be guaranteed this leave, an employee must give at least thirty (30) days written notice signed by the chief of the volunteer fire department or the medical director of the emergency medical organization with which the employee serves, indicating that the employee is a volunteer firefighter or EMT. Employees must make every effort to provide reasonable notice that the employee may report late or be absent from work due to his/her dispatch to an emergency. Upon request, the Employee may be required to provide written documentation stating the cause of the employee's tardiness or absence signed by the relevant fire chief or medical director. It is the responsibility of the employee to notify the Principal or his/her designee of any changes to his/her role as a volunteer firefighter or EMT.

R.C. 4113.41.

287 FAMILY LEAVE (FMLA)

Eligibility

To qualify for leave under the Family Medical Leave Act ("FMLA"), an employee must meet each of the following criteria and have a qualifying reason for the leave:

- Be employed at a location that has at least fifty (50) of our employees within a 75-mile

radius.

- Have been employed by the organization at least twelve (12) months.
- Have worked at least 1,250 hours during the twelve-month period or fifty-two (52) weeks immediately before the date the leave begins.

Even though the organization may be a covered employer under FMLA, employees must meet all three of the above requirements to be eligible.

General Policy

We provide eligible employees with twelve (12) weeks of unpaid leave for any of the following family and medical reasons according to the FMLA:

- An employee's own serious health condition (defined below) makes the employee unable to perform the essential functions of the job.
- To care for an employee's spouse / domestic partner, child, or parent with a serious health condition.
- For incapacity due to pregnancy, prenatal medical care or childbirth.
- To care for an employee's newborn child, newly adopted child, or newly placed foster child as long as the leave is taken in the year following the child's birth or placement.
- To attend to a qualifying exigency relating to a spouse / domestic partner, child or parent on or called to active duty in the Armed Forces, including the National Guard or Reserves in support of a contingency operation. (A qualifying exigency under this policy generally may include an issue related to short notice deployment where notice is received within seven days of deployment; attending certain military events; arranging for alternative child care and for the child of the covered service member; making financial and legal arrangements to address the service member's absence; attending counseling for the employee, covered service member or service member's child; spending time with a service member who is on short-term rest and recuperation during a period of deployment; attending post deployment activities. Also included is any other qualifying exigency under the FMLA, where it applies.)

However, an eligible employee may take a total of twenty-six (26) weeks of unpaid leave during a single twelve (12) month period to care for the spouse /domestic partner, son, daughter, parent, or next of kin of a service member who is a current member or veteran (within five years) of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render him/her medically unfit to perform his/her duties. The leave may be taken to care for the covered service member while he or she is undergoing medical treatment, recuperation, or therapy or is in outpatient status or is on the temporary disability retired list.

Restrictions

If a husband and wife both work for the organization and each wishes to take FMLA leave for the birth or placement for adoption or foster care of a healthy child, or to care for an employee's parent (not parent "in law") with a serious health condition, the husband and wife may be limited to a combined 12 weeks of leave.

Requesting Leave, Paperwork, and Eligibility Determination

An employee must inform his/her supervisor/manager and Human Capital at least 30 days in

advance of the need to take FMLA leave when the need for the leave is foreseeable and complete the appropriate form(s) provided by Human Capital and return it/them to Human Capital by the required date. If it is not feasible to give 30 days' notice, an employee must provide notice as soon as practicable and complete the appropriate form(s) provided by Human Capital and return it/them to Human Capital by the required date.

Further, once an employee is on leave, the employee must comply with the organization's normal call-in procedures and attendance policy. Failure to give appropriate notice of the need for leave may result in denial of the leave, disciplinary action and/or termination of employment, to the extent permitted by law.

Human Capital will inform the employee whether he/she is eligible for leave under the FMLA and, if so, will advise the employee of any information required and of the employee's rights and responsibilities associated with the leave. Human Capital will also inform the employee of the reason if the employee is not eligible for leave.

An employee may be required to provide additional information to allow the organization sufficient information to determine whether the employee qualifies for FMLA leave. An employee must inform the organization if any requested leave is for a reason for which FMLA leave was previously taken or certified. An employee will be required to provide sufficient information informing the organization of the timing and duration of his/her leave. An employee may also be required to provide certification, periodic recertification supporting his/her need for leave, and potentially submit to second or third opinions.

Certification of Health Care Provider

An employee's treating health care provider must specify and certify the nature of the qualifying serious health condition, beginning/ending dates of incapacity, treatment, or care, etc. A Certification form must be fully completed, signed, and dated by the treating health care provider and submitted to Human Capital within 15 calendar days of the date requested, absent extenuating circumstances. If leave is requested to provide care for an eligible family member, both the employee and the family member's treating health care provider will need to complete the applicable sections of a Certification form. If an employee fails to provide the Certification form within 15 calendar days of the date requested, leave may be delayed or denied. It is an employee's responsibility to ensure timely completion and return of the Certification form.

The health care provider may be asked to authenticate the certification or Human Capital may ask for the employee's authorization to contact the health care provider to obtain clarifying information related to the Certification form if questions arise at the time of approval reviews and any subsequent determination(s) related to leaves. Human Capital may also request certification and other updates as appropriate and necessary.

Human Capital may also seek second or third opinions (at employer expense) from independent third-party medical experts. An employee (or the employee's family member) may be required to submit to an examination by one or more of such experts. An employee's cooperation with such examinations is required and failure to cooperate may cause the leave to be delayed or denied. An employee will be granted provisional leave while Human Capital waits for clarifications and/or the

results of a second or third opinion.

The employee will receive a designation of his/her FMLA leave status in writing, which will detail the type of leave being approved, along with the approved leave period, return-to-work date, and related requirements. The time off prior to approval will be counted as part of the leave if eligibility and qualification are established. The organization may retroactively designate time away from work that qualifies as job-protected FMLA and count the absences toward the 12-week entitlement. An employee will be notified in writing of this designation while absent or after returning to work. If an employee's leave is determined to be non-qualifying, he/she will be advised in writing.

Qualifying Exigency Leave Documentation

A request based upon a qualifying exigency must be supported by (1) a copy of the active duty order or other documentation issued by the military indicating that the covered military member is on active duty or called to active duty and (2) a completed Certification of Qualifying Exigency for Military Family Leave form.

Serious Health Condition Defined

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Overnight Care in a hospital, hospice, or residential medical care facility.
- Continuing treatment by a health care provider that prevents the employee from performing the functions of his/her job (or prevents the employee's family member from participating in daily activities, like work or school). The continuing treatment requirement generally is met by a period of incapacity of more than three consecutive full calendar days combined with:
 - At least two visits to a health care provider; or
 - A visit to a health care provider and a regimen of continuing treatment. The first visit to the health care provider must take place within 7 days of the first day of incapacity.
- Pregnancy or prenatal care.
- Chronic conditions, which are documented by a physician and requires all of the following:
 - 1) Requires periodic visits (meaning at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider;
 - 2) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - 3) May cause episodic rather than a continuing period of incapacity or permanent or long-term conditions.
- Permanent or long-term conditions.
- Conditions requiring multiple treatments, including any period of recovery, by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, for:
 - 1) Restorative surgery after an incident or other injury; or
 - 2) A condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

Absences attributable to incapacity for pregnancy prenatal care or chronic conditions qualify for FMLA leave even though the employee or the covered family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three consecutive, full calendar days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Note: Treatment does not include routine physical, eye, or dental examinations. A regimen of continuing treatment does not include the taking of over-the-counter medications such as aspirins, antihistamines, or salves; or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a treating health care provider.

Concurrent Use of Leave

When an employee requests FMLA, he/she is required to use his/her Personal Time Off in accordance with the organization's normal PTO policy unless he/she is receiving short-term disability or Workers' Compensation payments. After PTO is exhausted, unpaid leave will be granted until the end of the FMLA leave. Leave time compensated with PTO, short term disability and/or workers' compensation runs concurrent with (counts against) the employee's weeks of available FMLA leave.

Period of Leave of Absence

The organization measures the 12-month FMLA leave period as a rolling 12-month period counted backward from the date an employee uses leave under this policy. Each time an employee takes FMLA leave, the organization will compute the amount of leave taken under this policy and subtract it from the 12 weeks of available leave, specific to each rolling 12-month period. The remaining balance is the maximum the employee is entitled to take at that time under FMLA.

Additional Qualifying Events While on Leave

If an employee has a second qualifying leave while out on approved FMLA leave, he/she may request approval for a concurrent leave. The leave periods may partially or fully overlap. The employee will be required to complete the appropriate FMLA leave forms and provide a Certification form to establish qualification, the leave period and a return-to-work date, which may be different. If the leave is approved, the employee's return-to-work date is the latter of the two leave periods.

Benefits While on Leave

The organization will continue to pay its portion of the employee's group health insurance benefit premiums during the leave period at the same level and under the same conditions as if he/she were actively at work.

If the employee receives a paycheck during the period of leave, the employee will have his/her benefit premiums deducted as usual. If the employee does not receive a paycheck while on FMLA leave, he/she is responsible for paying the employee share of the benefit premiums when returning from leave. If an employee does not return to work after FMLA leave, he/she may be required to reimburse the School for any benefit premiums paid on his/her behalf.

Use of FMLA will not cause an employee to lose any employment benefit that accrued prior to the start of the employee's leave.

Manner in Which FMLA may be taken

FMLA may be taken in a single block of consecutive weeks, or, when medically necessary, leave for some conditions (including qualified exigencies) may be taken intermittently or on a reduced leave schedule.

"Intermittent Leave" is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time.

"Reduced Leave" is a leave that reduces an employee's usual number of working hours per workweek or per workday. In all cases, the total leave time may not exceed a total of 12 weeks in a rolling 12-month period.

An employee is required to schedule leave for planned appointments outside of work hours so as to not disrupt the organization's operations or to consult with his/her supervisor prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the employee and the organization without unduly disrupting the organization's operations.

Requests for intermittent leave are handled the same as any other FMLA leave (See, "Requesting a Leave"). Once FMLA status has been established, further requests for intermittent leave require the employee to:

- Notify his/her supervisor/manager and Human Capital of the need to use intermittent leave as soon as possible.
- Follow the organization's absence and call off requirements.
- Provide appropriate documentation for each time he/she uses intermittent leave

Employees are not eligible for intermittent leave or reduced work schedules to care for a newly born or placed child. The organization may temporarily transfer an employee taking intermittent or reduced leave for planned medical treatment to an available alternative position with no loss of pay or benefits in order to better accommodate the intermittent or reduced leave schedule.

Return to Work

As soon as you know your return-to-work date, the employee must notify his/her supervisor and Human Capital. If the return to work date changes, the employee must notify the organization immediately – no later than two days after learning of the change.

An employee may be required to provide a fitness for duty certificate from the health care provider indicating the employee's capacity to return to work and to perform the work required. The employee must be able to perform the essential functions of his/her job upon return. Requests for different (light) duties because of work restrictions cannot generally be accommodated. When an employee returns from FMLA leave, he/she will be reinstated to his/her former position or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Exceptions may apply if business circumstances have changed and for certain highly compensated “key” positions under conditions defined within FMLA legislation.

If the employee’s leave extends beyond the leave time, her/his employment may be terminated unless she/he is eligible for leave under some other leave of absence provided by the organization or otherwise required by applicable law. In that case, return from leave may not allow for the employee to be returned to the employee’s former position or an equivalent position with equivalent benefits, pay, and terms and conditions of employment.

If an employee fails to provide a required fitness for duty certificate from his/her treating physician, does not complete the organization’s return-to-work requirements and/or fails to return to work in a timely manner, the employee may not be reinstated to his/her job and may have his/her employment terminated.

No employee may engage in other employment (including self-employment) while on FMLA leave (or on a leave of absence of any kind). A leave must be used only for the purpose requested. If an employee uses a leave of absence for any other purpose, including for travel/vacation, the employee will be treated as if he/she voluntarily resigned from his/her position.

288 SERIOUS AND COMMUNICABLE DISEASES POLICY

It is the policy of the Organization that employees with infectious, long-term, life-threatening, or other serious diseases or illnesses may work as long as they are able to perform the duties of their job without undue risk to their own health or that of pupils, other employees, or members of the public.

An employee who is diagnosed as having an infectious, long-term, life-threatening, or other serious disease or illness is encouraged to notify the Chief Executive Officer or his/her designee of the condition as soon as possible and should provide the Chief Executive Officer or his/her designee with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. The Organization may require a doctor’s certification of an employee’s ability to perform job duties. In addition, the Organization may request that an employee undergo a medical examination by a physician or other health care provider determined by the Organization.

An employee may be subject to an isolation requirement if he or she is infected with one of the diseases or conditions specified by the Ohio Health Department. Employees diagnosed with one of the following diseases must immediately report the diagnosis to the Chief Executive Officer or his/her designee: Amebiasis, Campylobacteriosis, Chickenpox, Cholera, Conjunctivitis, COVID-19, Cryptosporidiosis, Cyclosporiasis, Diarrhea (infectious or of unknown cause), Diphtheria, Escherichia coli (E. coli) O157:H7 or hemolytic uremic syndrome (HUS), Giardiasis, Hepatitis A, Measles, Meningitis (aseptic, and viral meningoencephalitis, but not including arthropod-borne disease), Meningococcal disease, Mumps, Pediculosis, Pertussis (whooping cough), Plague, Rubella, Salmonellosis, Scabies, Shigellosis, Smallpox, Streptococcal infection, Tuberculosis (TB), Typhoid fever, Typhus, Viral hemorrhagic fever (VHF), Yellow fever, Yersiniosis. This list is not exhaustive and

may be modified in accordance with State and Federal law.

The Organization will attempt to maintain the confidentiality of the diagnosis and medical records of employees with serious diseases and illnesses, unless otherwise required by law. Information relating to an employee's serious disease or illness will be treated as confidential and ordinarily will not be disclosed to other employees.

The Organization will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials. Universal precautions, work practice controls, and personal protective equipment will be used where appropriate to limit the spread of diseases in the workplace.

Compliance with the Infectious Diseases Policy of this School is mandatory and failure to abide by the policy may subject the employee to discipline, up to and including discharge.

Employees concerned about being infected with a serious disease or illness by a pupil, coworker, or other person should convey this concern to the Chief Executive Officer or his/her designee. Employees who refuse to work with or perform services for a person known or suspected to have a serious disease or illness, without first discussing their concern with the Chief Executive Officer or his/her designee will be subject to discipline. In addition, where there is little or no evidence of risk of infection to the concerned employee as determined by the Chief Executive Officer or his/her designee, the employee's continued refusal to work may be found unreasonable and could result in discipline, up to and including termination.

The Organization has discretion to subject an employee to an examination by a physician or other health provider determined by the Organization in order to protect the health of all pupils and employees. The Organization may place an employee on a communicable disease involuntary leave of absence when the employee has contracted a communicable disease that puts others in imminent danger of death or serious injury in the workplace or if an examination finds that he or she has contracted a communicable disease.

The Organization may require any employee who was put on a communicable disease involuntary leave of absence to obtain and present certification from a physician or other health care provider as determined by the Organization that the employee is able to resume work without risking the health of others.

These provisions do not limit an eligible employee's ability to utilize accrued paid time off or unpaid leave time under the Family and Medical Leave Act, if applicable, during a communicable disease involuntary leave of absence.

R.C. 124.386.

289 GENETIC INFORMATION

In the course of your employment, there may be situations in which you are required to provide

medical information to the Company (FMLA, leave of absence, workers' compensation, etc.) The Genetic Information Nondiscrimination Act of 2008 (GINA) restricts employers from requesting or requiring genetic information, except in limited circumstances. Accordingly, employees should not provide any genetic information when responding to requests for medical information.

'Genetic information' includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

42 USC § 2000ff et. seq.

SECTION 290: MISCELLANEOUS POLICIES

291 INSURANCE

291.1 HEALTH INSURANCE AND ANNUITIES

The Board provides health benefits including medical, dental, vision, short-term disability, life insurance & accidental death and dismemberment (AD & D) coverage, to all full-time Employees working at least 30 hours per week. Part-time employees are generally not provided employer sponsored benefits. Eligibility for coverage commences on the first day of the month following employment. For certain benefits such as medical or dental, employee costs may be partially or fully subsidized by the Organization. Employee contributions shall be made through payroll deductions. The Employee will pay the full premiums for such time as they are on an approved leave unless otherwise directed. An employee who resigns will have Board paid health insurance only through the end of the month in which their resignation is effective.

Employees may request information, applications, and forms for health insurance from BCS Human Capital. To ensure continuous medical care and other benefits, it is the responsibility of the employee to inform BCS Human Capital of any changes such as marriage, birth of a child, etc., within 30 days of the change or coverage will not be effective until the next enrollment year. Benefits are effective the first day of the month following employment provided that all applications are completed.

291.2 WORKERS' COMPENSATION INSURANCE

As required by law, all employees are covered by Workers' Compensation Insurance, which may provide benefits for injuries or illness that occur as a result of employment at Breakthrough Public Schools. Any injury, regardless of its apparent seriousness must be reported immediately to your supervisor and to the Human Resources department. Failure to immediately report an on the job injury will result in discipline up to and including discharge.

R.C. 4123.01; R.C. 4123.83.

291.3 STRS/SERS

Some Staff may be covered by the State Teachers Retirement System or the State Public Employee Retirement System. Some staff or contractors may not be eligible for such benefits. Determinations will be made based on law, facts and circumstances, in conjunction with applicable professional advisors and governmental agencies.

291.4 UNEMPLOYMENT COMPENSATION

By law, most workers are insured for unemployment compensation, which provides income payment under certain conditions for a period of weeks if you lose your job under certain conditions.

R.C. 4141.01.

291.5 HEALTH CARE CONTINUATION POLICY (COBRA)

The organization's health plan is subject to the federal law known as the Consolidated Omnibus Budget Reconciliation Act (COBRA). Under COBRA, the organization must permit qualified beneficiaries to elect to continue their same group health coverage when certain qualifying events occur that cause the loss of group health coverage. The length of COBRA continuation coverage depends on what qualifying events occur. Qualified beneficiaries are required to pay for their own elected COBRA continuation coverage.

Definitions: Terms used in this policy have the following meanings: Qualified beneficiaries are employees, their current and former spouses, and dependents who are enrolled in the organization's group health care plan on the day before qualifying events occur.

COBRA Qualifying Events and Length of COBRA Continuation Coverage

Qualified beneficiaries losing group health coverage because of employee voluntary employment termination, involuntary employment termination (except for termination for gross misconduct), or reduction in working hours to fewer than 30 hours per week can elect up to 18 months of COBRA continuation coverage. If qualified beneficiaries become disabled during the first 60 days after electing COBRA continuation coverage, disabled qualified beneficiaries and their nondisabled family members can elect up to an additional 11 months of COBRA continuation coverage for a total of 29 months. If certain other qualifying events occur after qualified beneficiaries elect 18 months of COBRA continuation coverage, they can elect to extend COBRA continuation coverage up to a total of 36 months.

Employees' current and former spouses and dependents that lose group health plan coverage because of employee death, divorce or legal separation, loss of dependent status or employee enrollment in Medicare can elect up to 36 months of COBRA continuation coverage.

COBRA Premiums

Qualified beneficiaries who elect COBRA continuation coverage must pay the full cost of the premium applicable for group health care for similarly situated active employees, plus 2 percent for administrative expenses. If a qualified beneficiary elects the 11 months of disability extension coverage, they must pay 150 percent of the organization's applicable group premium.

Assistance eligible individuals can receive COBRA premium assistance until the earliest of the date:

- They are eligible for coverage under another group health plan;
- They are eligible for Medicare;

- 15 months after the first day of the month they receive COBRA premium assistance;
- Of maximum COBRA continuation coverage periods; or
- Following the end of required COBRA continuation coverage if coverage is elected.

COBRA Termination

The organization terminates COBRA continuation coverage when qualified beneficiaries reach the end of maximum COBRA continuation coverage periods, fail to pay required premiums on time, obtain coverage under other group health plans, or enroll in Medicare, whichever first occurs.

This policy is only a brief summary of the COBRA provisions of the organization's health plan and does not fully explain all requirements. Employees should read the notice they received when they first enrolled in the Breakthrough Public Schools health plan or the Summary Plan Description for a full explanation. Copies of the notice and Summary Plan Description can be obtained from the Breakthrough Public Schools Chief Talent Officer. In addition, upon termination of coverage because of a qualifying event, beneficiaries will be provided with detailed information concerning their rights to elect COBRA continuation coverage, applicable premiums and election forms from our third-party COBRA administrator, Benefit Advantage.

292 STAFF DRESS AND GROOMING

Employees are expected to set an example regarding dress and grooming. Employees shall dress and conduct themselves in a manner which reflects the discipline, respect and dignity associated with the image of the supported Schools and the Organization.

293 AMERICANS WITH DISABILITY ACT (ADA) POLICY & REASONABLE ACCOMMODATION

In all hiring and employment practices, the Organization makes every effort to ensure that it does not discriminate against employees and applicants with disabilities who are qualified for job positions, and that it provides reasonable accommodations to employees and applicants with disabilities as required by law and where the accommodations do not create undue hardship for the Organization.

The School Organization prohibits discrimination with respect to hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment against employees or applicants with disabilities who are qualified for job positions.

294 SOLICITATION

The organization does not permit solicitations or distributions of personal or non-school related business matters during working time and in work areas. Prohibited solicitations include, without limitation, collections from other employees during working time; catalog, raffle, ticket, or other sales during working time; charitable or union solicitations during working time; and distribution of

non-school related or non-curriculum related literature of any kind during working time. Each employee should strictly observe the following basic, common sense policies:

- A. Do not solicit or distribute any material of any type to any other employee for any purpose at any time during your working time or that employee's working time in work areas. (Working time includes any time that an employee is scheduled to be working. It does not include lunch periods or other similar specified periods during the workday when an employee is not scheduled to be working.)
- B. Do not distribute any written or printed materials in any working area at any time.
- C. Do not remove from the premises, any notices, signs, or printed material. The Organization maintains an employee bulletin board in the Staff Lounge exclusively for personal announcements, pictures, and want/sale ads and other staff postings. Staff may not post elsewhere in the school.

No one is to invite or encourage any non-employee to violate this rule.

295 CONFIDENTIALITY

It is the responsibility of all employees of the organization to safeguard sensitive information to the extent such safeguard is not inconsistent with the public records law. All requests for records must be forwarded to and handled by the Chief Talent Officer. The nature of our business and the professional reputation of the organization are dependent upon protecting and maintaining proprietary information. Continued employment with the organization is contingent upon compliance with this policy. Sensitive information is defined as, but not limited to, strategies, policies or confidential information relating to Scholars and their families, staff, Board, programs, projects, research, donors, funders, or vendor information, information from other organizations which is not to be disseminated and fiscal, salary or other personal information. Unless otherwise identified by organization leaders, all employees shall assume that such information is confidential.

The organization adheres to a "one voice" policy. No employee may make any comments or statement to the media as an agent or representative of the school without prior approval from the Chief Executive Office. All such contacts with the media on behalf of the organization, including but not limited to verbal, electronic, or written, are to be cleared with approval from the Chief Executive Officer.

296 PERSONAL PROPERTY

It is the policy of the organization to ask employees to refrain from bringing unnecessary or inappropriate personal property to work. Firearms, knives, explosives, etc., are banned from the school.

The organization recognizes that employees may need to bring certain personal items to work. However, personal property that is not related to the employee's job performance may disrupt work or pose a safety risk to other employees.

Employees are fully responsible personally for any personal items brought to work and are expected to exercise reasonable care to safeguard personal items brought to work. The School is not responsible for the loss, damage, or theft of personal belongings. Employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

297 FUND RAISING ACTIVITIES AND PROJECTS

All fundraising activities conducted at or on behalf of Breakthrough Public Schools must be approved in advance of the proposed activity by the Chief Executive Officer or his/her designee. Copies of the forms and rules and regulations are available from the Treasurer. There is a potential personal liability associated with maintaining proper and accurate records, safeguarding and depositing funds and assuming responsibility for conducting and overseeing a fundraising project. Staff members are advised to carefully follow all rules, regulations and policies governing fund raising activities.

298 PURCHASING POLICIES

298.1 STAFF REIMBURSABLES

Travel for work purposes must be preapproved by authorized signer using a Travel Request Form.

- A. Mileage – Pre-approved mileage will be reimbursed at IRS rate at time of travel.
- B. Out-of-town travel - Travel outside of the state of Ohio must be approved by Board prior to making travel arrangements and actual travel.
- C. Air Travel - Travelers are expected to book the lowest-priced economy class rates available. It is the responsibility of the traveler to obtain the most economical airfare available consistent with the purpose of the trip. Whenever possible, travelers should take advantage of discounts and purchase airline tickets 30 days in advance. The organization will not reimburse upgrades to Business and First Class seating. In addition, the organization will not pay for larger/more room seat fees or early bird check-in fees. Air carrier selection cannot be biased by the traveler's frequent flyer affiliation. The lowest cost air travel should take precedence. The organization will not reimburse travelers for tickets purchased with frequent flyer miles. The organization will not reimburse individuals for change or cancellation penalties imposed by the airlines.
- D. Travel days - If an employee chooses to arrive early or stay at a location after a conference has ended for personal reasons, the employee will not be reimbursed for hotel or meals for the time not spent on organization business. An employee is allowed to depart the day before the conference if the conference starts early in the morning and stay one day after the conference ends if the conference ends late in the day.
- E. Per Diem - Employees traveling on business are eligible for reimbursement for their reasonable personal meal expenses. Employees must submit detailed receipts for their actual meal expenses. Actual meal expenses will be reimbursed only up to the maximum

amount of the Per Diem Rate defined by US General Services Agency (GSA) - <http://www.gsa.gov/portal/category/21287>

- F. Lodging - The organization will pay actual room costs for each day that lodging away from home is required for business purposes. Travelers are entitled to accommodations that are suitably located and meet reasonable standards for safety, cleanliness, and comfort. Travelers should choose good quality, but reasonable priced hotels or motels whenever practical. However, when attending a conference, travelers may stay at the conference hotel even if it is not the most economical option available. If there is a choice of hosting hotels, travelers are expected to stay at the least expensive one.

298.2 STAFF GIFTS

All applicable state laws, Ohio Department of Education standards, ethical and conflicts rules shall be followed when purchasing or soliciting for purchasing. No director, officer, employee, staff or agent of the Organization shall: solicit or participate in the negotiations of a contract in which he or she has any direct or indirect pecuniary or beneficial interests or accept any gift or favor as a result of purchases or potential purchases of equipment, supplies or service,. Employees cannot accept anything of value, including travel, meals, and lodging, from an improper source. [OEC 2001-03] Employees cannot accept gifts from any party that is doing or seeking to do business with, regulated by, or interested in matters before the public agency. Employees may not receive any personal benefit for a school expense including benefits linked to personal credit cards (miles, points, cash back, etc.).

299 USE AND RETURN OF PROPERTY

Each employee is responsible for the School's electronic equipment or other property, supplies, and vehicles in his or her possession or otherwise assigned to the employee. It is the responsibility of employees to understand and care for all equipment used. Report any defective, damaged, or missing equipment to your supervisor immediately. At no time should an employee operate or use damaged or defective equipment or attempt to repair any equipment without the supervisor's approval. Observe all established safety rules and use all required safety equipment or protective wear when operating the School's equipment. At no time should the School's equipment be used for personal use. Employees will be responsible for incidents which result in damage to the School's electronic equipment or other property, supplies, and vehicles, or to the electronic equipment or other property, supplies, and vehicles of another through the employee's own negligence or misconduct, as determined by the School. Employees will be required to either re-pay the obligation or to sign a written authorization for deduction from pay for the cost of the obligation until the obligation is satisfied. Immediately upon request or upon termination of an employee's relationship with the School, all property (including but not limited to texts, manuals, key(s), equipment, access cards, credit cards, security badges, name tag, cell phones, hand held computers, etc.) and documents and records (including all copies and electronic files) shall be left with or returned to the School. The School will also take all action deemed appropriate to recover or protect its property. Inventory will be taken at the beginning and close of the school year. Any items not accounted for or missing at the end of the

year will need to be purchased by the responsible party, either in the form of a repayment or a deduction from the employees pay.

EMPLOYEE ACKNOWLEDGMENT FORM

I understand that this handbook does not imply or constitute a contract or employment agreement between myself and Breakthrough Public Schools.

_____(initial) I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

_____(initial) I understand that unless my written letter of agreement states otherwise, that my employment at Breakthrough is "at will," meaning that I am free to leave the organization at any time, with or without reason, and that the organization has the same right to end its employment relationship with me. No one at the organization has authority to make a contrary agreement with me except the Chief Executive Officer or his/her designee.

_____(initial) I understand that this handbook contains general statements about current organizational policy, and that the organization retains the right to revise or modify the terms, information, policies, and benefits at its sole discretion and at any time.

_____(initial) I understand that if I have knowledge, either direct or indirect, of harassment or discrimination in any form, I am obliged to report the circumstances immediately to the Chief Talent Officer or his/her designee, or, to another supervisor if necessary.

_____(initial) I have read and acknowledge the Use of Alcohol and Drugs Policy and agree to adhere to it.

_____(initial) I have read the Internet Acceptable Use Policy and I agree to abide by it.

_____(initial) I understand Breakthrough Public School's requirements and expectations regarding attendance and hours of work. I also realize that, when necessary, I may be assigned evening and/or weekend hours as part of my workschedule.

_____(initial) I understand that I should consult with the Chief Talent Officer regarding any questions I may have about Breakthrough Public School's policies and practices.

Employee Signature _____

Employee Name Printed _____ Date _____

Witness Signature _____

Witness Name Printed _____ Date _____

APPENDIX A: Calculation of Pay Guidelines

PAY INFORMATION SUMMARY

All staff (salaried, hourly, full time, part time, etc.) are paid on a semi-monthly basis. Pay dates for all staff are on the 15th and last day of the month. All staff are also paid a pay period (approximately two weeks) in arrears. This means that, if the employee's start date is on or between the 1st and the 15th of the month, the employee's 1st pay will be issued on the last day of that month. If the employee's start date is on or between the 16th and the last day of the month, the employee's first pay will be issued on the 15th of the following month.

BENEFIT COVERAGE AND DEDUCTIONS

All voluntary, employee-paid benefit coverage will begin on the first day of the month following employment. The employee's portion of benefit premiums will be deducted from the first paycheck of the month in which their coverage begins. All voluntary, employee-paid benefits will end on the last day of the month of employment for staff. Other information regarding benefits, including information about eligibility, coverage, etc., will be available in separate plan-specific documents and summary plan descriptions. To the extent the contents of the plan-specific documents differ from the contents in any other policies or communications, the plan-specific documents control.

PAY CALCULATION DETAILS

Salaries are earned based on the number of paid days within the calendar each year. That includes the number of "Work Days", plus holidays, and breaks, excluding summer for 10 month employees. A "Work Day" is defined as a day in which staff are expected to report to work, as defined in the Letter of Agreement, each school year term. Together, Work Days, holidays, and breaks (excluding summer for 10 month employees) are defined as "Days Paid".

Annualized salaries will be paid over 24 semi-monthly pay periods. Pay is calculated in this way as a primary means to provide continuity for pay and benefits over the summer months.

For example, consider a teacher whose annualized salary is \$40,000, and they were hired at the start of the school year. Consider also, for example, that there are 220 Days Paid, including Work Days, paid holidays, and breaks during the full school year term. In this case, the \$40,000 annual salary is earned for those 220 Days Paid during the school year term. The annualized salary of \$40,000 would be paid over 24 semi-monthly pay periods, or $\$40,000 / 24 = \$1,666.67$ per pay period.

Late Hires: Salaried Employees

Staff that begin employment on any date after the first required Work Day of the school year will be compensated based on a proration of their annualized salary. The proration is calculated based on the number of Days Paid, as defined above, between the first day of work and the last paid day. To determine the proportion of annualized salary to be paid, the number of Days Paid that the employee is employed will be divided by the total number of Days Paid in the calendar year. This percentage will be applied to the annualized salary.

For example, if a new employee is hired late and will only be employed for 181 of the 220 Days Paid of the school year, the employee will earn $181 / 220 = 82\%$, of their annualized salary offered.

If the annualized offer was \$40,000, the employee would earn $82\% \times \$40,000$, or \$32,909.09 for their work within that school year.

The calculation of the late hire employee's semi-monthly paychecks will be as follows: If the employee begins employment in the middle of a pay period, they will be paid the Daily Rate for the days worked in that pay period. Then the remainder of the prorated salary will be divided equally by the number of pay periods remaining in the fiscal year.

To continue the example above:

If the employee began in the middle of an 11 day pay period, with 3 days worked in that pay period, the employee's first paycheck would be the Daily Rate for those 3 days. This is calculated by taking the annualized per period rate divided by the number of days within the specific pay period multiplied by the number of paid days within that period.

$\$1,666.67 / 11 \text{ days} = \$151.52/\text{day}$. $\$151.52/\text{day} \times 3 \text{ days} = \454.55 for their first paycheck

The remaining amount, \$32,454.54 ($\$32,909.09 - \454.55), will be divided over the remaining 20 pay periods to determine the prorated per period rate.

$\$32,454.54 / 20 \text{ pays} = \$1,622.73$

Unpaid Time for Employees

Staff that require an unpaid leave of absence, including FMLA, will not receive compensation during the unpaid leave period unless one of the following exceptions applies: if they report to work; if they use accrued sick, personal, vacation and/or banked days; or if the day is a covered holiday or school break, (with the exception of summer for 10 month employees), that occur during the leave of absence.

Each unpaid day will result in the deduction of the Daily Rate from the employee's paycheck. The Daily Rate is calculated by taking the annualized per period rate, divided by the number of days within the specific pay period.

For example:

An employee's annualized salary is \$40,000

They will be taking 25 unpaid days during their leave.

The first 4 unpaid days fall in a pay period that has 11 days.

To determine their take home amount for this pay you will take their annualized per period rate, divided by the number of days in the pay period, multiplied by their unpaid days and then subtract this number from the annualized per period rate.

$\$1,666.67 / 11 = \151.52 .

$\$151.52 \times 4 \text{ unpaid days} = \606.08

$\$1,666.67 - \$606.08 = \$1,060.59$

The next 21 unpaid day's fall over 2 pay periods that have 21 total days.

The employee would not get a pay check for those 2 pays.

In order to best ensure continuity of pay and benefits over the summer months, once an employee returns from a leave of absence, the remaining paychecks will be prorated for the school year term. To determine the prorated semi-monthly paycheck amount, the remainder of the employee's annual salary that has not been paid will be divided by the number of paychecks remaining in the fiscal year.

For example:

An employee's annualized salary is \$40,000
The school year calendar includes 220 Paid Days
Unpaid days during leave: 25 days
11 pay periods remaining in the year upon returning

Calculation of check upon returning from leave, via adjusted annual compensation:

Total days paid = $220 - 25 = 195$

Adjusted annualized salary: $195 / 220 = 88.6\%$

$\$40,000 \times 88.6\% = \$35,454.54$

Amount paid prior to leave and through leave, already for the year: \$17,727.29

$\$35,454.54 - \$17,727.29 =$ Remaining amount to be paid: \$17,727.25

If 11 pay periods remaining in the year, amount per paycheck upon return = $\$17,727.25 / 11$
= \$1,611.57

Resignation/Termination: "10 month" Salaried Employees – Upon Completion of the School Year Term

If an employee's effective resignation or termination date is after the last required Work Day of the school year, they will continue to be paid their full annual salary or 24 equal pays for the year and benefits will be paid through the end of contract period.

Termination/Resignation: "10 month" Salaried Employees – During the School Year Term

If an employee's effective resignation or termination date is before the last Work Day of the school year term, their last pay will be calculated by determining the prorated annualized salary and paying the respective remaining amount.

For example:

Annual Salary \$40,000.

Per pay period amount: $\$40,000 / 24$ pay periods = \$1,666.67

The school year calendar includes 220 Days Paid

Resignation/Termination results in 100 of the 220 Days Paid employed and thus paid. 100 days employed / 220 Days Paid = 45.45%

Earned salary is $45.45\% \times \$40,000 = \$18,180$

If 10 pay periods have already been paid at the $1/24^{\text{th}}$ rate: $\$1,666.67$ per pay period $\times 10$ pay periods = \$16,666.67 paid to date

The difference will be paid out in the final paycheck, $\$18,180.00$ earned - $\$16,666.67$ paid out to date = \$1,513.33

Termination/Resignation: "12 month" Salaried Employees

If an employee's effective resignation or termination date is before the last Work Day of the full year term as outlined in their LOA, their last pay will be calculated by determining the prorated annualized salary and paying the respective remaining amount.

For example:

Annual Salary \$40,000.

Per pay period amount: $\$40,000 / 24 \text{ pay periods} = \$1,666.67$

The calendar includes 262 Days Paid

Resignation/Termination results in 100 of the 262 Days Paid employed and thus paid. $100 \text{ days employed} / 262 \text{ Days Paid} = 38\%$ of the year worked.

Earned salary is $38\% \times \$40,000 = \$15,200$

If 8 pay periods have already been paid at the $1/24^{\text{th}}$ rate: $\$1,666.67 \text{ per pay period} \times 8 \text{ pay periods} = \$13,333.36 \text{ paid to date}$

The difference will be paid out in the final paycheck, $\$15,200 \text{ earned} - \$13,333.36 \text{ paid out to date} = \$1,866.64$

Hourly Employees

Hourly employees are paid their specified hourly rate for the hours worked in each of 24 semi-monthly pay periods. Holidays and specified breaks are paid at the employee's average Daily Rate.

Unpaid Time for Hourly Employees

Staff that require an unpaid leave of absence, including FMLA, will not receive compensation during the unpaid leave period unless one of the following exceptions applies: if they report to work; if they use accrued sick, personal, vacation, and/or banked days; or if the day is a covered holiday or specified break that occur during the leave of absence. In the event of any of those exceptions, the employee's average Daily Rate will apply for payment.