

**SAN ANTONIO ACADEMY**

**2018-2019**

**Faculty  
and  
Staff**

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**HANDBOOK**

*Be honest.*

*Be kind.*

*Be the best you can be.®*

## **Mission Statement**

San Antonio Academy of Texas offers prekindergarten through eighth grade boys an exceptional academic program that features small classes, a family-like atmosphere, the development of a positive self-image and a foundation for life based upon love of God and country, integrity and respect for each other.

SAN ANTONIO ACADEMY, A NON-PROFIT, NON-DENOMINATIONAL, TAX-EXEMPT SCHOOL, PREKINDERGARTEN THROUGH EIGHTH GRADE, ADMITS STUDENTS OF ANY RACE, COLOR AND NATIONAL OR ETHNIC ORIGIN.

*San Antonio Academy is an Equal Opportunity Employer.*

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## OVERVIEW

### SAN ANTONIO ACADEMY OF TEXAS FACULTY / STAFF HANDBOOK

Welcome to The Academy! Our handbook provides guidelines for everyday life at San Antonio Academy. We have not listed a specific rule to cover every situation. Instead we have tried to convey a sense of The Academy's spirit, culture and expectations. The Academy's philosophy shapes our guidelines.

For more than 130 years, San Antonio Academy has prepared students for success in life. We provide our boys with an exceptional academic background. Students also learn that, if they are to achieve success, they must work hard and become self-disciplined. The work ethic is alive and well at The Academy.

We also believe that it is our responsibility to reinforce traditional values such as love of God and country, kindness and integrity. We expect our students to be good citizens.

For most students the elementary years make up about half of their school lives, the foundation for the years to come. Study habits are established, lifelong attitudes toward self and others are developed. Values are formed.

**The Academy does more than prepare boys for high school. San Antonio Academy educates boys to succeed in life – scholastically, emotionally and physically. They leave with a firm academic foundation, but, most important, they learn that it is awesome to be honest, hard-working and kind.**

#### **Our teachers make this happen.**

We are proud of our teachers. They are dedicated professionals, experienced in their fields. Most of all, San Antonio Academy's teachers care about their students.

Our teachers push their students to realize their potential – in the classroom, on the playing field and later, in the community.

**We believe that the most important component of a good education is the teacher's relationship with students. Good teachers challenge students and make learning fun. Most important, good teachers nurture and support their children. And, good teachers are proud of their children. At some schools this sounds corny; at The Academy caring is a way of life.**

**Since studies show that 95% of a child's success is contingent upon the development of a positive self-image, we find ways to emphasize and recognize each student's accomplishments. We believe in positive reinforcement.**

Teachers have the opportunity to make a critical difference in each child's life. At The Academy we do more than teach subject matter. We concern ourselves with each boy's overall development.

Sometimes small gestures—a “high five,” a merit for achievement or kindness, a word of encouragement or a note of praise—are appropriate. Other situations may require a personal conference, after-school help, a note to parents or a phone call home.

### **TEACHERS' OBJECTIVES**

- Be a living example of integrity.
- Generate enthusiasm for learning.
- Teach creative and inspiring classes that engage and challenge all students.
- Foster in each student a positive self-image and self-confidence.
- Ensure that students master necessary subject area skills, including
  - analytical reasoning/problem solving
  - correct, clear and cogent communication
  - self-discipline and task-commitment.
- Provide positive individual attention to students.
- Reinforce the Judeo-Christian value system and emphasize the difference between right and wrong.
- Involve the students' families, whenever appropriate, in their sons' education, by maintaining ongoing communication with parents.
- Maintain orderly and respectful classrooms.
- Develop initiative and responsibility among students.
- Recognize individual learning styles.
- Encourage creativity among students.
- Treat all San Antonio Academy personnel and parents in a professional and candid fashion.
- Adhere to The Academy's Professional Code of Conduct.

### **TEACHERS AS MENTORS**

Every teacher is in a position to play a vital role in each child's life, since he/she works with his/her students every day. The teacher, both formally and informally, serves as a mentor, encouraging, correcting and guiding his/her boys. A good teacher is immortal; her/his influence continues in a child's life long after the child has left the class.

**Mentoring is a daily process which permeates all aspects of school life and affects every student. We should focus on all boys, not just the top and bottom ten percent. Teachers should be concerned with each student's academic, emotional and social welfare.**

At all times inform the School Counselor or Learning Specialist regarding a child's progress and problems. The office of the School Counselor or Learning Specialist will serve as a clearing house for all concerns about students. Please share your concerns and opinions with the School Counselor or Learning Specialist. Do not attempt to become closely involved in a student's out-of-school problems. **Do not attempt to diagnose learning disabilities or conditions such as ADD or ADHD. Only the School Counselor or Learning Specialist should make referrals to professional services.**

## **BEHAVIOR**

San Antonio Academy uses a merit system to recognize and reward positive behavior and a conduct referral system to modify unacceptable behavior. The Student/Parent Handbook provides details of these systems and outlines The Academy's expectations for the students.

**At San Antonio Academy teachers often issue merits, which recognize good behavior and success. The school's focus is positive, and the number of merits is more than 30 times the number of conduct referrals.**

There are probably as many good ways of handling discipline as there are good teachers. It would be hard to legislate how you are to handle each and every situation. Positive methods designed to prevent undesirable behavior are more effective than those that correct mistakes. Mutual respect and trust form the essence of effective student-teacher relationships.

Here are some odds and ends that the teacher should take into consideration:

1. You are an important role model for our boys.
2. You set the tone for your classroom.
3. Your dress and appearance should always be above what you expect of students at any activity.
4. Be early for chapel, all classes and other responsibilities.
5. Explain what you expect of students.
6. Be consistent.
7. Insist upon observation of all school policies without apology.
8. Give ample reward for good behavior.
9. Be professional. Discussion of other faculty members and such exchanges as may be profane or otherwise suggestive are not appropriate. Discussion of your personal life is not appropriate. Discussion of your stances on candidates and political issues is not appropriate.
10. In most cases, teachers will be responsible for their own classroom discipline. **Should a student interrupt the learning process or treat his teacher or classmates with disrespect, then that student should be sent from the classroom with a conduct referral to the Dean of Students or Head of School. The conduct referral should indicate the offense and what previous action has been taken. Major infractions must be handled through the Head of School, who will assume responsibility for their disposition.**

**Corporal punishment will not be used at San Antonio Academy.**

## **DAILY ROUTINE**

**Morning duty teachers will be at their posts by 7:25 AM. All faculty will be on campus by 7:40 AM. Primary teachers will take charge of their homeroom students by 7:45 AM in Ellison Hall, and Upper School teachers will be present with students in front of Ellison Hall by 7:45 AM. All teachers will attend opening exercises, beginning at 8:00 AM.** Regular classroom or military drill activities follow chapel. During lunch each teacher serves as a table monitor.

At the close of the day, primary teachers help out with pick-up or take children to After-School Care. Primary teachers will remain on duty each day until 3:15 PM. Third through eighth grade faculty members will be available Monday through Thursday after school until 4:00 PM to tutor those boys in need of extra help.

## **TUTORING**

**Faculty will require after-school tutoring for those boys whose performance indicates the need for extra help. During the regular school year we provide extra tutoring free of charge to our own students. Teachers do not charge their own students for tutoring. Teachers in grades 3-8 will be available Monday through Thursday from 3:30 to 4:00 PM for extra help classes. Teachers will record their students' attendance at after-school help sessions.** Primary level teachers will be available for after-school tutoring as the need arises.

**If a child is having difficulty or scores a test grade of 74% or lower or does not turn in a homework assignment, notify the parents on the same day and require the student to come back for help the following day after school.**

**We promise that we will counsel students who are experiencing difficulty, and we promise parents that we shall inform them when a child's work is incomplete or deteriorates. When calling students back for extra work, you should keep a record of your students' attendance.**

## **PARTICIPATION**

Faculty members are expected to attend morning chapel, all faculty meetings, department meetings and regularly-scheduled school functions. In case of absence, you should inform the Associate Head. The Academy may require attendance up to one week prior to the opening of the academic year for workshops or in-service training.

## **FACULTY MEETINGS**

Faculty and staff meetings will be held on a regular basis to exchange information and ideas and to discuss the overall program and operation of the school. The candid exchange of information and ideas is essential to the ongoing success of our school, and attendance is required.

## **FACULTY EVALUATION**

Every faculty member will have his/her performance evaluated, and each will have the opportunity to discuss the evaluation with the Associate Head, Department Chairman or Head of School. Teacher evaluations are an ongoing process via formal and informal classroom visits, goal-setting exercises, and summative conferences with the Associate Head, Department Chairman or Head of School. In assessing performance the following criteria are taken into consideration:

- Performance of teaching duties, scholarship, professional development, participation and professional leadership are all taken into consideration in the total evaluation.
- Contributions beyond the classroom – duty responsibilities, extracurricular activities and special functions – are important factors in evaluating a teacher.
- Professionalism is an important factor in evaluating a teacher's performance. Teachers are expected to adhere to The Academy's Professional Code of Conduct, which is part of the annual in-service packet.

The overall and ultimate evaluation will be made by the Head of School.

## **WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Academy is firmly committed to treating employees and applicants for employment according to their experience, talent, and qualifications for the job, without regard to their race, religion, color, national origin, sex, genetic information, age (if over forty [40]), disability (if otherwise qualified to do the job) or any other classification protected by law. Our policy in this regard covers all employment decisions, including recruitment, hiring, placement, promotions, transfers, layoffs or terminations, rates of pay, employee benefits, and selection for training.

This policy regarding equal treatment regardless of race, religion, color, national origin, sex, genetic information, age, disability or any other classification protected by law prohibits any type of harassment or retaliation for activity protected by appropriate state or federal anti-discrimination laws. Accordingly, The Academy strictly prohibits any employee from harassing another employee on the basis of his/her race, religion, color, national origin, sex, genetic information, age, disability or any other classification protected by law; and The Academy, likewise, strictly prohibits any type of retaliation for any employee engaging in any activity protected by the appropriate federal or state anti-discrimination laws.

We are firmly committed to comply with all provisions of the Fair Labor Standards Act, as amended, which establishes minimum rates of pay and overtime pay requirements. We likewise support the Equal Pay Act amendments to that law.

Similarly, The Academy is committed to complying with the Americans with Disabilities Act of 1990 and its amendments. Accordingly, all employment decisions as to applicants for employment or as to persons having been employed will be made regardless of the existence of a disability. Once it is known that an individual suffers from a disability and that person is otherwise qualified for the job in



question, we will make all means available to reasonably accommodate the individual's disability, provided the accommodation does not cause an undue hardship. This determination will be made on a case-by-case basis, dependent upon the facts involved. No employee or applicant for employment will be denied employment because of the need for reasonable accommodation.

Any employee desiring a reasonable accommodation or modification to an existing accommodation should contact the Head of School or the Associate Heads of School and submit a request. All requests will be reviewed and evaluated based upon the particular facts of the individual's situation and job duties. Additional information may be needed, including, but not limited to, related medical information to properly evaluate the individual's restrictions and accommodations. Failure to provide necessary information may prevent The Academy from providing the requested or appropriate accommodation.

The Immigration Reform and Control Act of 1986 makes it unlawful for an employer to knowingly hire, recruit, or refer for a fee for employment in the United States any individual (citizen or alien) not supplying proper documentation to verify his eligibility to work in the United States. The Academy will comply fully with this law and will not knowingly employ anyone who does not supply The Academy with government-required support documentation to verify that the employee is authorized to work in the United States. In the event it is determined an individual does not have the appropriate documentation, that individual will be subject to termination.

Consistent with the Age Discrimination in Employment Act, we will not discriminate against anyone because he or she is over the age of forty (40).

Anyone who believes they have been treated in a manner that is inconsistent with this policy should immediately contact the Head of School, the HR Director or the Associate Heads of School. Further, we resolve to respect the Right-to-Work Laws of Texas, our home state, and will carefully protect each person's right to enjoy all the privileges of employment without regard to his or her membership or non-membership in any employee organization or association.

Whenever "he" or "she" or a similar term denoting gender appears in this Handbook, it also refers to the opposite gender.

## **DISCIPLINARY ACTION**

We want our school to be a safe and pleasant place to work. People who have worked together a long time realize that one person's misconduct may harm all the rest, and they expect certain standards to be set up and followed. For your guidance, the following is a partial list of actions which are considered against the best interest of The Academy and its faculty and staff. Individuals engaging in such actions are subject to discipline and, under certain circumstances, discharge.

1. Theft or other acts of dishonesty.
2. Working under the influence of alcohol, narcotics, or contraband substances, or bringing the same onto Academy premises.
3. Insubordination.

4. Falsification or misrepresentation on records (including, but not limited to, employment applications, time cards, inventory reports, checks, etc.).
5. Willful abuse of Academy property.
6. Discourteous or abusive conduct toward students, parents, fellow employees, or others.
7. Fighting or gambling on Academy property.
8. Loafing or sleeping while on duty.
9. Bringing weapons or explosive devices onto Academy property.
10. Failure or refusal to cooperate with fellow workers.
11. Excessive absenteeism or tardiness.
12. Carelessness or negligence which results in the destruction or damage of Academy property or endangers life or property.
13. Violation of The Academy's rules; by way of example: a violation of rules governing smoking, dress and personal appearance, drinking and drugs, etc.
14. A bus driver becoming uninsurable.

## **OUTSIDE EMPLOYMENT**

Teaching is a very demanding full-time job. Faculty members are discouraged from taking any outside employment. Any person who finds it necessary to gain outside employment during the regular school term should report to the Head of School the nature of the job and the hours involved. If, in the Head of School's judgment, such outside employment is incompatible with teaching, the Head of School may require the faculty member to give up the outside employment. At no time should work for an outside employer be performed on The Academy's equipment or during scheduled work hours.

## **SICK LEAVE**

Any faculty or staff member who is absent from duty due to personal illness, illness of the immediate family or personal business shall be allowed five days each school year without deduction of pay. Unused sick leave may be carried over from one school year to the next, but cannot exceed a total accumulation of 15 days. Absences of more than 3 consecutive days will be supported by a doctor's note. In case of absence, Lindsay Kramme (PK-3) and Kim Stanage (4th-8th) must be notified by 7:00 AM, and they will obtain a substitute. Employees will log absences and tardies into Paycom.

## **EMPLOYEE BENEFITS**

The Academy offers certain benefit plans to its full-time employees. The specific details of these plans are outlined in plan documents, which are available for review upon request. The Academy cannot guarantee either the continuation or specific benefit level of any benefit plan and reserves the right to modify or discontinue any plan without notice.

The Academy has established a tax-advantaged cafeteria plan for eligible employees. The following are highlights of currently available options:

1. Group Medical Insurance (participation is optional):
  - Single coverage:
    - SAA contributes 75% of premium
    - Teacher contributes 25% of premium
  - Family coverage:
    - SAA contributes 25% of premium
    - Teacher contributes 75% of premium
2. Life Insurance:
  - Benefit equal to annual salary, up to a maximum of \$50,000\* (\*reduces at age 65 and over)
  - SAA contributes 100% of premium
3. Short-Term Disability (participation is optional):
  - SAA contributes 75% of premium
  - Teacher contributes 25% of premium
    - Normally, benefits begin in seven days after illness. In the event of an accident, benefits begin immediately.
4. Long-Term Disability:
  - SAA contributes 100% of premium
  - Benefits begin after six months of absence from work.
5. Dependent Care Reimbursement (participation is optional):
  - An employee may withhold up to \$5,000 per year on a before-tax basis to pay for qualified dependent care expenses.
6. Medical Reimbursement (participation is optional):
  - An employee may withhold up to \$2,600 per year on a before-tax basis to pay for certain qualified medical expenses.
7. Social Security and Medicare:
  - The Academy matches the social security/Medicare tax withheld from its employees.
8. Retirement Policy:
  - The Academy has adopted a retirement plan with TIAA-CREF. Employee participation eligibility in the retirement plan with TIAA-CREF begins immediately. After the completion of two years of full-time employment at SAA, the school contributes 7% of the employee's monthly earnings. Eligible employees may begin tax-advantaged contributions to an individual plan with TIAA-CREF at any time.
9. Direct Payroll Deposit (participation is optional):
  - The Academy provides direct deposit of payroll for all employees.

## **INFIRMARY USE**

A licensed nurse is on duty from 8:00 AM until 6:00 PM during the academic year. Faculty members may make general use of this facility, as needed, for basic health situations.

## **EMPLOYEE DRUG ABUSE POLICY**

***Purpose and Scope.*** The objective of this drug abuse policy is to provide a safe and healthy workplace for all employees and to prevent accidents.

Using, possessing, selling, transferring, purchasing or being under the influence of illegal drugs by employees/teachers at any time is prohibited. The illegal use of any drug is prohibited. Employees must not report for duty while under the influence of, or have in their possession, while on duty, any drug.

***Definition of Drug.*** For the purpose of this policy, the term “drug”, wherever it appears in this policy, includes alcoholic beverages as well as inhalants, illegal drugs and controlled substances being illegally used.

***Consequences of Violating this Policy:*** Violation of this drug abuse policy will result in one of the following forms of corrective action: immediate termination of employment, suspension, probation, verbal or written warning. In arriving at a decision for proper action, the seriousness of the violation, the past record of the employee and the circumstances surrounding the matter will all be taken into consideration.

***Treatment Programs and Employee Insurance.*** While we do not sponsor or endorse any specific drug treatment programs, such programs are available through public and private health care facilities in our area. Affected employees are encouraged to seek assistance for themselves and their dependents. The group health insurance offered to employees and their dependents provides limited coverage for expenses related to drug treatment programs. See the comptroller or refer to the plan description for details.

***Education and Training Programs.*** The Academy does not offer or require participation in drug and alcohol abuse education and training programs. However, various public and private facilities in our area offer such programs, and affected employees are encouraged to seek assistance.

***Drug Testing.*** The Academy may conduct drug testing on a random basis for all employees or if there is a reasonable suspicion that an individual is in violation of this policy. Bus drivers will be tested as required by law.

## **FACULTY/STAFF COMPLAINT PROCEDURE**

At San Antonio Academy, we want to treat every teacher, staff and administrative member, regardless of position, with respect and in a fair and just manner. In any working environment, differences and problems may occur. We want to address these differences and problems as soon as they happen. This can only be done if we are aware of your concerns. Likewise, what you consider to be a problem may be a misunderstanding.

If you have a problem or complaint, you should first go to the individual who supervises your work. He/she is normally in the best position to help you work out a solution. If you are dissatisfied with that answer, or you do not feel you can talk with your supervisor about the problem, consult the Head of School. Should you have a concern related to the Head of School, you should contact the School Counselor or the Chairman of the Board of Trustees.

As noted in this handbook, harassment and discrimination are prohibited. Complaints related to harassment or discrimination should be made as directed in this policy.

**We want you to be happy while working and teaching at The Academy. Anyone who makes his/her complaint or problem known will be given full and fair consideration and will not be criticized, penalized or discriminated against in any way if this procedure is utilized in good faith.**

## **UNSATISFACTORY CONDUCT OR PERFORMANCE**

The purpose of this policy is to state the Academy's position on responding equitably and consistently to unsatisfactory performance or conduct in the workplace. In all situations, The Academy's goals are to provide the best possible learning environment for its students, families and employees. The Academy's expectations for employees are outlined in the Faculty/Staff Handbook.

The Academy is committed to ensuring fair treatment of all employees and in making certain that reactions to unsatisfactory performance or conduct are prompt, uniform, and impartial. The Academy's goal is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future.

The reaction to unsatisfactory conduct or performance may include any of four steps — verbal warning, written warning, suspension with or without pay, or termination of employment — depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

The Academy recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in some situations, termination of employment, without going through the usual progressive steps.

## **LIFE-THREATENING ILLNESS**

San Antonio Academy recognizes that employees with life-threatening illnesses, including but not limited to cancer, heart disease and AIDS, may wish to continue working and participating in as many of their normal pursuits as possible. As long as these employees are able to perform the essential functions of their job with or without reasonable accommodation, they may continue to work. The administration will be sensitive to the conditions of these individuals and ensure they are treated fairly.

Since an employee's health condition is personal and confidential, The Academy will comply with all applicable legal requirements and take reasonable precautions to protect this information. Any dissemination of such information should be only on a need-to-know basis, or with prior written permission from the employee.

If possible, The Academy will make reasonable accommodations, consistent with its business needs, for employees with life-threatening illnesses.

Periodic statements from the employee's/teacher's physician may be required to determine that continued work requirements will not endanger the individual, other employees/teachers and students or prevent acceptable work performance. Contact the Head of School for assistance in determining reasonable accommodations.

If an employee feels he/she is being harassed or discriminated against because of his/her condition, the employee should contact his/her supervisor or the Head of School.

The Academy encourages employees with life-threatening illnesses to seek assistance from established community support groups for information, medical treatment, and counseling services, where necessary. The Head of School may be contacted for assistance.

## **POLICY AGAINST HARASSMENT**

It is the policy of The Academy to provide equal employment opportunity to all employees and applicants for employment. No person shall be discriminated against in violation of federal or state law with regard to employment on account of his or her race, religion, color, sex, genetic information, age, national origin, military status, disability or any other classification protected by law.

It is the policy of The Academy to maintain an academic environment free of all forms of discrimination or harassment that adversely affect the learning environment, specifically as such pertain to sexual harassment or harassment relating to a student's or employee's race, religion, color, sex, genetic information, age, national origin, military status, disability or any other classification protected by law. In keeping with this policy, The Academy will not tolerate the harassment of any student or employee of The Academy by anyone, including teachers, supervisors, co-workers, and non-employees of The Academy.

It is also The Academy's policy to provide all employees with an environment that encourages efficient and productive work—a work environment that is free of discrimination. In keeping with this commitment, The Academy will not tolerate harassment of any employee or student by anyone, including any supervisor, co-worker or vendor.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, disability, veteran status, citizenship, or other protected group status. The Academy will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive academic or working environment.

While all forms of illegal harassment are expressly prohibited, The Academy emphasizes that sexual harassment is a form of sex discrimination and as such is specifically and strictly prohibited. Each supervisor and employee has a responsibility to maintain a work place free of any form of sexual harassment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitute sexual harassment when: (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Academy recognizes that not all employees have the same level of sensitivity, and conduct which may be offensive to one employee may not be offensive to another employee. Therefore, it may be possible to correct a situation by discussing it directly with the source of the conduct. However, if the employee is unwilling or unable to discuss the situation directly with the source and if the employee believes that the action of the fellow employee (or any other person) constitutes unwelcome harassment, that employee should immediately report the conduct to his or her supervisor, the Head of School or the Associate Head. If the conduct complained of is that of his or her supervisor, the situation should be discussed with the Head of School or the Associate Head. Should the individual wish to complain about the Head of School's conduct, he/she should contact the School Counselor or the Chairman of the Board of Trustees. Thus, no employee who makes a complaint regarding sexual harassment is required to bring a complaint to the supervisor or fellow employee who is allegedly guilty of the harassment.

It has been and is The Academy's policy to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, The Academy will keep complaints and the terms of their resolution confidential. When necessary, The Academy will take corrective action, including such disciplinary action as is appropriate. No employee is authorized to publicize in any manner the existence of or results of any investigation or the action taken as a result.

This policy also prohibits retaliation or reprisals against anyone who submits a complaint under this policy.

If an employee is not satisfied with the handling of the complaint, he or she may bring the complaint to the attention of the Head of School, the School Counselor or the Chairman of the Board of Trustees.

**ANY EMPLOYEE WHO IS FOUND TO HAVE ENGAGED IN HARASSMENT OF A STUDENT OR ANOTHER EMPLOYEE WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION, INCLUDING, BUT NOT LIMITED TO, TERMINATION OF EMPLOYMENT.**

## **DURATION OF EMPLOYMENT**

An employee of The Academy who does not have a written contract executed by the Head of School is an at-will employee, which means that either the employee or The Academy is free to terminate the employment relationship at any time, with or without cause or reason. Individuals with written contracts, including teachers, are employed under the terms and conditions set forth in their individual agreements.

## **LEAVE OF ABSENCE**

A leave of absence, without pay or benefits, for a reason acceptable to The Academy may be granted to regular full-time and regular part-time employees, provided that the request by the employee is in writing and is made at least thirty (30) days prior to the beginning date of the leave of absence, except in an emergency situation. The leave of absence requested must be authorized by the Head of School. This written authorization will be made a part of the employee's personnel file for future reference. No leave of absence shall be requested or granted to an employee for the purpose of the employee seeking or working at another job.

A leave may be granted, but in no event will the leave exceed six (6) months, unless a request is made and granted for a reasonable extension as an accommodation. However, leave is granted only for the length of time needed. For example, a leave due to injury or illness will only be granted in an amount of time equal to the time needed to recover from the injury or illness.

A leave of absence for military service shall be governed by applicable federal and state laws.

All leaves of absence granted by The Academy shall be without loss of seniority to the employee, provided, however, that the employee's seniority shall not continue to accumulate during his or her leave of absence; nor shall an employee who is on leave of absence be eligible to receive holiday pay for holidays which fall during his or her leave of absence.

An employee who does not return to work on the first regular working day following the end of the period provided in the leave of absence shall be terminated, unless an extension is requested in writing by the employee and granted by The Academy.

In order to remain covered under The Academy's medical and hospitalization insurance plan, an employee on leave of absence in excess of thirty (30) days is required to pay the necessary insurance premiums through The Academy, unless the leave qualifies as Family and Medical Leave. An employee who becomes temporarily disabled, including pregnancy, must furnish the supervisory team with a statement from his or her physician advising of his/her surgery or other corrective medical procedures in the case of other temporary disabilities. This statement from the physician must also certify the individual's physical capabilities to con-



tinue working during the period of her pregnancy or the period of time up until medical corrective action is deemed necessary. The employee shall also advise the supervisory team of his or her anticipated period of absence in connection with the temporary disability, including the approximate date that the employee will be able to return to work from the temporary disability.

Every effort will be made to place an employee returning from a leave of absence in the same or a comparable job as that which the employee held before leaving. See the Family/Medical Leave of Absence policy for return to work procedures for that leave. If such position is offered to the employee returning from a leave of absence and the employee refuses such offer, he/she will be considered as having "voluntarily terminated" his/her employment with The Academy.

## **FAMILY/MEDICAL LEAVE OF ABSENCE**

Eligible employees may take a Family/Medical Leave of Absence (FMLA) under the following guidelines:

- Eligible employees include those who have been employed by The Academy for 12 months and who have worked 1250 hours in the 12 months prior to the request for leave. Full-time teachers will be assumed to meet the 1250 hour requirement.
- If you are an eligible employee, you may receive up to 12 weeks of FMLA leave during a "rolling" 12 month period for any of the reasons stated below. The rolling 12 months are reviewed by looking back at the 12 months prior to a leave request to determine how much leave has been taken.
  - The birth, adoption or placement through foster care of a child and to care for that child (within 12 months of birth/placement).
  - To care for a child<sup>1</sup>, spouse or parent<sup>2</sup> who has a serious health condition.
  - Your own serious health condition.
- In the event of qualifying exigency (as defined by regulation) for a spouse, son, daughter or parent on active duty or called to active duty in the Armed Forces as a member of a recognized reserve unit in support of a contingency operation.
- Reasons for qualifying exigency leave include, but are not limited to:
  - short-notice deployment (military member receives seven (7) or less days' notice of a call to active duty),

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1 Child means a biological, adopted or foster child, stepchild, legal ward or child of a person standing in loco parentis (responsible for day-to-day care and financial support) either under age 18, or age 18 or older and incapable of self-care due to a mental or physical disability.

2 Parent means a biological parent or an individual who stands-stood in loco parentis to you.

- military events and related activities, temporary childcare arrangements and school activities (but not ongoing childcare),
- financial or legal arrangements,
- counseling by a non-medical counselor (such as a member of the clergy),
- rest recuperation (when the military member is on a temporary rest and recuperation leave), and
- post deployment military activities.
- Additionally an eligible employee may also take up to 26 weeks of leave to care for a family member, including next of kin, who suffers a serious injury or illness in the line of duty while on active military duty ("SFL").
- Employees who are eligible for SFL may take a leave of up to twenty six (26) weeks in a single twelve (12) month period (measured from the date the first occurrence of leave is taken) to care for a covered service member.
- In the event SFL is taken, leave entitlement under FMLA will not be affected except that an employee may only take a combined total of twenty six (26) weeks of SFL and FMLA during the relevant twelve (12) month period. SFL may be taken once for each family member/next of kin and for each separate injury or illness to a family member/next of kin.
- Intermittent leaves and leaves taken by reducing your work schedule will be granted when necessary due to your own serious health conditions or that of a covered family member. Intermittent and/or reduced schedule leaves due to the birth, placement or adoption of a child may be granted with the authorization of your supervisor.
- If the intermittent leave will require the employee to be absent on more than 20 percent of the working days, the employee may be required to take a leave of absence for the entire duration of the necessary intermittent leave or be placed in an alternative position.
- If you work a reduced hours schedule due to an intermittent FMLA leave, you will receive an adjustment to your pay based upon the reduced schedule.
- The Academy reserves the right to limit the leave period for spouses when both are employed by The Academy, to a combined total of 12 work weeks of FMLA leave per year for the birth, placement or adoption of a child or to care for a parent with a serious health condition. This restriction would not apply to FMLA leave taken for other reasons.
- Special rules apply for leave taken within 5 weeks of the end of a term. If you think you may need leave within this 5 week period, please contact the Head of School as soon as possible.

## **REQUESTING FMLA LEAVE**

A 30 day notice of request for FMLA leave is required whenever the leave is foreseeable. If the leave is unexpected, notice must be given as early as possible (within 1-2 working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible). If the leave is due to your own medical emergency, have a family member or other adult contact your supervisor

as soon as possible if you are unable to do so. A form to request FMLA leave can be obtained from the HR Administrator. If the dates of the anticipated leave period change, you are required to notify your supervisor of such change as soon as practicable.

### **CERTIFICATION/VERIFICATION**

You will be required to submit verification for the leave, such as medical certification for your own serious health condition or that of a family member, birth certificate, adoption papers, etc., as well as periodic recertification of medical status. The Academy may require you to periodically report on the status of your leave and your intent to return to work. If your FMLA leave was due to your own serious medical condition, you may be required to provide verification from your health care provider upon your return to work that you are able to perform the essential functions of your position with or without specified reasonable accommodation.

### **REINSTATEMENT**

As an eligible employee, you will be restored to your previous position or an equivalent one upon return from your FMLA leave with the same pay, benefits and other terms and conditions of employment unless your former position was eliminated due to a reduction in force, restructuring or other job elimination that was unrelated to your leave.

Those employees defined as "key employees" under the FMLA may be denied reinstatement at The Academy's discretion and will be notified of such at the time leave is requested or as soon as a determination can be made by The Academy that reinstatement of such "key employee" will result in substantial and grievous economic injury to operations.

If an employee takes FMLA leave due to the employee's own serious health condition, the employee will provide, before resuming work, a fitness-for-duty certification. If the Academy requires certification of the employee's ability to perform essential job functions, SAA will provide a list of essential job functions to the employee with the FMLA designation notice.

### **Benefit Eligibility and Compensation During a Leave of Absence:**

- Group health and life insurance benefits will continue while on leave provided you continue to contribute your portion of any premiums. These benefits will cease if you inform The Academy of your intent not to return from leave, if you fail to return from leave, or if your leave expires pursuant to other leave policies.
- You will not receive holiday payment for any holidays that fall during the leave period.
- The timing of performance appraisals and salary increases may be adjusted based upon the length of the leave in accordance with The Academy's policy.

- Refer to the Retirement Savings Plan for information regarding the terms of the plan.
- If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, SAA may require reimbursement of premiums paid by SAA during the leave.

## **JURY DUTY**

Any regular employee or teacher who is required to serve on jury duty will be paid his/her regular wages up to 20 days per work year.

If called to serve on jury duty, you should show your summons to your supervisor promptly, so that he can make schedule arrangements. You should also keep your supervisor regularly informed of when you expect to return from jury duty.

In order to qualify for jury duty pay, you must report for work on any day or part of a day when you are excused by the court. Check with your supervisor by telephone if in doubt whether you should return for the balance of the day.

## **SAA PAID TIME OFF (PTO) AND LEAVE OF ABSENCE POLICY**

### **DEFINITIONS**

**FULL TIME HOURLY EMPLOYEE:** An employee who is paid hourly and works 35 hours or more per workweek.

**SCHOOL YEAR EMPLOYEE:** An employee who works from August of one year through May of the next, roughly coinciding with the academic year. These employees may be salaried (exempt)\*, or paid hourly. The work year begins August 1st and runs through May 31st of the following year, unless otherwise specified.

*\*An employee who is not entitled to the minimum wage or overtime protections of the Fair Labor Standards Act (FLSA)*

**YEAR-ROUND EMPLOYEE:** An employee who works throughout the calendar year. The work year, unless otherwise specified, runs from January 1st through December 31st. Year-round employees typically have essential work that must be performed during non-school, non-holiday weekdays. These employees may be salaried (exempt) or paid hourly.

**HOLIDAYS:** For year-round employees, the following holidays are considered non-workdays with normal rate of pay. When one of these holidays falls on a weekend, the Monday immediately following the holiday will be the non-workday with normal rate of pay:

New Year's Day, Dr. Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Yom Kippur, Thanksgiving Day, Christmas Day

Work assignments for year-round employees during Spring Break and Winter Break are at the discretion of the supervisor and the Head of School or his designee.

**LEAVE:** Time spent away from work on a normal workday.

**IMMEDIATE FAMILY** The term "immediate family" is defined as:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
3. Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. A person residing in the employee's household at the time of illness or death, having an immediate family-type relationship, as determined by the Head of School.

*For purposes of the Family and Medical Leave Act (FMLA), immediate family will only be considered as spouse, parent, son or daughter, and next of kin (SFL only).*

**FAMILY EMERGENCY:** The term "family emergency" is limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

**WORKDAY:** A workday for purposes of earning, use, or accounting will mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

## **PROCESS AND PROCEDURES**

### **SICK LEAVE**

All salaried employees and full-time hourly employees will receive 5 sick leave days at the start of each work year. The length of a sick leave day for an employee is commensurate with the typical workday of that employee.

### **ACCRUED SICK LEAVE**

Any sick leave an employee has not used by the end of the work year. Up to 10 days of unused sick leave can be brought forward into the new work year. For example, an employee who carries forward 10 days into a new work year starts the new work year with a maximum of 15 sick leave days available for that work year.

## **VACATION LEAVE**

Year-round (salaried or full-time hourly) employees are awarded vacation leave (in day increments) based on tenure at SAA. The length of a vacation day for an employee is commensurate with the typical workday of that employee. Vacation leave must be used during the 12 months following the anniversary date. Vacation leave awarded in one anniversary that is not used by the beginning of the next anniversary year is forfeited (use or lose). Vacation leave is a benefit intended to provide periods of rest away from the work environment. It is each employee's responsibility to schedule and use his/her vacation days.

School-year employees are afforded days off work when school is not in session, unless the day is designated a workday (in-service, special events). Therefore, school-year employees earn no additional vacation time.

During vacation leave, an employee earns the normal rate of pay.

## **EARNING VACATION LEAVE**

Year-round (salaried or full-time hourly) employees earn 10 vacation leave days upon completing 12 months of employment at SAA (anniversary). A balance of 10 vacation days is renewed on each subsequent anniversary through the 5th. Upon completing five years of employment at SAA, 15 vacation days are awarded. A balance of 15 vacation days is renewed on each subsequent anniversary through the 10th. Upon completing 10 years of employment at SAA, 20 vacation days are awarded. Beyond the 10th year of employment, a balance of 20 vacation days is renewed on each subsequent anniversary.

## **SPECIAL FMLA-RELATED PAID ABSENCE**

In rare cases, a salaried or a full-time hourly employee may have a bona fide illness that precludes returning to work before short-term disability benefits are exhausted. In this case, SAA will pay an employee 66% of his/her normal wages under the following conditions:

- The employee has elected and is covered by short-term disability insurance for the benefit year, and the illness is covered by short-term disability insurance;
- The employee has exhausted all vacation leave and sick leave;
- Short-term disability benefits are exhausted, or the absence is during the period prior to commencement of short-term disability pay (elimination period);
- The employee is under an approved FMLA absence for the period; and
- The employee hasn't received pay under this program in the previous 36 months.

## **EXCESS SICK LEAVE**

In rare cases, a salaried or a full-time hourly employee may become ill after all sick leave days have been expended. SAA will subtract the cost of a substitute (whether or not one is needed) from normal wages for up to 5 days per work year, when an employee takes sick leave under the following conditions:

- All vacation leave and sick leave have been exhausted;
- The absence doesn't exceed three workdays; and
- The absence has been reviewed and approved by the Head of School or his designee.

## **RECORDING**

Leave is recorded as follows:

- Leave is recorded in half-day increments for all salaried employees. Hourly employees record leave in hourly increments.
- If the employee is taking intermittent FMLA leave (salaried or hourly), leave is recorded in one-hour increments.

## **CONCURRENT USE OF LEAVE**

When an absent employee is eligible for FMLA leave, SAA will designate the absence as FMLA leave.

SAA will require the employee to use short-term disability leave and paid leave, including vacation time and sick leave, concurrently with FMLA leave.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness is designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

## **MEDICAL CERTIFICATION**

An employee will submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family;
2. SAA requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Head of School;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

In each case, medical certification is made by a health-care provider as defined by the FMLA

## **USE OF LEAVE**

Unless physically unable to access the Internet, employees will request leave through the Paycom website. All faculty sick leave requests must be confirmed via email or phone with the Associate Head.

## **OTHER USE OF SICK LEAVE**

Use of sick leave for personal reasons (other than illness) is subject to limitations set out below:

The employee will submit a request through the Paycom website to the immediate supervisor or designee. In deciding whether to approve or deny the request, the

supervisor or designee will not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee will, however, consider the effect of the employee's absence on the educational program or school operations, as well as the availability of substitutes.

A request for other use of sick leave is considered granted unless the immediate supervisor or designee notifies the employee to the contrary within 2 workdays of receipt of the request.

### **RESTRICTED DAYS**

The Head of School or his designee will review requests for other use of sick leave to be taken on the following days:

- The day before or after a school holiday;
- Days scheduled for end-of-semester or end-of-year exams;
- Professional or staff development days;
- The first day of instruction in a school year; or
- Days during which special events are scheduled (e.g. Field Day, Grandparents' Day, Commencement, etc.).

### **DURATION OF LEAVE**

Other use of sick leave should not exceed three consecutive workdays.

### **CATASTROPHIC SICK LEAVE**

All employees will be eligible for up to 30 workdays of catastrophic sick leave. Catastrophic sick leave for extended illness will be available to an employee when all other leave has been exhausted. Catastrophic sick leave may be approved no more than one time in a 24-month period. If it is necessary to obtain a substitute, the cost is deducted from the employee's pay. If no substitute is needed during catastrophic sick leave, an employee will earn 66% of the normal rate of pay.

A "catastrophe" is defined as an event involving possible loss of life of the employee or the employee's child, spouse, or parent living in the employee's home. Catastrophic sick leave will not be viewed simply as an extension of other sick leave benefits provided by SAA.

Catastrophic sick leave is granted by the Head of School or his designee upon written request of the employee. This leave may be used only in catastrophic circumstances involving the employee or the employee's child, spouse, or parent living in the employee's home. The Head of School may require presentation of a physician's statement regarding any condition for which catastrophic sick leave is requested. SAA may also request a second medical opinion from a physician of its choice.

### **BEREAVEMENT LEAVE**

An employee is granted up to five days of bereavement leave with regular pay for a death in the employee's immediate family, subject to the approval of the Head of School or his designee.



## **REIMBURSEMENT OF LEAVE UPON SEPARATION**

An employee who separates from employment with SAA is eligible for reimbursement of accrued sick leave or accrued vacation days under the following conditions:

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or non-renewed or in lieu of being discharged or non-renewed;
2. The employee provides advance written notice of intent to separate from employment. Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment; and
3. The employee has at least ten years of continuous service as a full-time employee with SAA immediately preceding separation

The employee is reimbursed for each accrued day of sick leave, to a maximum of 15 days, at a rate of \$75 per day for full-time employees and \$50 per day for all part-time employees. The employee is reimbursed for each day of accrued vacation, to a maximum of 20 days, at a rate of \$75 per day for full-time employees and \$50 per day for all part-time employees.

## **NEUTRAL ABSENCE CONTROL POLICY**

An employee absence may extend to a point in which SAA's ability to perform its mission is jeopardized. In this instance, it may become necessary for SAA to hire someone to perform the work in the place of the absent employee. When an employee has exhausted all available leave under FMLA and/or any other applicable leave program described herein, SAA will take necessary steps to terminate the employment if the employee is subsequently absent from duty for three days within the course of the same work year, unless otherwise required by law. Any employee so separated is eligible for rehire and is permitted to apply for any vacancies that may exist at any given time, depending upon qualifications and availability of job openings.

SAA is not required to maintain the employment of any person who is incarcerated in a federal, state, or local correctional facility.

## **NO SMOKING POLICY**

At The Academy we constantly strive to present a professional and healthy environment. Based on this goal and our concern for students, San Antonio Academy must prohibit smoking in all areas of the campus. San Antonio Academy is also concerned about smoking, as it is the most common cause of fires. Therefore, there will be no exceptions to this rule. Smoking is not permitted in the lobby, individual offices, employee break area, lavatories or anywhere on The Academy's campus. Smoking will be permitted off campus and out of sight of the children.

## **PROHIBITION AGAINST WEAPONS OR THREATS AND NOTICE OF SEARCHES**

The Academy prohibits possession or use of weapons, including firearms, on Academy premises. Academy vehicles, as well as private vehicles parked on Academy premises, are locations included in this prohibition. In accordance with Texas law, employers retain the legal right to prohibit weapons in the workplace. This prohibition includes those firearms that are carried in compliance with Texas law.

Due to the serious nature of this offense, if an employee violates this policy, the employee will be terminated unless extraordinary circumstances warrant a lesser punishment.

Employees must report any violation of this policy. Any employee who fails to make such a report is subject to disciplinary action, including termination of employment.

The Academy reserves the right to conduct searches or inspections of employees and their personal effects, desks, lockers, briefcases, purses and other containers located on Academy premises, as well as employees' private vehicles, if parked on The Academy's premises. Entry onto Academy premises constitutes consent of a search or inspection. Searches or inspections may be conducted at the discretion of The Academy from time to time without prior announcement. When appropriate, items discovered as a result of The Academy's searches or inspections may be taken into custody and may be turned over to the proper law enforcement authorities. Any employee who refuses to consent to or permit a search by The Academy will be terminated, unless extraordinary circumstances warrant a lesser punishment.

Verbal threats of violence or threatening behavior are prohibited. Violation of this policy will subject the employee to disciplinary action, including termination. Due to the serious nature of this offense, any comment will be taken seriously, and it will not be accepted as an excuse that the employee intended the comment in a joking or harmless manner or that the employee made such statement while angry. If you receive a threat or are treated in a hostile manner, you must not respond in kind, but should report the matter to your supervisor, who will deal with the parties involved. Responding in kind, except to legitimately defend yourself if in physical danger, is a violation of this policy and will result in discipline, up to and including discharge.

## **WORKPLACE MONITORING**

Workplace monitoring may be conducted by The Academy to ensure quality control, employee safety, security and customer satisfaction.

In order to enable employees to perform their duties, The Academy provides employees with access to computers. The Academy permits employees to use its computers for personal use where such use does not interfere with the employee's performance of his/her duties. All employees should be aware, however, that

information created and/or stored on those computers or the computer network – whether related to Academy business or the employee's personal use – is the sole property of The Academy; as such, The Academy maintains the right to access, review, modify, delete, copy, transfer, print or otherwise utilize or make use of the information without prior notice to the employee. Where the computer allows information to be accessed through the use of a password, employees must notify the Director of Technology Support of their passwords unless otherwise prohibited by law. Although the computers and the information created and/or stored in or by those computers remains the property of The Academy, employees are not permitted to review another person's computer information unless required in the performance of the employee's duties or expressly permitted by The Head of School.

In addition to providing employees with computers, The Academy also provides employees with access to e-mail and the Internet. These are powerful tools that allow instant and widespread communication that can be a significant benefit to the firm, but can cause substantial harm and embarrassment if used improperly. Personal use of both is permitted within the confines of common sense and the following specific rules:

1. Personal use should be limited to non-work time and must not interfere with or distract from work performance.
2. Storage of personal documents in on-line files should be extremely limited.
3. Caution must be observed when sending material to non-school employees to ensure confidentiality.
4. Attempts to read, copy, modify, or delete e-mail messages of other users are prohibited unless this is done for a legitimate Academy purpose.
5. Sending harassing, threatening, obscene, inappropriate or other objectionable messages via e-mail is prohibited.
6. Sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.
7. Visiting pornographic sites or sites containing sexually-oriented materials is prohibited.
8. Use of The Academy's computer system to attempt unauthorized access to remote systems is prohibited.
9. Downloading of any programs, data, or other material is prohibited, except as expressly approved by the Director of Technology Support.
10. Downloading of any non-educational programs, data or material is prohibited, except as expressly approved in advance by the Director of Technology or the Head of School.
11. Downloading of any educational programs, data or other material is acceptable so long as such action does not violate any trademark, copyright or other intellectual property rights. If you have questions on whether it is appropriate to download certain material, please contact the Director of Technology or the Head of School for clarification before you take action.

Information and messages received, transmitted, stored or otherwise obtained through The Academy's e-mail or Internet system are also considered Academy property. Therefore, employees should be aware that The Academy maintains the right to access, review, modify, delete, copy, transfer, print or otherwise utilize or make use of such information and messages -- whether related to Academy or personal matters -- without prior notice to the employee.

The Academy is sensitive to employee privacy and will endeavor to conduct workplace monitoring in a respectful manner. Employees must be aware, however, that facilities and equipment, including telephones, voicemail, computers, SAA's network and associated software and applications, are provided to employees for the purpose of performing their duties to the benefit of The Academy. Personal use of facilities and equipment is granted subject to The Academy's right to monitor such use, and employees' continued employment constitutes their consent to such monitoring.

As with violations of other Academy policies, violations of this policy will result in discipline, up to and including termination. To ensure compliance with this policy, each employee is urged to consult with the Chief Financial Officer if he/she has a question regarding proper usage of Academy facilities and/or equipment.

### **FAIR LABOR STANDARDS ACT COMPLIANCE POLICY**

It is the policy of The Academy to compensate all of its employees in strict accordance with the requirements of the Fair Labor Standards Act ("FLSA"). In particular, the Company maintains a strict policy against subjecting the compensation of any salaried employee to any improper pay deduction under the FLSA.

If, at any time, an employee has a question or comment relating to his or her compensation, or believes that his or her compensation has been miscalculated or subjected to an improper deduction, the employee should immediately bring such matter to the attention of the HR Director. In the event that The Academy discovers, either on its own or through information provided to it, that the compensation of a salaried employee has been miscalculated or improperly reduced, The Academy will immediately endeavor to make that employee whole by reimbursing him or her with the full amount of any and all miscalculations or improper deductions.

## STATEMENT OF EMPLOYEE

**NOTE TO EMPLOYEE: Please read the 2018-2019 Faculty/Staff Handbook, the Social Media Policy Letter, and the Technology Policy Letter and keep them handy for future reference. You are required to initial each paragraph listed below, sign this sheet in the space provided and return it to the Chief Financial Officer at that time.**

\_\_\_\_\_ I have received a copy of the **2018-2019 Faculty/Staff Handbook, the Social Media Policy Letter, and the Technology Policy Letter**. I understand that this Handbook and these letters supersede all previously-dated handbooks and/or materials and that it is my responsibility to read carefully and understand all the rules and information they contains. My signature below acknowledges that San Antonio Academy may withhold any sums due me in the form of wages or commissions for any and/all amounts owed by me to San Antonio Academy, or for my failure to return San Antonio Academy business property.

\_\_\_\_\_ I understand that San Antonio Academy may from time to time change, modify, alter, add, or substitute new procedures, policies, rules or regulations concerning working conditions at San Antonio Academy. In turn, reasonable notification will be provided by San Antonio Academy of such changes and the incumbent rights, obligations and privileges as a result of such alterations.

\_\_\_\_\_ It is expressly understood and agreed by me, my heirs, and assigns that nothing contained in this Handbook or these policy letters or any subsequent changes or modifications thereto shall act as a contract or guarantee of employment.

\_\_\_\_\_ I SPECIFICALLY CONFIRM that I have been made aware of San Antonio Academy's Anti-Harassment Policy. I understand that San Antonio Academy's policy is a zero tolerance policy in this regard. I understand that I am to report instances of harassment as directed in the policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

# **SAN ANTONIO ACADEMY**

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